

# **Requirements Analysis**

## **State of Alaska Legislative System**

**Rough Draft    November 25, 1997**

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## Introduction

### ***Purpose***

The purpose of this document is to provide an overview of the requirements necessary to migrate the current ALECSYS system to a platform that makes best use of today's client/server technologies. Specifically, this document provides an analysis of all processes that directly affect the legislative workflow in order to provide a common understanding of the processes involved as well as serving as a basis for a development proposal.

### ***Scope***

In this document, PYTHIA Corporation provides an analysis of the components of both the Alaska Legislative Computer System (ALECSYS), and an overview of the workflow processes that this system has been designed to support. In order to provide the final analysis of the hardware, software and networking requirements for a future system, PYTHIA must first have a full understanding of current implementation technologies and information flow. This document essays to outline those requirements for the design analysis.

### ***Establishment of Need***

The current system has been designed with short term solutions in mind. While programs have been created successfully to meet specific needs, there has been little long-term planning. Compounding this problem is the fact that the hardware for the system has been necessarily assembled in a similar fashion. Since information technologies have advanced so rapidly in areas that didn't exist when the system was first implemented, the current system is in danger of becoming outmoded. These two factors have lead to an overload of development requirements on the information system staff, which is further complicated by general budget reduction. All of these factors have lead to a current situation in which programming requirements are at an all-time high, while user satisfaction with the system is low.

In order to solve this situation, previous reports (*Information Technology Systems Review for the Legislative Affairs Agency* submitted by Wostman & Associates, Incorporated) have suggested a three tiered approach to redesigning the system to accommodate future system requirements:

- Create a strategic plan for change and/or migration to a new environment;
- Create procedures and policies based on the legislative process that will support that plan; and

- Prioritize current system problems and begin implementing solutions to those systems most overtaxed or most critical to the proper flow of the legislative process.

By the end of the current project, PYTHIA Corporation will supply a recommended plan for the development and implementation of a migration to a new system. Any new system or plan will support current legislative practices— creating changes instead in the electronic system which supports the legislative workflow. The plan will be designed in such a manner that a structured migration should be possible which will prevent the loss of any information stored in the system, and prevent interruptions in the legislative process. One of the top priorities for any plan would be to make the migration from the current system to a new system as seamless as possible.

## Overview of the Alaska Legislative System

### *The Legislative Process*

As is the standard throughout the United States, the State of Alaska creates laws by creating bills, having the legislature pass them and have the governor approve the document. However, every state has some variance on the process. This serves as a quick overview of the top level of legislative process. In depth analyses of each organization and process are included later in the document.

### Creating a Bill

The idea for a bill may come from any entity in the state of Alaska, however not everyone has the ability to approach a drafting agency and request a draft. Such a request can only be put forward by those people with the official power to make such a request, including:

- The Governor
- Legislators
- Legislative Committees

Even though these groups can request a bill, they cannot draft them on their own. Because bills must be drafted using the appropriate statutory sources, and in specific formats, the requests must be made to a drafting agency. Currently, there are three drafting agencies in Alaska:

- LRS— This organization creates the bill drafts for legislators and legislative committees.
- Department of Law— This organization create bill drafts for the Governor and executive branch.

- Finance Division— This organization creates portions of appropriation bills that dictate the specific money to be spent on government programs.

When a request is made, a Work Order number is assigned to the request. From that point on, all versions, amendments and other documents associate with that request will be identified with some form of that number. Attorneys within the drafting agency will create a bill draft accomplishes the changes the requester wishes to make. If there are further changes or revisions, the agency will comply with the requester's wishes and eventually create a version of the document that can be used in the legislative process. At this point, all research and drafting performed to create the document remain entirely private to the agency because of Attorney/Client privilege.

### **The Legislative Process**

Once a document is drafted, it still has to be officially entered into the legislative process before any activity can take place. Introduction occurs in one of three manners:

- A legislator may pre-file a document before session begins. In this case the legislator may take the document to LRS and have a bill number associated with it. The document will become public on one of the two Fridays preceding session.
- A legislator may, during session, introduce the document in the Chief Clerk of the House or the Senate Secretary's office, whichever the legislator is a member of. The officer will then assign a bill number to the document.
- The Governor may approach the Rules Committee and request that the committee sponsor a bill on his behalf. That committee then uses either of the prior two processes to introduce the document to the legislative process.

Once the document is introduced, it is read for the first time during the next session day by reading the number, sponsor and title of the bill. The presiding officer of the chamber will then refer the bill to a series of committees. At this point, copies are given to the first committee and the Secretary or Chief Clerk, and the document becomes public. LRS places the document in a publicly shared directory, at which point the Clerk or Secretary begins tracking the document, and then it is sent, electronically, to the print shop for public distribution.

The Chief Clerk and Secretary maintain official records of all actions taken in the chambers and create Journals that report on those legislative events. In addition, they enter information into the current status system to track the history of the document as it proceeds through the legislative process.

## **Committee Process**

Once a bill is in committee, the committee holds sessions to determine what to do with the document. These committee meetings must be scheduled in advance, and may be held in conjunction with a teleconference to other parts of the state. During these meetings, the committee may take the following actions:

- Simply give a recommendation to either pass or not pass the bill being considered.
- Amend the bill and create a committee substitute which will, if adopted by the chamber, take the place of the original document. If this occurs, a complete document must be drafted by LRS and sent along in the process. If another committee has created a substitute, the committee will often take changes that committee made into consideration.
- Refer to document to other committees not already on the referral list.
- Take no action and sit on the bill.

If action is taken on the bill, and the committees eventually finish with a bill, the document is sent to the Rules Committee. Once there, the committee may schedule the document on a calendar to be heard by the chamber again. They are not required, without additional action, to schedule a document on a Calendar.

## **Second Reading**

Once the bill is on a calendar, it is read for a second time on the assigned day of session. If committee substitutes were created, the floor decides which version of the bill to adopt: the introduced version or any subsequent committee substitutes. In most cases, the chamber will adopt the most recent committee substitute.

While on Second Reading, the chamber may present and adopt amendments to the bill. Normally amendments are drafted by LRS, but there is no requirement for that. Amendments may be handwritten or created in any other fashion by a legislator. If adopted, the amendments are normally engrossed into the document before a final vote is taken.

To complete second reading, the bill must pass a motion to move it to third reading. Other actions may take place to keep the bill on second reading, or even to send the bill back to committees for further consideration.

## **Third Reading**

The primary purpose of Third Reading is to vote on whether the bill passes or dies. If other actions need to be taken with the bill, it is usually moved back to some other point in the process (committees or second reading). If the document needs to be amended, it will be moved back to

second reading and then continue on normally again. The only exception is if the document is being amended to change the title only.

When the vote is called, all present legislators must vote. A member cannot abstain from voting without unanimous approval of the chamber. The following table contains all of the voting requirements for various measures before the chamber:

<i>Condition</i>	<i>Required</i>
Override veto of appropriation bills	$\frac{3}{4}$ joint session (45 votes)
Override veto on other bills	$\frac{2}{3}$ joint session (40 votes)
Confirm appointments	Majority of joint (31 votes)
Special concurrent resolution	Majority of joint (31 votes)
Advance from second to third reading on the same day	$\frac{3}{4}$ full House (30 votes)
Change order of business	$\frac{2}{3}$ full House (27 votes)
Change in a Supreme Court Rule	$\frac{2}{3}$ full House (27 votes)
Adopt other effective date	$\frac{2}{3}$ full House (27 votes)
Expulsion of Member	$\frac{2}{3}$ full House (27 votes)
Amendment to Alaskan Constitution	$\frac{2}{3}$ full House (27 votes)
Further concurrent Resolutions	$\frac{2}{3}$ full House (27 votes)
Suspension of Rules	$\frac{2}{3}$ full House (27 votes)
Temporary presiding Officer	Majority Full House (21 votes)
Permanent presiding Officer	Majority Full House (21 votes)
Election of clerk/secretary	Majority Full House (21 votes)

<i>Condition</i>	<i>Required</i>
Expunge from journal	Majority Full House (21 votes)
Use of voting machine for elections/other business	Majority Full House (21 votes)
Excuse	Majority Full House (21 votes)
Order bill in Rules to Calendar	Majority Full House (21 votes)
Waiver of five day notice of first public hearing on a document	Majority Full House (21 votes)
Bill dies if majority votes "no"	Majority Full House (21 votes)
Document withdrawn by sponsor	Majority Full House (21 votes)
Postponement of a measure	Majority Full House (21 votes)
Returning a bill from third to second reading	Majority Full House (21 votes)
Committee referrals (extra)	Majority Full House (21 votes)
Require full reading of a bill during second reading	Majority Full House (21 votes)
Final passage of a bill	Majority Full House (21 votes)
Concurrence	Majority Full House (21 votes)
Receding	Majority Full House (21 votes)
CCR adoption	Majority Full House (21 votes)
Resolution passage	Majority Full House (21 votes)
Concurrent resolution	Majority Full House (21 votes)
Joint resolution (standard)	Majority Full House (21 votes)

<i>Condition</i>	<i>Required</i>
Joint session motion	Majority Full House (21 votes)
Use of voting machines by members during joint session	Majority Full House (21 votes)
Adjournment for more than 3 days	Majority Full House (21 votes)
Placing a call of the House	1 member
Motion to reduce an oral motion to writing	1 member
Requiring a roll call vote	1 member
Granting special privilege on the floor	2/3 of present members
Change to Calendar/ Supplemental Calendar	2/3 of present members
Make a new special order	2/3 of present members
Order the previous question	2/3 of present members
Change in hour of convening	Majority of present members
Termination of call of the House by a vote to adjourn	Majority of present members
Calling an executive session	Majority of present members
Referring a bill to Rules that received no "Do Pass" recommendations	Majority of present members
Extension for reconsideration	Majority of present members
Appeal officer's decision	Majority of present members
Amendment to a title	Majority of present members
Adjournment	Majority of present members
Motion to rescind	Same vote as original vote
Permission to abstain	Unanimous consent
Admission to chamber during session or recess of person not otherwise allowed in chamber	Approval by presiding officer or majority of present members.

