



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

SENTENCING GUIDELINES COMMISSION

An Inventory of Its Records

OVERVIEW OF THE RECORDS

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| Agency: | Minnesota Sentencing Guidelines Commission. |
| Series Title: | Records. |
| Dates: | 1977-1993 (bulk 1978-1983). |
| Quantity: | 3.6 cu. ft. (3 boxes and 1 partial box). |
| Location: | See Detailed Description section for box locations. |

SCOPE AND CONTENTS OF THE RECORDS

Records of this commission created to develop and maintain a model for rational and consistent sentencing standards for felony offenders. The majority of the materials concern the commission's development of the guidelines, particularly those documenting regional meetings held in various parts of the state to hear public opinion on the topic. They contain correspondence, opinion statements, and public comments and recommendations.

The minutes and agenda packets include those of the full commission, with scattered files of Juvenile Court Disposition Guidelines Consultants and executive committee meetings. The correspondence mainly consists of responses for information, non-compliance complaints, or letters from inmates concerning their individual cases.

The publications and subject files document the various aspects of the commission's duties and activities. The publications include reports, grant applications, training materials, and miscellaneous print and near-print items covering such topics as the guidelines' impact on the state's criminal justice system, development of the guidelines, and reports to the legislature. The subject files mainly focus on the research done in development of the guidelines and their implementation in the state's correctional system, including such specific topics as legislation, commentary, community service, consultants, data collection and analysis, parole decisions, guidelines schedule and revision, relations with the Minnesota Corrections Board, training seminars, plea negotiations research, media coverage, severity ranking of criminal offenses, work release, and juvenile, women, and sexual offenders.

ARRANGEMENT OF THE RECORDS

The records are arranged in six sections: minutes (1978 - January 1983), agenda packets (1978 - March 1983), regional meetings (1979-1981), correspondence (1978-1983), publications (1977-1993), and subject files (1978-1986).

INDEX TERMS

This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Topics:

- Community service (Punishment)—Minnesota.
- Community-based corrections—Minnesota.
- Correctional institutions—Minnesota.
- Criminal Justice, Administration of—Minnesota.
- Female offenders—Minnesota.
- Juvenile delinquents—Minnesota.
- Parole—Minnesota.
- Plea bargaining—Minnesota.
- Prison sentences—Minnesota—Standards.
- Prisoners—Minnesota—Classification.
- Prisons—Minnesota.
- Sentences (Criminal procedure)—Minnesota.
- Sex offenders—Minnesota.
- Work release of prisoners—Minnesota.

Organizations:

- Minnesota Corrections Board.

ADMINISTRATIVE INFORMATION

Preferred Citation:

[Indicate the cited item and folder title here]. Minnesota Sentencing Guidelines Commission. Records. Minnesota Historical Society. State Archives.
See the Chicago Manual of Style for additional examples.

Accession Information:

Accession number(s): 2003-3; 16,060 (mss)

Processing Information:

Processed by: Jessica Haidet, July 2002.
Catalog ID No.: 2892598

DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note both the location and box numbers shown below. Each file consists of one folder unless specified otherwise.

| Location | Box | |
|-----------------|------------|--|
| 108.I.9.6F | 1 | Minutes: Commission, 1978 – January 1983. 5 folders. Juvenile Court Dispositional Guidelines Consultants meetings, April–September 1980. Agenda packets: Ad Hoc Committee, August 13, 1980. Executive Committee, October 10, 24, 1979. 2 folders. Full Commission, November 1978 – March 1983. 35 folders. November 1978 – December 1982. 33 folders. |
| 108.I.9.7B | 2 | January –March 1983. 2 folders. Juvenile Court Dispositional Guidelines Consultants meetings, May, June, September 1980. Seminars, November 1979. Regional meetings, 1979: Correspondence and working papers. Invitations. Opinion statements. Questions raised at regional public hearings. Responses to questionnaire. Meetings by location: Each contains information pertaining to the specified meeting, including lists of invitees and pre-meeting correspondence. Albert Lea, May 10. Detroit Lakes, April 19. Duluth, June 14. Hennepin, March 22. St. Paul, July 10. Regional meetings, December 1980 – January 1981: 1979 Basic Data Profiles for Anoka, Beltrami, Lyon, Olmstead, and Sterns counties. Correctional facilities visits – Information sheets and packets. Invitations. Miscellaneous. Public comments and recommendations. Scheduling. Summary. |

