

# Legislative Council Committee Records Archiving Policy

Adopted \_\_\_\_\_

## PURPOSE

The purpose of this policy is to standardize the practice of archiving committee records. Proper record retention and archiving are crucial for ensuring transparency, accountability, and the preservation of the legislative and historical records that may impact future decision-making within the institution and elsewhere.

Public input is essential to the legislative process and constituents and legislators must be guaranteed that public comments and testimony submitted to committees (whether submitted in-person, via teleconference, or in writing) are properly archived, regardless of viewpoint.

## POLICY

In accordance with Uniform Rule 23(f) and the Legislative Council Records Policy, Section I, Subsection 2, it is the policy of Legislative Council that all public comments and testimony submitted to a committee, including testimony submitted through an electronic portal or electronic mailing address, be included in both the physical and electronic legislative record for each applicable piece of legislation. Deadlines for submission of public comment and testimony may be set, but all comments and testimony, regardless of viewpoint, shall be archived.

All public comments and testimony timely received in writing by a committee must be posted in the electronic record on BASIS, be made available to committee members and the Records secretary and be included in the physical committee file. The physical bill folders shall be returned to the chief administrative officer of the body (chief clerk/senate secretary) at the end of a legislature and the physical committee files shall be sent to the legislative reference library to be processed and archived in accordance with the Uniform Rules.

This policy does not apply to public comments or testimony that include obscene, vulgar, or threatening material.

## RECOMMENDATIONS

Each standing and special committee of the legislature should establish an electronic portal or electronic mailing address for receiving public comments and testimony. It is recommended that each committee assign a designated person responsible for including all public comments and testimony in the physical and electronic legislative record for each applicable piece of legislation in accordance with this policy.