Once a bill is passed by a chamber, a message is prepared and sent to the other chamber notifying it of the document's passage. From this point on, the bill is in the care of the second chamber.

### **Second Chamber**

The process for the second chamber is identical to the process for the first. The only difference is that the second chamber does not have to supply a sponsor for the document—the first chamber's sponsor is all that is required.

After the second chamber passes the document, another process may begin. If the second chamber has changed the document, the two chambers must come into agreement about an identical version of the document to send to the Governor. In order to do this, they must appoint a temporary, joint committee to provide a solution. A Conference Committee consists of three members from each chamber. They meet and, hopefully, provide a compromise version of the bill. This works like a committee substitute, and if not adopted by the floor, another Conference Committee may be appointed.

If a Conference Committee is not formed, or if no compromise can be reached, the bill dies. If a Conference Committee substitute is adopted, the document is printed and sent to the Revisor for enrolling. In Alaska, enrolling is the process primarily concerned with checking to make certain the document is properly constructed and without any grievous errors. Once enrolled, the document is sent to the Governor for signing.

### **Governor**

The Governor may sign any bills the legislature has passed into law. Once he does, a chapter number is assigned to that bill, and the document is sent to the Lieutenant Governor for addition to the Session Laws. The Governor may also veto a bill. Alaska provides for three types of vetoes, including:

- Total Veto of any bill
- Line Reduction Veto of an appropriation bill
- Line Item Veto of an appropriation bill

In the latter two cases, the non-vetoed portions of the bill are considered to have passed. The legislature may meet together in a joint session to consider overriding vetoes (see the voting table for override requirements). If a veto is not overridden, it will take effect.

At the end of each year, all bills that have become Session Laws are merged into the statutes by the Revisor in LRS. An outside company, MICHIE, performs the actual Current System Implementation

## ***Current Electronic Implementation***

The current electronic system consists of several programs that implement various pieces of the legislative flow. Some are administrative in nature, while others record the data that flows from the legislative process. What follows is a brief overview of current system applications and a summary of their uses.

### **ALDEX**

The Alaska Legislative Drafting Executive (ALDEX) is an umbrella process for the Legal Service Section of the Division of Legal and Research Services to draft legislative measures and to track work order requests. The information in ALDEX is strictly confidential. There are four primary uses of this system:

- Transferring documents between Legal Services, House Chief Clerk, Senate Secretary Offices, and the Department of Law.
- Uploading bill text to BASIS.
- Document transfer to the Print Shop.
- Tracking and reporting of Work Orders.

### **ALT-B**

This application enables the Chief Clerk, Senate Secretary, Division of Legal and Research Services, House and Senate Finance Committees, House and Senate Records, Governor and Department of Law to extract information from various databases and files to include in WordPerfect documents. This application works only for WordPerfect and is primarily used in the House Chief Clerk and Senate Secretary offices, and provides an interface of PC, LAN, and mainframe resources. ALT-B allows retrieval of:

- Bill Titles
- Journal Text
- Legislative Calendars
- Conference Committees
- Limbo List
- BASIS
- Scheduling
- Short Titles
- Sponsors

- Statutes

### **LCR**

This is the Legislative Compensation Reporting system that permits reporting of Legislator's salaries and expense reports. This permits data entry and extraction of the financial information from the State's accounting system and resides on the DIS's mainframe computer.

### **LPERS**

This is the in-house Personnel Reporting system which permits the Personnel Office to compile comprehensive legislative employee data. This augments DIS's AKPAY system by adding reporting capabilities required by the agency's personnel section. Currently, the personnel section is in the process of converting to a purchases program named Abra.

### **Research Request System**

This system assigns and tracks requests made to the Research Section. Requests are categorized and cross-indexed to prevent redundant research and to streamline access to related research. The tracking database is located on a stand-alone PC in the Research Office and is accessed daily during session. Reports considered public are provided in Folio infobases. All information in this system is considered confidential until made public.

### **BASIS**

This is one of the primary systems in use, and the primary focus of the design effort. This application, the Bill Action and Status Inquiry system, provides full status and tracking of legislative documents and processes. The system also provides the ability to display the text of documents, as well as full history of the document as it has moved through the legislative process. This application is available as both a mainframe application and as an Internet-based system which may be accessed by the public for legislative information.

### **BASU**

This is the BASIS update system and is only available to the Division of Legal Research Services and to the Chief Clerk and Senate Secretary. This is the application that allows real-time entry of chamber floor activity into BASIS.

### **SCHU**

This is the update system that is available to the Chief Clerk and Senate Secretary to create committee meeting agendas. This is create din real

time and published daily both in the journal and as a standalone document.

### **SCHD**

This is the inquiry system for SCHU.

### **EXC**

This is the House and Senate Excusal system.

### **TELE**

This application permits inquiry into teleconference meetings schedules set up by the Legislative Information Office.

### **LTNS**

This system is used by the Legislative Information Office, committee aides and staff. LTNS is the system that provides scheduling for teleconference sessions.

### **POMS**

The Public Opinion Message System permits citizens to send messages to any legislator. This system is used by the twenty-one LIO offices around the state and permits the staff to enter information about constituent concerns into the mainframe database for download.

### **INVT**

This is an internal inventory tracking system for computer software.

### **BoxTrack**

This is a tracking system for computer and office materials to report on the physical location of equipment. This is used particularly at the start and end of session.

### **Bill Print**

This application allows the Print Shop to print bills on postscript printers.

### **ALECSYS Infobases**

This is a collection of current and historical legislative data. The infobases are created using Folio View 3.1, and are used to access, search and retrieve information by the various staffs. The infobases are created nightly, weekly, monthly, quarterly, biannually, annually and as needed, and are stored on each LAN server as well as on the principal server in the Governor's office. Current Infobases include:

- Bill Tracking
- Legislative Measures
- Journal
- Committee Minutes
- Administrative journals
- Voter Registration
- Administrative Code
- Directory of State Officials
- Alaska Statutes
- Session Laws
- Legislative Resolves
- Citations
- Legislative Research Requests

**cc:Mail**

This is the principal email program used by the legislature.

**Desktop Applications**

Current application may vary between offices, but include, principally:

- Word
- FileMaker
- Excel
- PageMaker
- Claris Works
- Now-up-to-date
- DOS
- Windows 3.1
- Windows 95
- WordPerfect
- MS Office

## Management Information

### *Milestone and Review Life Cycle*

To have a successful computer system there are milestones that tell if the system is progressing correctly and that it delivered to the user. The first thing a system needs, is to have the life cycle totally documented so the plan is in place and all the parties have vision into just what the system is to provide, when it will provide and at what cost. The most important unit is that a common device must be in place to communicate what is to be done by when with buy in both by all the users and developers.

In this Requirements Document, the current system is documented in order to provide information for groups and the way they do their job in getting legislation through. This is a base line that must stay in place. The life cycle of that system needs to be changed to accommodate new ways and technologies moving into the future at a cost saving.

As part of the choosing technologies to accomplish the goal, of the legislature, a plan to control the life cycle must be in place. These plans will require change, as will the technologies to accomplish the implementation of any new system.

There are terms as structured analysis and object-orientated analysis but the underlining things are to do specifications and planing before changes are made. Management needs to choose a set of documentation that is best suited for the Alaska System. The life cycle plan must be one all the parties can follow and understand.

The first step will be to take this Requirements Document and build a set of specification items that all developers must follow so the base line will always reflect the current system. Second is to develop a set of planing documents that can be put to users and get buy off before systems are changed. This needs to show both long term and short-term effects so choices can be made from the current information in a timely manner.

The software need for analysis, requirements, design, code, and implementation has not changed, as projects must be managed as part of a whole. What has been added is the ability to model and use the computer to help the management and documentation process.