| Location | Box | |
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| 108.I.9.7B | 2 | <p>Meetings by location: Each contains information pertaining to the specified meeting, including attendance sheets and meeting notes.</p> <p>Anoka, January 22, 1981. Bemidji, January 6, 1981. Duluth, December 18, 1980. Marshall, January 20, 1981. Minneapolis, December 16, 1980. Rochester, January 8, 1981. St. Cloud, January 13, 1981. St. Paul, January 15, 1981.</p> <p>Correspondence, 1978–1983. 8 folders. Mainly letters from the Commission administration and staff in response to requests for information, non-compliance with the guidelines, financial information, and from inmates concerning the guidelines as related to their individual cases.</p> <p>Publications: Chronological order.</p> <p>Data Collection Instrument, undated. Grant Application for Evaluation and Assessment of Sentencing Guidelines Impact, undated. Impact of Sentencing Guidelines on the Minnesota Criminal Justice System: Establishment of Coordinated Sentencing and State Correctional Policy, undated. The Minnesota Sentencing Guidelines: A Correctional Practitioners View of Their Impact, undated. By Leslie R. Green, executive officer of Adult Release.</p> <p>To Those Persons interested in Determinate Sentencingfrom the Minnesota Corrections Board, February 24, 1977. Sentencing Patterns for Minnesota Female Felons, FY1978. Concept Paper on Guideline Development, October 27, 1978. Development of Statewide Sentencing Guidelines in Minnesota: Coding Manual, January 1979. Report to the Legislature, January 1, 1980. Minnesota Sentencing Guidelines and Commentary, [ca. 1981]. Training materials.</p> <p>Evaluation Study: Coding Instrument, 1981. Population Projection Program User's Manual, February 1981. Minnesota Sentencing Guidelines and Commentary, revised August 1981. Preliminary Report on the Development and Impact of the Minnesota Sentencing Guidelines, July 1982. Report to the Legislature, January 1983.</p> |

| Location | Box | |
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| 108.I.9.7B | 2 | <p>Minnesota Sentencing Guidelines and Commentary, revised November 1, 1983.</p> <p>The Impact of the Minnesota Sentencing Guidelines: Three Year Evaluation, September 1984.</p> <p>Minnesota Sentencing Guidelines and Commentary, revised August 1, 1986.</p> <p>Minnesota Sentencing Guidelines and Commentary, revised August 1, 1987.</p> <p>Report to the Legislature, January 1989.</p> <p>Report to the Legislature on Three Special Issues, February 1989.</p> <p>Summary of 1988 Sentencing Practices for Convicted Felons, March 1990.</p> <p>Minnesota Sentencing Guidelines and Commentary, revised August 1, 1990.</p> <p>Minnesota Sentencing Guidelines and Commentary, revised August 1, 1991.</p> |
| 109.I.9.8F | 3 | <p>Report to the Legislature on Controlled Substance Offenses, February 1992.</p> <p>Minnesota Sentencing Guidelines and Commentary, revised August 1, 1992.</p> <p>Minnesota Sentencing Guidelines and Commentary, revised August 1, 1993.</p> <p>Subject files, undated, 1978-1986. Alphabetical order.</p> <p>ABT Associates and the Community Corrections Act, 1978-1979. American University, 1978-1979. Contains information on a nationwide report of state guideline actions.</p> <p>Appellate Review of Sentences in Minnesota: A Violation of the Double Jeopardy Clause, undated.</p> <p>Assistance to other states/services given at conferences, 1978, 1981. Attorney General, 1978, 1979 [bulk], 1981. Contains research and correspondence relating to the guidelines.</p> <p>Background information, undated. Appears to be a draft of a final report which includes chapters on guideline development in Minnesota, political history and provisions of the enabling legislation, content and operation of the Minnesota Sentencing Guidelines, ranking offense seriousness, and measuring criminal history.</p> |

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| 108.I.9.8F | 3 | <p>Background information, May 1983. 2 folders. Appears to be a draft of a final report which includes an outline and chapters on the legislative history of the Minnesota Sentencing Guidelines, principles of guideline development, summary of the guidelines, determining the presumptive sentence, related policies, and the political response to the guidelines.</p> <p>Burglary impact, October 1982 – March 1983. Cell by Cell Analysis, 1979. Commentary on Sentencing Guidelines, 1980. Committee and agency contacts, 1978-1979. Includes meeting notes and correspondence.</p> <p>Community service, 1979. Consultant contracts, 1978-1979. Includes contracts, evaluations of each consultant's work, consultant opinions on the guidelines, and information about hiring policies.</p> <p>Crime Control Planning Board's Justice System Improvement Study (JSIS), November 1979 – March 1981. Criminal History Index, 1979-1980. Detail construction of the index.</p> <p>Data analysis, 1978-1979. Includes data reports by county and correspondence.</p> <p>Data collection, 1979. Includes directions and correspondence.</p> <p>Data collection samples, 1979. Data management and staffing, 1978-1979. Data Privacy: Data Practices Act, 1979-1980. Dispositional Study, 1979. Includes weekly updates and reports on data collection.</p> <p>Drugs, 1980. Durational tables, undated. 3 folders. Durational Study, 1979. Evaluation of Parole Decision Guidelines in Four Jurisdictions: Minnesota, Oregon, U.S. Parole Commission, and Washington, 1978-1979. 2 folders. Contains grant applications and correspondence between members and with the funding agency, the National Institute of Corrections.</p> |

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| 108.I.9.8F | 3 | <p>Frequent Questions and Mis-Statements about the Sentencing Guidelines, undated.</p> <p>Guideline Development Research Design notes, 1978-1980.</p> <p>Guidelines and impact, 1979-1980.</p> <p>Guidelines Project schedule, 1978.</p> <p>Guideline Revisions, August 1981.</p> <p>Guidelines Summary Information, undated.</p> <p>Hennepin County Guidelines Impact Paper, 1980.</p> <p>History tables, undated.</p> <p>Juvenile Guidelines materials, 1978, 1980. From the Correctional Service of Minnesota.</p> <p>Legislation, 1979.</p> <p>Long term work schedule, 1979.</p> <p>Members and staff, 1979.</p> <p>Minnesota Corrections Board: Response to the MSGC Discussion Paper on the Future Performance of Correctional Functions Under Presumptive Sentencing, January 1982.</p> <p>Review of Minnesota Sentencing Guidelines Cases Between May 1, 1980 and October 1981, February 1982.</p> <p><i>The Minnesota Plan:</i> Section 2: Analysis of Crime in Minnesota, undated. Section 5: Detection, Deterrence, and Apprehension, undated. Section 6: Adjudication, undated.</p> |
| 108.I.9.9B | 4 | <p>Section 7: Adult Corrections, undated.</p> <p>Minnesota's New Sentencing Guidelines legislation, undated.</p> <p>Minnesota Sentencing Guidelines Implementation Seminars brochure, 1980. Covers August–September 1980.</p> <p>News clippings, June 1979 – November 1983. 2 folders. Photocopies of clippings from Minnesota newspapers dealing with parole and sentencing guidelines.</p> <p>Offense Severity Rankings, undated. Final rank order.</p> <p>Packet mailed to Commission, December 21, 1979. Contains drafts of the guidelines and a report to the legislature.</p> <p>Plea negotiation charts, undated. Include type of plea by county, history, and course and the frequencies of plea negotiation.</p> |

| Location | Box | |
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| 108.I.9.9B | 4 | <p>Plea Negotiation: Draft paper and research materials, December 1978.</p> <p>Policy notes, 1978-1979.</p> <p>Presentations to the House Criminal Justice Committee, December 9, 14, 1981.</p> <p>Prison Population Projection, 1979.</p> <p>Progress reports, 1979.</p> <p>Public Defender Responses to Guidelines, 1982.</p> <p>Publication Plan, 1979.</p> <p>Reading list, undated.</p> <p>Reliability Testing, 1979. Includes results and analysis.</p> <p>Requests for information, 1979. Includes research completed to answer requests for information.</p> <p>Research Design, December 1978.</p> <p>Research staff memos, 1979.</p> <p>Restitution, 1979, 1980.</p> <p>Sentencing Article Abstracts, undated. Includes a general index and index by topic, as well as, photocopied abstracts of articles relating to sentencing; these were used by the commission for research purposes.</p> <p>Sentencing Procedures, 1980.</p> <p>Severity exercises, 1979. Includes information used to rank criminal offenses in order of severity and the results of such ranking.</p> <p>Severity Ranking Subcommittee, 1982.</p> <p>Staffing pattern, 1978.</p> <p>Starting materials, 1978. Includes the agenda of the commission's first meeting, a directory of members, a copy of the creating legislation, a preliminary budget, information pertaining to the hiring of a research director, and a background paper on guidelines.</p> <p>Subcommittee on Major Narcotics Offenders, 1981.</p> <p>Supreme Court Decisions, August–December 1981.</p> <p>Synopsis of Non-Imprisonment Sentencing Practices for the Fiscal Year 1978, undated.</p> <p>Task Force on Sexual Exploitation by Counselors and Therapists: Work Groups, 1985-1986.</p> |

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| 108.I.9.9B | 4 | Training materials, Spring 1982. Training plans, 1979-1980. White collar crimes, 1979. Women Offenders Task Force of the Department of Corrections, 1979. Work Groups Directory, 1985-1986 Work release, 1979. |