### ***Contract Deliverables***

PYTHIA Corporation shall analyze and evaluate the components of the Alaska Legislative Computer System (ALECSYS) and develop a design which will consolidate the current processing environments. This work will include the following:

- Analysis and definition of the information processing requirements for the new ALECSYS environment;

- **Analysis and definition of the hardware, software and networking requirements for the new ALECSYS environment;**
- **Recommendations for hardware, database, software and networking components for the new ALECSYS environment,**
- **Recommendations for application development tools for the new ALECSYS environment; and,**
- **Design the applications comprising the new ALECSYS.**

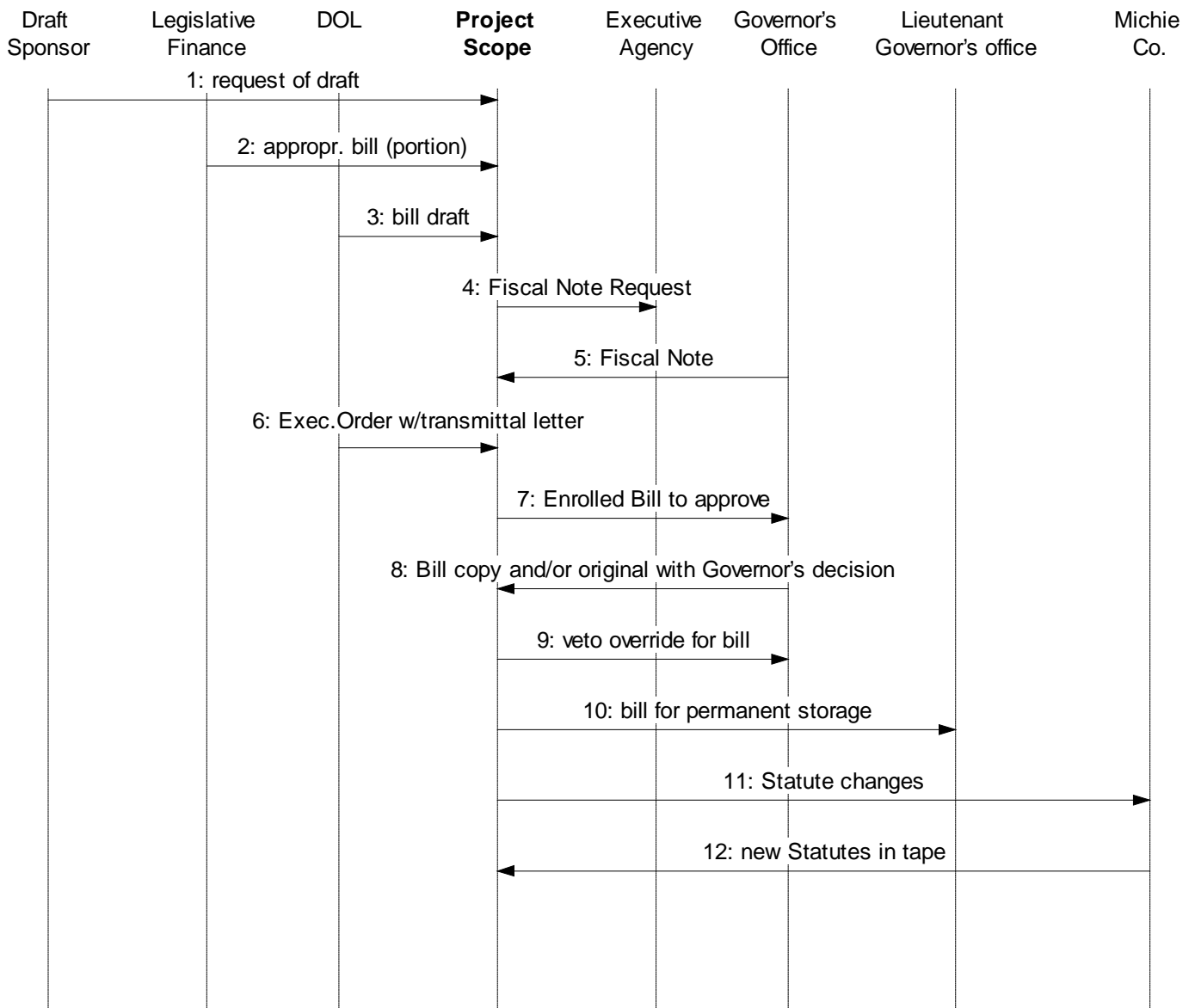
# Environment and Interface Requirements

## Overall process

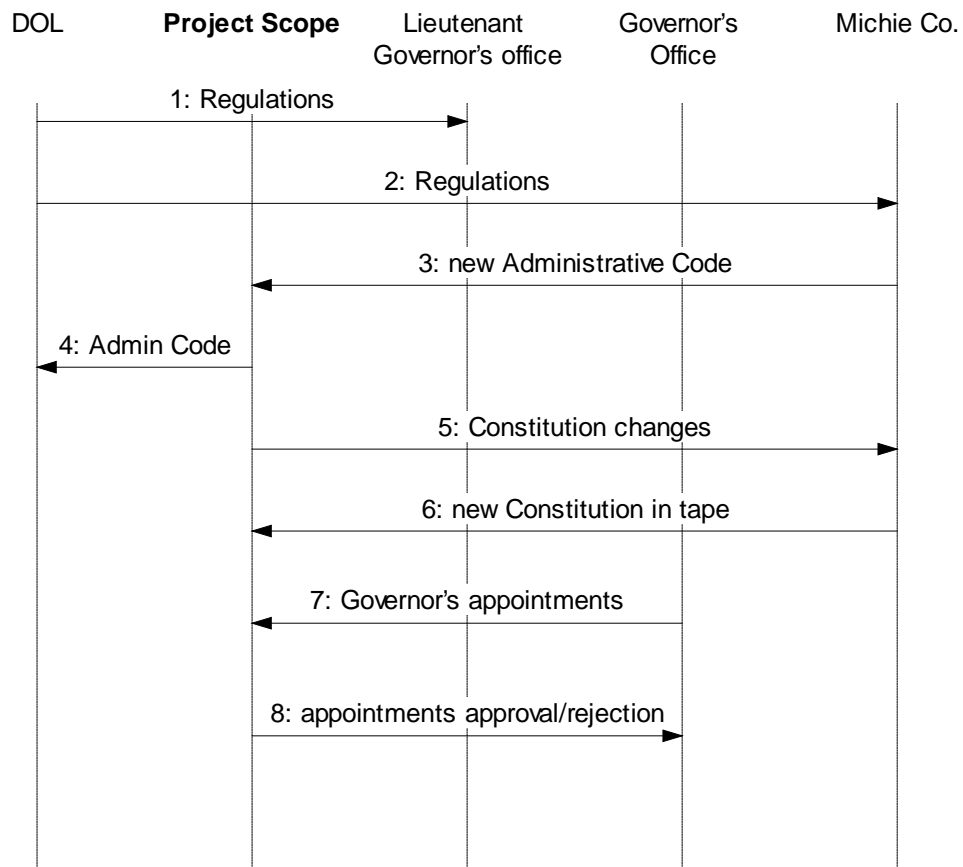
The most basic description of the legislative process is that bills are drafted, processed and may become law as a result. While this may not present much detailed information concerning the system, it is important to keep the focus of the project on drafting, tracking and passing bills into law.

The following diagrams indicate the overall flow of the process. This scenario diagram is not intended to show all details in the legislative process, but rather indicates the major points in the legislative cycle.

### INPUTS / OUTPUTS IN THE PROJECT - 1



## INPUTS / OUTPUTS IN THE PROJECT - 2



### ***Drafting Agencies***

These agencies perform the initial task for the legislative process: they create bills. While in many states several drafting agencies have the same abilities and powers, in Alaska there are fairly well defined ranges of ability for the different agencies. Overall, however, the goal is primarily the same: drafting bills at the request of a sponsor.

#### **LRS**

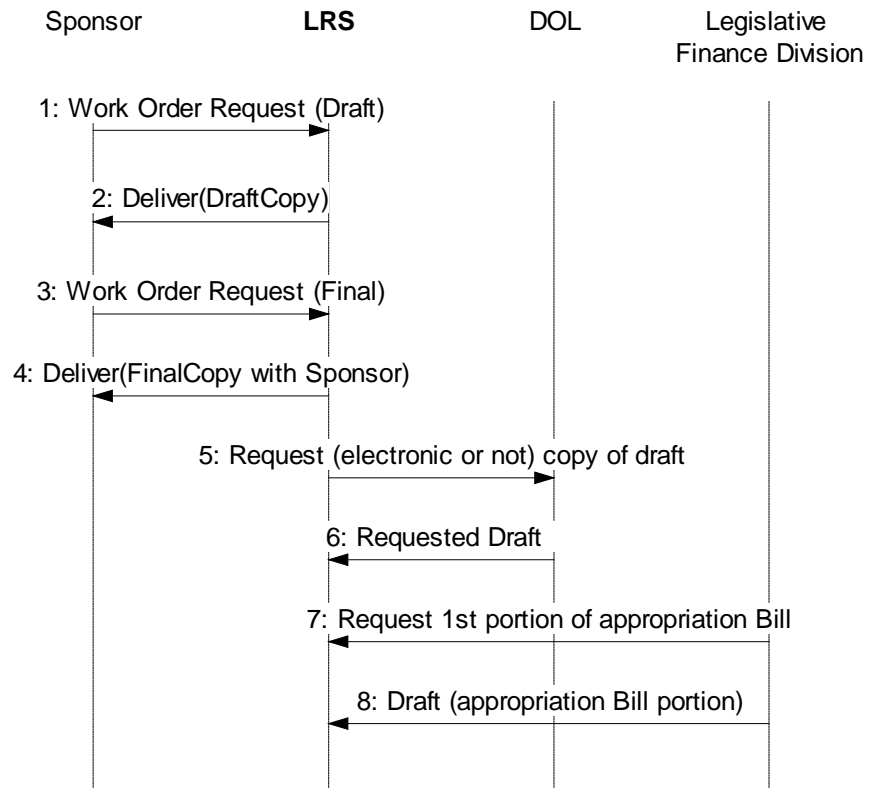
The Division of Legal and Research Services (LRS) is the primary drafting agency for the state legislature. When legislators require bills to be drafted, this is normally the agency that will handle the requests. LRS takes requests, assigns them to specific attorneys for drafting, provides typists to process the drafts, and handles re-drafting of documents.

In addition, this is the primary agency that handles the electronic storage and processing of documents. LRS has the official repository for all versions of public documents, and provides analysis of documents for proper format and coordination with statutes.

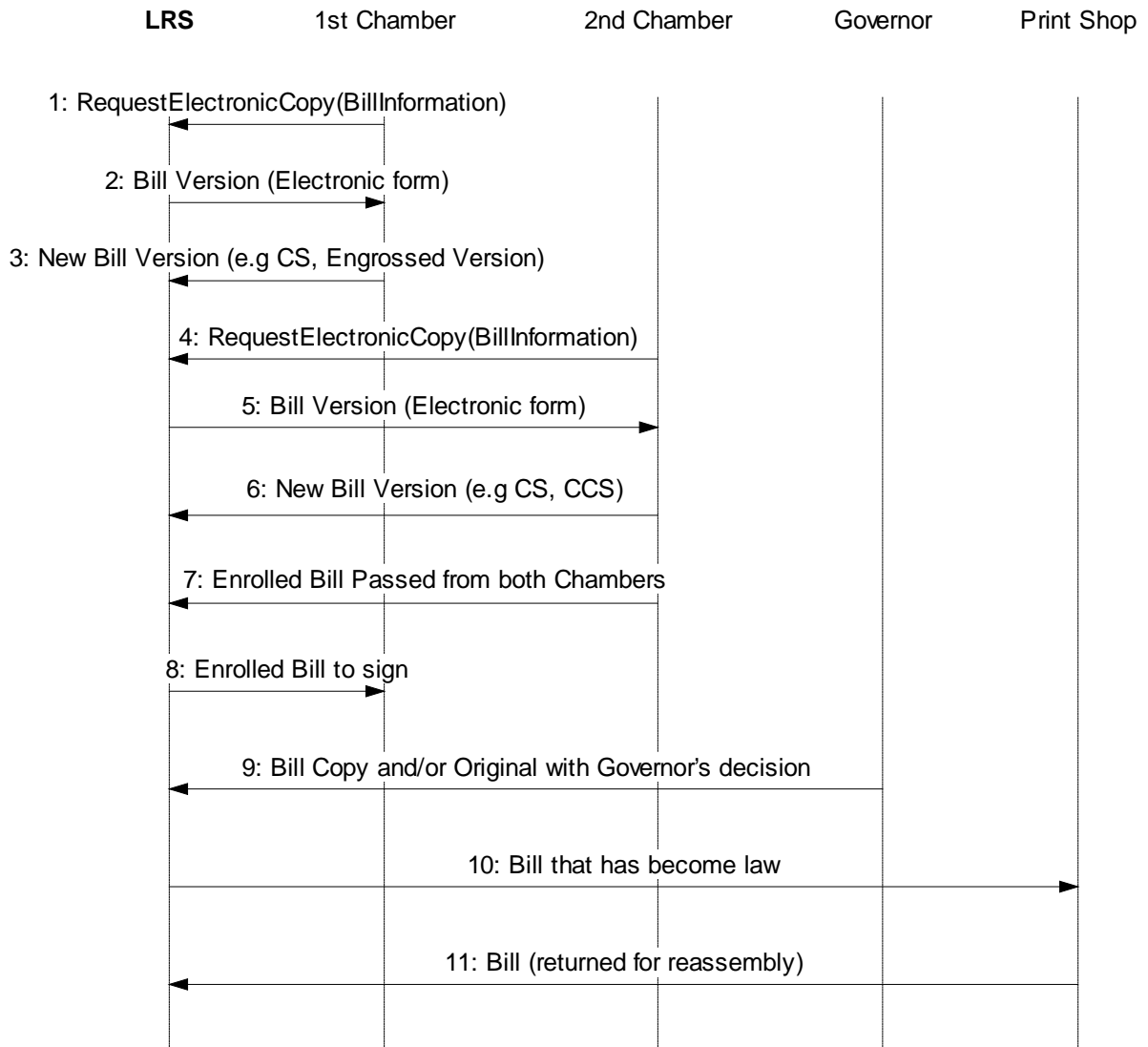
***Input and Output Information for the Actor***

The following diagram indicates only the interfaces between this agency and all other agencies. This current diagram does not attempt to describe the internal process of the agency, but instead documents how information flows between actors in the current system.

**Input / Output information for LRS - 1**



**Input / Output information for LRS - 2**



**Scenario Diagrams of Actor**

Scenario process diagramming the full internal processes will be included in the final draft of this document.

**Interviews with LRS**

The following pages contain material garnered in the initial research phase of this project. For the purpose of this rough draft, we are information both in its raw and processed state. This information, as well as documents provided by the agencies, form the basis for the formal Requirements Analysis which will serve to provide data for design efforts.

<b>Project</b>	Alaska
<b>Sub-Project</b>	Drafting
<b>Subject</b>	Legislative Drafting
<b>Date</b>	10/29/97
<b>File Name</b>	Inv_Legislative_Drafting01.doc

<b>Customer Participants</b>	<u>Lynn Barnes, Patty Rose, Stew Rowland</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

**Questions asked during the interview****LEGISLATIVE DRAFTING****1. Which are the different document types drafted?**

*See reply under the title: Document Types Drafted*

**2. For each document type identify every possible draft segment type including: ( PYTHIA Specific )**

**a) Any attributes specific to the draft segment**

**b) Any drafting rules ( i.e. Statute Markup)**

*See reply under the title: Draft and Document Markup.*

**c) Any standard text for automatic generation ( related closely to attributes)**

*There are a number of Word Perfect boilerplates and macros used for that purpose. Their content must be examined during a detailed Design phase.*

**3. Samples of every possibility.****4. Which are the Specific Word Processing functions that will be needed for drafting. (I.e. Spell Check)?**

*Apart from the macros and boilerplates used, spell check looks like the only extra.*

**5. If intended, what will be the Industry Standard Word Processor used?**

*The Drafting Agencies (LRS, Department of law), the Senate Secretary's Office and the Chief Clerk's office use currently Word Perfect. There is a Legislative Council guideline however for the legislators to use Word.*

**6. What is the standard procedure for transferring the drafts into the Public System once introduced?**

*Information provided in the RFP -pg. 31 (not during the interview). Once the draft is in final form, networked PC is automatically activated to process the data. The functions performed are:*

- 1. Activate Word perfect*
- 2. Create a Postscript file of the document for later printing*
- 3. Create an ASCII file of the document*
- 4. Transfer the ASCII file to the mainframe*
- 5. Create and submit a mainframe batch job.*

**7. Which are the levels of accessibility of information in the Drafting Agency (Security)?**

*No one except the Agency has access to the drafts. A draft becomes public only after the request for introduction.*

*Inside the Agency each draft has its own directory which contains all versions of a draft. The user groups and rights of those are maintained by the IS staff.*

**8. Special Documents to analyze:**

- a) Budget Bills ( Possibly all Appropriation Bills)**
- b) Revisory Bills**
- c) Codification Bills**

*See reply under the title: Document Types Drafted.*

**LEGISLATIVE DRAFT REQUEST TRACKING****9. What information is recorded when a Draft Request takes place? Example: specification of roles (taker, manager etc.).**

*See document: Work Order Request Form*

- 10. Is there any additional Draft Request information that should be recorded after that? If so, document it and note who's responsible for recording each piece of this additional information.**

*See same document as above.*

- 11. Who may act as a Draft Sponsor? (Example: Legislators, Committees etc.).**

*See Requested For in document: Work Order Request Form.*

- 12. What's the duration of a legislative period? (General Assembly, Session)**

*The legislative period is called just that or legislature. It lasts two years and contains two regular sessions and zero or more special sessions.*

- 13. Specify the way a draft is numbered:**

**a) For a bill**

- i) Is there a difference in the generation of that number between a Senate and a House Bill?**

*No.*

- ii) When is the counter, which uniquely identifies the bill, initialized?**

*It is initialized at the beginning of a legislative period.*

- iii) Does the type of the bill (amendatory, appropriation etc.) differentiate the way the above number is generated?**

*No.*

- b) Clarify the above issues for every type of draft created.**

- c) Are there different counters used for different types of documents? In that case which document types use the same counter?**

*One only counter is used. See above.*

- 14. Are there any types of drafts, which never get introduced?**

*Yes. The Opinions and Sectional Analysis belong to this category.*

## **ADMINISTRATIVE FLOW**

- 15. Which are the roles of the people involved in the administration flow? Example: manager, drafter, etc. Please supply a short description of each role unless it is self-explanatory (e.g. manager).**

*See information under the title Administrative Flow.*

- 16. Which are the possible actions that a person under a role may take?**

*The work flow process and the possible actions are documented in the last page of the ALDEX User's Guide.*

<b>Project</b>	<i>Alaska</i>
<b>Sub-Project</b>	<i>Drafting</i>
<b>Subject</b>	<i>Legislative Drafting</i>
<b>Date</b>	<i>10/31/97</i>
<b>File Name</b>	<i>Intv_Legislative_Drafting02.doc</i>

<b>Customer Participants</b>	<i>Department: <u>LRS</u> <u>Lynn Barnes, Patty Rose, Stew Rowland</u></i>
<b>PYTHIA Participants</b>	<i>Timos Labrinopoulos, Eric Carpenter</i>

**Questions asked during the interview**

**1. Specify the interface LRS has with other Agencies and persons.**

- a) Input: Word Order information*
- b) Output: Draft or Final form or the document requested*
- c) Output: Memos and Opinions (they may end up in the Journal)*
- d) Input: Portions of Budget Bills*
- e) Output: the entire Budget Bill*
- f) Input: Introduction information*
- g) Output: the Statutes*
- h) Output: Reports*
- i) Input: Backup material*
- j) Output: backup material that must be returned*

**2. In the Word Order Request Form please specify the meaning of the following data items:**

**Reviewed**

**Typed - Draft ..... Date**

**Final ..... Date**

**Proofed ..... Delivered**

*These are essentially check-marks in the drafting process. When a draft passes one of these stages, it is noted by checking/dating the appropriate event. That is, the person that reviews, types, proofs etc. the draft, puts his/her initials in the appropriate place and fills the date the action took place.*

**3. The Joint Resolution: is there a House or Senate Joint Resolution?**

*Yes. HJR and SJR.*

**4. Same question for the Special Concurrent Resolution.**

*Yes. HSCR, SSCR, HCR and SCR.*

**5. In the printed Draft Number there is a backslash separating the number from the version. In the system a dot is used. Is that correct?**

*Proper storage works thusly:*

*a) When the work order number is assigned, a directory is created with that work order number as part of it's title:*

*b) A sample directory name would be 0-LS00116, the pieces are:*

*0 is the last digit of the legislative period*

*LS is the two letter code that identifies the drafting agency. The codes include*

*LS— Legal Services*

*GS— Governor's bills for the Senate*

*GH— Governor's bills for the House*

*0116 is the work order number*

*c) Document versions, and subordinate documents, are stored in those directories using simple naming conventions. If a certain revision is version E, the file would simply be stored as "E".*

*Therefore, the printed draft number is really the path and file name affiliated with the specific version of a document.*

**6. Can we have an amendment on a Committee or Sponsor Substitute?**

*Yes. If a committee substitute is adopted, it replaces the current document entirely, and functions just like that document.*

**7. In which points of the drafting process do we have a hard copy printed?**

*Drafts are printed for requester approval. When the sponsor is satisfied and decides which version of a document to introduce, he contacts LRS and has them issue a formal FINAL copy. That version of the drafts is used for physical introduction of the document.*

**8. Verify the definition of the sectional analysis.**

*The document is used to provide a section by section analysis of a document. It can be very short or very long. The document may be printed in the journal.*

**9. Apart from the on-line data (seven years) is there archived data?**

*17<sup>th</sup> to 20<sup>th</sup> Legislatures are archived, but the 9<sup>th</sup> through 18<sup>th</sup> legislatures are microfilmed. Not currently accessible on line, but they are working on creating TIF files for the 19<sup>th</sup> Legislature on, that will allow access to the page images.*

**10. What are the current version of the word processors currently in use?**

*WordPerfect 6.1*

**11. Is there a case of changing the citation number when creating an amendatory bill?**

*No*

**12. Is it true that an opinion may be related to a bill or be independent? The document "TAKING WORK REQUESTS" mentions opinions on both bills and Work Orders. Is this correct?**

*There may be research produced that is unrelated to a bill...more issue-based. Work Orders and Opinions/memoranda would be considered the same thing for the purpose of a research report.*

**13. What is the role of the Revisor in the workflow? What does he/she check?**

*The Reviser has several related duties:*

*Reviews documents for proper statute usage.*

*Reviews documents for content and conflict problems*

*Prepares session laws for processing into the statutes (note: the processing occurs outside)*

**14. Check the "yellow" sheet for the final draft.**

*Yellow sheet is used to indicate that the final version of a document must be produced.*

**What kind of documents does the Department of law draft? Bills & Executive Orders only?**

*Bill analyses, opinions, reviews as well as standard documents. See corresponding interview.*

**15. Identify physical requirements of Document transfers within the Drafting System. (I.e. Intranet).**

*Only LRS staff and attorneys should have access to the LAN in the drafting agency. Talk to Tom Kinglinger or Bill Ellis.*

*The RFP contains the information about how the document transfer is done.*

**16. Verify or map the document storage, "categories" menus (subset systems), and the different groups of users and their system availability and functions [for current drafting system].**

*Bill Ellis provided this information in interview 16.*

**17. What are the domains of data necessary to draft legislation? What are their searchable attributes? Is there the capability of key word search? Possible search areas are listed below:**

**Statutes**

*Folio and ALT-B cut/paste from statutes, constitution and uniform rules.*

**Pending Legislation**

*Work orders*

**Passed Legalization**

*Session laws*

**Previous Drafts**

*Work orders*

**Internet**

*Used for research and other purposes.*

**Special Reports (i.e. Conflict Analysis)**

**Anything Else**

*In order to draft a bill, pieces may come from nearly anywhere electronically. LRS also needs access to:*

*All journals*

*All memos*

*All work order directories*

*All folio databases*

*Session law*

*The ALT-B program is used to information on the Statutes, the Constitution and the Uniform Rules.*

*All Infobases available in the system are used. See documentation provided by Kristine Lewis. Examples are: the Journals, Measures and Session Laws.*

**18. Which of the above is archived? What is the process of retrieving archived information in that case?**

*Work orders from the 9<sup>th</sup> to the 18<sup>th</sup> legislatures are archived. Working on imaging data for the 19<sup>th</sup> legislature for access. There is no update of the old data.*

**19. Apart from the domains mentioned in Drafting Research, are there others? If so, specify searchable attributes and key word searching capability.**

*a) WestLaw (it is an external service).*

b) *MICHIE Company CD-ROM*

**20. Is there any additional recording of Public Requests for Research not covered by Draft Request Tracking?**

*Sometimes other information (court cases, etc.) may be requested. There is no specific form to follow for such a request, however.*

**21. Which parts of this system are private and which public?**

*All files in the LRS must be maintained confidential because of attorney/client privilege, and by statute. Anything requested or created out of a request is confidential, even if the sponsor reveals the document to other people. Documents ONLY become public when they are introduced to the floor of a chamber.*

**22. Specify which kind of information is mandatory and which is optional at every stage of the above process.**

*Mandatory attributes are as follows:*

a) *For the Taker*

- i) Request For (document type)*
- ii) Subject*
- iii) Requested For*
- iv) By*
- v) Deliver To*
- vi) Taken By*
- vii) Instructions (one line at least)*
- viii) In-date (defaults to today's date)*
- ix) Draft/Final*

*The system has the ability to copy a previous work order and make changes which is very helpful.*

b) *For the manager*

- i) Assigned to*
- ii) Initials (on new Work Order)*
- iii) Key words*

*The entire work order request is confidential. Even after publication of the document, all other information in the work order directory remains confidential unless made public at some later point*

**23. What kinds of reports are generated based on Draft Request information?**

a) *What is on the attorney's desk – produced daily (sorted by the Attorney's name):*

- i) Attorney name*

- ii) Work Order*
  - iii) Bill or Resolution*
  - iv) Topic*
  - v) Date/time In*
- b) Work Orders in progress. Only the new ones are listed (that is the 1<sup>st</sup> version because subsequent versions are usually processed faster).*
  - i) Date the Work Order was Received*
  - ii) Work Order number*
  - iii) Subject*
  - iv) Sponsor*
  - v) Type*
- c) Legislator's Work Orders*
  - i) Legislator*
  - ii) Work Order number*
  - iii) Subject*
  - iv) Attorney name*
- d) Annual report (may be sorted by any of the reported attributes):*
  - i) Bill Number*
  - ii) Work Order Number*
  - iii) Sponsor*
  - iv) Attorney name*
  - v) keyword*

**24. How long is the Draft Request information kept? Does it need to be archived? If so, for how long?**

*Currently stored the last seven years worth of information in directly accessible format. Still adding with the new session.*

**25. Identify the various roles & rights associated with each personnel position.**

*There are four groups of users (each group has also the rights of the group bellow it):*

- a) Managers – may remove legislation (that is the drafts and draft requests of a legislative period).*
- b) Front Office – may add new Work Order number and remove Work Order number*
- c) Editor- may add new version number and remove version number*
- d) Rest of Users*

**26. Which users have 'tracking' capabilities in the Agency?**

*Everyone in the office may look at the status of a draft and the corresponding statistics. See previous question also.*

**27. Identify what kinds of reports are desired from this base of information. (i.e., Personnel Current workload)**

*Status of the draft (available in current system).*

*Status history (which may be removed by the manager if judged to be old).*

*Attorney volumes (total number of requests) on attorneys desks.*

*Searches for work for specific legislator/attorney/status/ keyword.*

**28. Identify the level of structured management desired in the new Drafting System. (Rigidness)**

*Four levels to carry out the duties for the Front Office, the attorneys, the editors/Revisor, and the typists.*

**29. Identify what kind of Dynamic Configuration of Data is needed. (i.e., Some Default Settings)**

*Information may be deduced from the workflow provided which exists in the 3<sup>rd</sup> page of the "Taking Work Requests" document.*

**30. It is common that the Administrative Code is very similar to the Statutes in structure. In any case, we will need to identify the following about the code:**

**Structure**

**Storage**

**Workflow for maintaining this Code**

**Who will use it?**

**How?**

*The following information was not provided during this interview. See interview with the Department of Law*

<b>Project</b>	<i>Alaska</i>
<b>Sub-Project</b>	<i>Drafting</i>
<b>Subject</b>	<i>Legislative Drafting</i>
<b>Date</b>	<i>11/20/97</i>
<b>File Name</b>	<i>Intv_Legislative_Drafting03.doc</i>

<b>Customer Participants</b>	<i>Department: <u>LRS</u> <u>Lynn Barnes, Patty Rose, Stew Rowland</u></i>
<b>PYTHIA Participants</b>	<i>Timos Labrinopoulos</i>

### Questions asked during the interview

1. How is Statute Information accessed in order to draft? Please verify the following scenario: suppose section 10.20.30 of AK Statutes was used in a work order 0116. If another work order tries to amend the same section, what text is used as input for the Statutes? Which is the program used to get that text? What file or database is used?

*If a draft needs to amend a section from the Statutes, the first thing to be check is the table 'Table of sections affected 1997 by session laws of Alaska and Executive Orders'.*

- a) *If the bills passed have not affected that section, then ALT-B is used to get the section text. From the system's perspective, the LAN version of ALT-B is used to access the file containing the section on the LAN.*
- b) *If however this section has been affected by a passed bill, then the attorney must:*
  - i) *Find from the chapter number the bill number*
  - ii) *Find from the bill number the word order number*
  - iii) *Use the enrolled version of the bill to retrieve the affected section. Note: whenever a bill becomes law, a version of the enrolled bill is created (new file with extension .E).*

*NOTE: When a request for a draft affecting a specific Statutes section is made, Lynn Barnes checks BASIS to see what bills affect this section. This is done in order to assign (if feasible) the same attorney/drafter to the new draft.*

1. **Please provide a copy for the document used to cross-reference the Alaska Statutes sections to bills passed. What is the policy regarding that document.**

*OK.*

2. **The Governor's office assigns the chapter number to a bill and a message is sent to House of origin providing the information. From where does the Revisor get this information? From the Journal?**

*The chart provided answers that.*

3. **Who uses BASU in LRS (Question originated from Bill Hawk on interview 1)?**

*The Editor and the Revisor do. Subjects in BASIS are maintained by LRS.*

4. **A handwritten amendment is typed in the Journal. Do they have access to electronic copy of that type of Amendment?**

*The Chief Clerk and Senate Secretary change the bill to reflect the changes. The Journal is checked every morning to see if a bill has changed. If so, that new version of the bill (Word Perfect document) is electronically retrieved and stored under the appropriate directory. So, if a committee substitute is needed, it may be used as drafting source.*

5. **After a bill that passed both Houses is sent to the Revisor, what happens to it? How does it go to the Governor to be signed?**

*The chart provided answers that.*

6. **Does LRS assign a Bill Number for Pre-filled bills (notion from Nancy Quinto)?**

*Yes. Jill Bryson does that.*

7. **What does enrolling mean? What does this process contain?**

*The input to the enrolling process is the document that has passed both Chambers (with all the changes in it). Enrolling contains the following processes:*

- a) *The editor first checks the document to make sure that all amendments have been applied correctly.*
- b) *Then the Revisor performs a last check to make sure that everything is correct.*
- c) *The typists change the format of the document in order to make it look like slip (session) laws do.*
  - i) *Addition of heading*
  - ii) *Removal of line numbers at the side*
  - iii) *Etc.*

*d) The proofer reads the bill one more time to find any grammatical or typographical errors that must be corrected. In that case the correction is made and a memo sent to the CC/SS notifying them of the change.*

**8. If DOL has drafted a bill for someone (the Governor or a legislator) at which point does LRS need to have an electronic copy of that bill?**

*If the Governor introduces a bill (through the Rules committee), then LRS gets an electronic copy upon introduction. (Essentially when the Clerk/Secretary assigns the bill a bill number.)*

*Sometimes the DOL does a bill draft sponsor blank, it gets handed around, and a legislator decides to introduce it. In this case, the legislator brings the draft to LRS and they take over from there. When this happens we request an electronic copy of the draft from the DOL and they provide it to us.*

- i) Bill Passed by both Houses
- ii) To LRS for proofed ENROLLED version w/cover and signature pages
- iii) To House of origin to be signed by the Chief Clerk/ Senate Secretary, Senate President/ House Speaker.
- iv) To the Governor (who has 15 days excluding Sundays during session of 20 days excluding Sundays if not in session to sign or veto)
- v) If vetoed,
  - (a) a copy is given to LRS and
  - (b) the bill sent to the House of origin
  - (c) if veto overridden return to the Governor's office to get chapter number and then 7 a)
  - (d) If not overridden, then bill dies.
- vi) otherwise
  - (a) Copy of the bill goes to both Houses
  - (b) Original bill goes to LRS (original must be returned by deadline)
  - (c) LRS puts effective date on the cover of the bill and the chapter number on all pages
  - (d) The bill (excluding the signature page) is sent to the print shop
  - (e) Returned to LRS to re-assemble
  - (f) Returned to the lieutenant governor's office for permanent filling

**9. When a resolution passes it gets a resolve number. Does the Revisor do this? Is there a separate number for each resolve type?**

*Revisor assigns Resolve numbers.*

*There are three different counters: Senate Resolves, House Resolve and Legislative Resolves.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Drafting
<b>Subject</b>	Legislative Drafting
<b>Date</b>	11/07/97
<b>File Name</b>	Intv_Legislative_Drafting06.doc

<b>Customer Participants</b>	LRS
<b>PYTHIA Participants</b>	Eric Carpenter, Timos Labrinopoulos

### Questions asked during the interview

#### 1. What is the Final version of a bill?

*The final version is the version of a draft that is physically introduced.*

*An overview of that process would be:*

- i) Work order is made.*
- ii) Draft is created*
- iii) Draft is delivered*
- iv) Draft may be revised.*
- v) Legislator calls LRS and tells them which version will be final.*
- vi) Legislator name is entered as the Sponsor.*
- vii) Final is printed on red-line paper, with sponsor name, and given to the legislator*
- viii) Legislator may either*
  - (1) Pre-file the document with LRS. Bill # is assigned by Lynn.*
  - (2) Introduce the document with the Clerk/Secretary. Bill # is assigned by Clerk/Secretary.*
- ix) Request is sent to LRS to place the document in the share directory. Information is sent to associate the document # and the bill #.*
- x) Clerk/Secretary notifies the print shop of the document.*
- xi) Document is printed and sent to chamber leader.*

#### 2. What information about a bill is included on the final version of the draft?

*A Final will ALWAYS have a sponsor name that is associated with the draft. The Final is essentially the revision version that a sponsor has approved and*

*is willing to put his name on. This version will be introduced. If there are ANY changes, the document is sent back (physically) and a new version is issued.*

**3. How do committee substitutes differ?**

*Committee substitutes, by their nature, will have a bill number already associated with it. That number will be reflected in the FINAL version of a CS. (Note to self: The drafting process basically reattaches to the legislative process whenever a CS is required.)*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Drafting
<b>Subject</b>	Statute Tracking and Updating
<b>Date</b>	November 5, 1997
<b>File Name</b>	Intv_Statutes01.doc

<b>Customer Participants</b>	Pam Findley, Revisor of Statutes
<b>PYTHIA Participants</b>	Jim Clark

### Questions to be asked during the interview

#### STATUTE STRUCTURE

4. Which are the “levels” in the Statutes? That is: the “title” is level one, the “Chapter” level two, the “Article” level four.

- a) Title
- b) Chapter
- c) Article
- d) Section
- e) Sub-Section
- f) Paragraph
- g) Sub-Paragraph
- h) Sub-Sub-Paragraph

*Note that there is an unofficial Article level between Chapter and Section, but this receives no official recognition in the citation format. Citation not done by Legal or printed by any Legal group.*

5. Are there any deviations from this leveling?

*Yes, Section to Paragraph directly, for a definition is an example.*

6. Are there any non-official levels?

*Yes, Compacts are used to expand as necessary explanations.*

7. How are listed the Alaska Statutes that alter a section of the Statutes? In parentheses at the end? What about the brackets?

*Will go to Temporary Law and can be a note.*

*Brackets used in delay effective dates as published in Oct. for effect Jan. 1.*

## **STATUTE TRACKING**

### **8. What are the mechanisms used, if any, to track:**

*Basis system for when passed.*

### **9. Conflicts**

*After passage and Governor signed. But will give a Revisor to committee if sees conflict coming at first drafting check in Revisor office..*

### **10. Which versions of the law exist in which stages. Example: if a specific law section is amended in a draft, an introduced bill, in an engrossed bill, etc.**

*All at passage. Table maintained by Jill.*

## **STATUTE UPDATING**

### **11. Identify the exact time as to when the passed legislation is processed into the Statutes.**

*July or August all bills with instructions sent to publisher and return in Oct or Nov with tape and book form.*

### **12. Identify any special reports (i.e., Statute Tracking) needed to process an update.**

*ALDEX system, ALT-B System, Basis System updated with BASU System  
Jill's list manual update.*

### **13. Identify the workflow necessary to update the Statutes.**

*See full explanation below.*

### **14. Identify all the 'checks & balances' functions needed to update the Statutes.**

*Pam checks James, James checks Pam. Use table throughout process to check for problems.*

### **15. Document the procedures to handle conflicts, multiple effective dates, or other 'problems' that arise during the updating process.**

*See the full process below.*

#### **NOTE:**

*Alaska currently sends the passed legislation (session law) out to a "publisher" that will return a tape of the updated Statutes. (It appears that Statute Updating (of the Official Base) is not done in-house.) IS does update the Statute Folio Database with some ASCII version of the session*

*law, but I do not think this is the Source text used in Alaska's Current Drafting System (ALDEX).*

First ALDEX does not have statutes included. Statutes are accessed with ALT-B system which is the tape from the publisher. Also errors on the tape are updated in the ALT-B database between new tapes.

## **Full Statute Procedure**

Work order is input to a legal editor who may get direction from James or Pam. After the bill is drafted it is received by Revisor Office (James and Pam) for sign off. At this time the ALDEX System is updated and the Basis System using BASU is updated. Main update is the short title and indexes entered. If any unhappiness with the index name or short title they call Revisor office. Note bill draft not public yet. Talk with Stew on update privileges to fields in ALDEX and BASU.

Revisor checks the journal each day with Basis for all bills that passed each chamber. Notes any changes to title and subject as to engrossing committee substitutes not yet adopted. Can for the committee make blank Committee Substitutes.

After enrollment Revisor again checks bill, fixes have to be analyzed now and have process. Any changes have to go to the house of origin and entered into the journal. Also a letter in Basis as to the error. The bill then goes to house of origin and to the Governor, somehow it then returns to Revisor to start process into the Statutes of Alaska. Returns with Chapter from somewhere, ask Lynn how it gets back.

Conflict Analysis use table that Jill creates of cross reference bills to section numbers.

Now the work begins build folder with the bills and do instructions to Publisher MICHIE and West law. Hard copies sent out as soon as possible for publisher to start. Get supplement back in Oct. Supplement is new this session. Used to do the whole book each year, will now be two years for new books.

Reads the statutes during fall and makes a revision bill to put through the fixes as one. Errors are put on a letter and sent out editorial "Error emos" to Department of Law Debbie Behr receives memos.

Presents Temporary law for changes of court rules.

Approbations Act front pages has a reference problem with back pages on the computer. Back pages do not get published.

<b>Project</b>	Alaska
<b>Sub-Project</b>	
<b>Subject</b>	LAA—Citations
<b>Date</b>	11/19/1997
<b>File Name</b>	Citations01.doc

<b>Customer Participants</b>	Lucy Merrill
<b>PYTHIA Participants</b>	Eric Carpenter

## Citation Process

### ***A legislator will call the office to reserve a citation.***

Only one citation may be issued per event or per person (although different citations may be issued for the same person for different milestones).

If others call to reserve for same topic/person, they will be told that someone else has already reserved the citation.

### ***Office records the information***

She maintains a manual schedule which tracks:

Prime Sponsor

Subject

Date Requested

Date the Draft is sent to the sponsor

Date a Re-Draft is sent to the sponsor

Date the Draft is approved

Date sent for Speaker/President's signatures

Date the final is sent to the Sponsor

She also maintains an Excel table

Table tracks:

*Citation number*

*This is the only time this number is used, it is not an official number in the legislature.*

*Citations are referred to by their subject/person when on the floor of the chambers.*

*Sponsor*

*Subject/Person*

*Type of citation*

*Memorial*

*Recognition*

This table is sorted by subject and by sponsor for reference, and copies are printed.

In addition, she attaches a slip to the document drafts which tracks the same information as the reports.

Her records are private, but not confidential by law. There is just no need for anyone else to have access to this information. Some of it never continues past the request process.

*The legislator's office drafts the text of the citation and transmits the file to her through cc:mail.*

*She formats the document and prints a draft on a copy of the citation paper.*

*A hard copy of the draft is sent to the legislator's office for approval. A redraft may be required.*

*Once approved, a final draft is returned to the legislator.*

*The legislator introduces the document with the Senate Secretary or Chief Clerk.*

*The citation is then placed on the calendar*

*The citation must be approved by both chambers. If one chamber does not approve it, the citation dies.*

*Other legislators may sign on as cosponsors.*

*At the end of each day, the Chief Clerk and Senate Secretary prepare a message which contains a list, including:*

*What citations have been approved*

*Who has been added as a cosponsor*

*Any corrections/changes to the document*

*The office prepares a final version of the document, adding the cosponsors to the bottom of the document and making any necessary changes, and then printed on the official paper.*

*The citation is sent to the Speaker of the House for signature, then to the President of the Senate.*

*The document is returned to the office, where the ribbons and seals are affixed.*

*The citation is then sent to the sponsor, who will distribute the document.*

## Drafted Document Types

### ***Bills***

The Chamber to which the bill will be introduced may not be known in advance. The usual practice is to specify the House if the sponsor is a Representative or the Senate if it is a Senator.

There are other instances of sponsorship than chamber members. These include:

Committees may introduce bills on which the committee itself is the sponsor.

The Governor may introduce bills through the Rules Committee which list the 'Rules Committee by the Governor' as the sponsor.

Bill Types:

***Substantive bills***—Covering specific areas of the law (i.e. criminal law).

***Appropriation Bills***—By nature hold for a year, but sometimes they do not. There may be re-appropriation bills referencing previous appropriation bills (in case that the money that has not been spent is given for another cause). In that case a bill in one session may reference a bill from a previous session.

***Revisory Bills***—Created to accommodate conflicts between passed documents. The Revisor of the Statutes has the ability to make certain things as needed and not include these in a revisory bill. Codification bills (renumbering and grouping of portions of the Statutes) fall under this category.

Dependent documents:

Committee Substitutes

Amendments.

Bill construction notes

The first section of a bill is written as "Section" while the rest as "Sec". An asterisk is put in front of these words in order to differentiate between the section of the bill and a section of the statutes.

### ***Resolutions***

Resolutions Types:

***Simple Resolution*** (House or Senate)—if passed becomes part of the House or Senate Resolves. This type of resolution does not go to the other Chamber.

***Special Resolution***—Used to expel a member from the legislature

**Concurrent Resolution** (House or Senate)—Deals with issues related to the State and to establish the Uniform Rules. When this type of resolution passes it becomes a part of the Legislative Resolves.

**Joint Resolution** (House or Senate)—Deals with issues not related to the State and to propose amendments to the Constitution. When this type passes it becomes part of the legislative resolves.

**Special Concurrent Resolution**—It is used to disapprove an Executive Order.

Dependent documents:

Committee Substitutes

Amendments

### **Letters of Intent/Research/Opinions**

The **Opinion** is the product of a **Research**. It may be advice about Constitutional law or the way Alaska law is related to Louisiana law for income and taxes etc. It is a document that is never introduced, but may end up in a Journal.

An Opinion may or may not be related to a bill.

### **Other**

Amendments

An amendment is a document containing instructions about changing specific portions of a bill or resolution. An amendment may be taken to a committee or to the floor, in which case it is called a floor amendment.

Notes [to be transferred]

*An amendment may be “broken” in parts and only a part of it may be adopted.*

*Floor amendments are engrossed on the fly during session. Then LRS takes the journal to verify that everything was done the way it should. Committee*

Substitutes

A Committee Substitute is a version of the bill or resolution in which the committee added or deleted text. It is created to replace the version of the bill it was based upon.

Two cases:

*A Bill/Resolution is introduced in a Chamber and a committee prepares a committee substitute in the same Chamber. In that case we have a Committee Substitute.*

*A Bill/Resolution is introduced in a Chamber and a committee from the other Chamber prepares a committee substitute for that Bill/Resolution. In that case we have a House (or Senate) Committee Substitute if it is a House (or Senate) Committee.*

*If the Committee Substitute is voted, the committee gains control of the bill. The sponsor is still mentioned however in the session laws, bill histories, etc.*

#### Conference Committee Substitutes

*A Conference Committee Substitute is the same as a Committee Substitute with the difference that the Committee has members from both Chambers. It is used when the two Chambers are not in agreement about the changes that each made to the document.*

#### Sponsor Substitutes

A Sponsor Substitute is a version of the bill or resolution in which the sponsor of the document added or deleted text. The sponsor introduces it when he/she wants to make changes to the document before any committee substitutes occur.

It is the same as a Committee Substitute but is submitted by the sponsor instead of a committee.

#### Sectional Analysis

A Sectional Analysis is an explanation for the non-legal people of the contents of the document on a section per section basis. It is a document that is never introduced but may be reprinted in the Journal

#### Memos/Opinions

Memos contain research and analysis that the attorney/drafter want to say about the draft the attorney made.

#### Executive Orders

The Department of Law drafts them for the Governor. It is a tool that the Governor has to reorganize the government. It may result in renaming of Agencies etc. As a result there is a case that this document may affect the Alaska Statutes. If the legislature does not pass a resolution to stop it, then it becomes law.

#### Amendatory Vetoes

They are not drafted because the governor marks the changes directly on the Bill, which then appears in the session laws with the markup.

## **Draft and Document Markup**

***The rules about the markup are as follows:***

The new text is marked as underlined and bold

The deleted text is bracketed and in uppercase

***The rules about the markup in bills updating the Statutes are as follows:***

The following types of bill text is NOT treated as new text, but is written as plain text.

A new sub-sub-paragraph under a sub-paragraph

A new sub-paragraph under a paragraph

A new paragraph under a sub-section

A new sub-section under a section

A new section under a Chapter

Sample citation: AS 01.10.070(a)(1))(B)(ii)

Articles are constructs that receive no official notation. The Revisor takes care of Article titles.

If, in a document that has markup (e.g. a bill), an amendment removes new text, the text is removed as if it has never existed. One has to compare the two document versions to see that it has been removed. Likewise, if an amendment restores deleted text, there is no way of telling that it was deleted in the previous version of the document. This information is again deduced by comparing the two document versions.

## **Work Order Request Form**

***The form is a blue sheet of paper.***

### ***Data Items***

#### Keywords

Initial list of keywords is created by the Manager.

A list of keyword added here by a manager of the Agency.

These keywords exist (or are added) to an index that LRS maintains locally. This is an index to help people search what they are looking for. It is distributed and is a much simpler index than the Statutes index and the one used in BASIS. These keywords may or may not be used in BASIS (since the indexes differ).

#### Assigned To

It is the attorney assigned by the manager to do the drafting. Assignment takes place based on workload and expertise as well as other criteria.

#### Request For

Here the document type of the draft is specified.

A check box with four options:

*Bill*

*Resolution*

*Research/Opinion*

*Other*

Subject

The subject of the document to be drafted.

Requested For

Specifies the sponsor's name. The sponsor may be:

*A legislator*

*A House or Senate committee*

*A Joint Committee (Administrative Regulation Review, any Conference Committee, Legislative Budget and Audit and the Select Committee on Legislative Ethics)*

*Other, that is: the*

*Legislative Affairs & Legal Services*

*Legislative Council*

*Legislative finance*

*Ombudsman*

A complete list exists in the last page of the "ALDEX USER'S GUIDE" four page document.

By

It is the person that made the request.

Phone

It is the phone number of the person that the Agency will get in contact with for any reason.

Deliver To

It is the name of the person that must receive the draft. If the requester is a committee, the chairman of the committee is where the draft must be delivered.

Taken By

It is the name of the LRS person that actually took the request.

Instructions, Explanations

This portion contains instructions about the creation of the draft. If however the space is not adequate, instructions are prepared separately and the check box "Special Drafting Instructions Attached" is checked.

Obtain

The backup material needed for the creation of the draft is written here. This is an area not entered in the electronic form

because a printout of the electronic form is also sent to the requester. There may be the case that the requester must not see this material.

Special Drafting Instructions Attached

See above.

Authorized to Confer With

By default all work orders are confidential. However occasionally the requester may allow the drafter to talk to a specific person of group for further information.

Return \_\_\_ To Requester

Whatever backup material to be returned to the requester is written here.

Approved \_\_\_ Director, Legal Services

It is filled with the initials of the director.

Reviewed

This entry is essentially a check list that denotes what part of the drafting process the accompanying document has been through.

In this case, the draft has been reviewed.

In

Contains the date the order was given.

Due

Specifies the date and time the draft must be delivered.

Typed – Draft

This entry is essentially a check list that denotes what part of the drafting process the accompanying document has been through.

Date

Proofed

This entry is essentially a check list that denotes what part of the drafting process the accompanying document has been through.

In this case, the draft has been proofread.

Delivered

This entry is essentially a check list that denotes what part of the drafting process the accompanying document has been through.

In this case, the document has been delivered to the requester.

Special Instructions to Typist/Proofreader

An example may be to deliver the draft to a second person or fax the draft to someone.

### ***Process***

#### The taker

The form is filled by hand. The taker fills in the information starting from the “request for” data item. Some of the information on the form is filled later by the manager (look bellow). Then the form’s data are entered in the ALDEX system and a printed copy of the form is created. A number is assigned for that work order when it is entered in the system.

#### The manager

The manager fills the:

*Subject*

*Keywords*

*Assigned To*

*Approved*

#### Considerations

It may not be possible to fill it up directly electronically and eliminate its use. The reasons for that are:

*Some times it is accompanied with attachments (material that needs to be looked into).*

*Some times it may be taken in other places than an office running the pertinent program. So, it is a guide on what must be asked from the person doing the request.*

## **LRS Work Order Number**

### ***Assignment of the Number***

As mentioned before, the Agency uses a Work Order Number as an umbrella under which a bill or resolution and all its subsequent versions and related documents are included. This approach is used to keep all related information in one file/place. To understand the process, one first needs to know what are the existing document types that may be drafted.

If a new request is made, a new Work Order Number is assigned to it and the letter A is used as the version (look at the table below). This is not the case for:

A new version of a previous draft (revision or redo)

A Committee Substitute

An Amendment

A Conference Committee Substitute

A Sponsor Substitute

### A Sectional Analysis

In that case the version is a randomly selected letter. This is done in order to prohibit correlation between the version and the sequence the drafts are created in the system.

The number identifying the draft is of the following form:

X-YYNNNN/V.12 (amendment #1 to V version)

Where:

<b>X</b>	Is the last digit of the legislative period. It was done that way due the eight letter limitation that DOS imposed on file names. For the 20 <sup>th</sup> legislation it is zero.
<b>YY</b>	The Agency that produced the draft. LS: Legal Services GS: Governor's bills for the Senate GH: Governor's bills for the House
<b>NNNN</b>	The Work Order four digit Number
<b>V</b>	A letter specifying the Version of the Bill
<b>1</b>	Is a numbered amendment to a bill version.

Example:

*0-LS0116/E*

*That number implies that the document resulted from a draft:*

*From the 20<sup>th</sup> legislature (or the 10th but this one is very old!)*

*That was produced by LRS*

*Was given a Work Order Number of 116*

*Is version E under that Work Order Number*

*The above numbering holds for all drafts but amendments: In the case of an amendment, the most recent draft number is used and a number is appended at the end. Example: An amendment drafted on 0116/P will be numbered as 0116/P.1 . After the incorporation of all adopted amendments in the bill the new version has a Work Order Number of 0116/P.A.*

The logic behind the format of the Work Order Number

The Agency needs to know at any moment, which is the latest version of a document. The need stems from the fact that floor actions (e.g. adoption of amendments) may change the form of the document. In that case a different version exists on the floor on which a sponsor may request a draft to be made. Such

a scenario is described in the Scenario diagram named: Document Evolution – 1<sup>st</sup> Example.

The Work Order Number corresponds to a directory in the file system. Since the system was developed under DOS, the limitations on the filenames dictated the use of only one dot inside the Version portion of the Work Order Number.

#### Resetting Numbers

That number starts from one at the beginning of every legislature. Chapters are restarted by the year

Resolves are set every two years

Executive orders are numbered “from the beginning of time”.

## LRS Information Reporting

### *General*

Here is presented the information produced in reports by data items that already exist in the system

### ***Cumulative Table of Alaska Session Laws Amended, Added, Referenced or Repealed***

This report contains a subset of the “Session Laws and Resolves of Alaska”. While this report is created immediately after the end of a session the “Session Laws and Resolves of Alaska” are created towards the end of the year.

It contains a list of Appropriation bills and temporary law with the reference of the recent law that has changed that.

The report is manually compiled.

In more detail the information reported has:

Session Law affected

*Section*

*Chapter*

*Year*

*Page*

*Line*

Amending Law

*To Page*

*To Line*

*Action - The Action may be:*

***ad*** means a provision has been added

***am*** means amended; it includes action in which a prior appropriation is repealed and re-appropriated in the

*same section, subsection or paragraph of the amending law.*

*rf means referenced*

*rp means repealed; it includes action in which a prior appropriation is repealed in one section, subsection or paragraph and the unobligated balance is used to fund a new appropriation made in another section, subsection or paragraph, or is simply used to create a positive balance.*

*Section*

*Chapter*

*Year*

### **Summary of Alaska Legislation**

This is a very popular report for the legislators. It contains a description of the bill's past

In more detail the information reported has:

Subject Index – The information given here cannot be retrieved automatically from the drafting system because there are usually differences between the draft and the passed law.

Chapter Listing by Bill Number – It lists which bills have gone to the governor and what Chapter Numbers have been assigned to them.

Synopses of laws enacted by Chapter – It is a summary of the chapters of the session law (not the chapters of the Statutes). The summary included here is not included in the bill. The request to create that summary is communicated to the attorney that drafted the bill to create the synopsis required. This is a process that may not take place before the bill becomes law for two reasons:

*Only a small number of bills becomes law*

*The content of the draft may be different from the passed law since it may change during the legislative process*

Bills partially vetoed by the Governor – Bills vetoed by the Governor are also listed here. Those are only appropriation bills.

#### Executive Orders

Table of sections affected – It lists for all the Alaska Statutes all the Session Law Sections that affected them.

Table of Temporary or Special law sections repealed, amended or added by Session law – It contains the same information as above but instead of the Alaska Statutes it refers to Temporary Law.

## LRS Administrative Flow

### *Peoples Roles in the Flow*

#### Taker

It is the person that takes the Work Order. It may be anyone in LRS. This is really about half the staff of the agency.

#### Manager

A person that:

*Assigns the drafter/attorney to do the draft*

*Monitors the work load*

*Provides the extra information needed in the Work order after the taker*

*Etc.*

#### Attorney or Drafter

The person creating the draft.

#### Editor

The person that checks the draft created by an attorney to verify that the drafting rules have been preserved, the formatting of the document is OK, cross references between the bill sections are consistent (a renumbering of the sections may cause such problems) etc.

The editor marks the corrections on a hard copy so that the typist may work on those.

#### Typist

The person that transfers the corrections noted on the hard copy by the editor to the electronic form. This person does no check for correctness of the changes.

While it is not their responsibility to check for correctness, they cannot depend on the actual text of an attorney's document. They must import all text themselves to ensure proper source text.

#### Proofer

The people that check the typist's work to verify that all changes to the electronic copy has been properly made.

The proofer is also responsible for delivery of the draft to the sponsor when the final version is produced.

#### Revisor

**Software in use****ALDEX**

The Alaska Legislative Drafting Executive (ALDEX) is an umbrella process for the Legal Service Section of the Division of Legal and Research Services to draft legislative measures and to track work order requests. The information in ALDEX is strictly confidential. There are four primary uses of this system:

- Transferring documents between Legal Services, House Chief Clerk, Senate Secretary Offices, and the Department of Law.
- Uploading bill text to BASIS.
- Document transfer to the Print Shop.
- Tracking and reporting of Work Orders.

**ALT-B**

This application enables the Chief Clerk, Senate Secretary, Division of Legal and Research Services, House and Senate Finance Committees, House and Senate Records, Governor and Department of Law to extract information from various databases and files to include in WordPerfect documents. This application works only for WordPerfect and is primarily used in the House Chief Clerk and Senate Secretary offices, and provides an interface of PC, LAN, and mainframe resources. ALT-B allows retrieval of:

- Bill Titles
- Journal Text
- Legislative Calendars
- Conference Committees
- Limbo List
- BASIS
- Scheduling
- Short Titles
- Sponsors
- Statutes

**BASIS**

This is one of the primary systems in use, and the primary focus of the design effort. This application, the Bill Action and Status Inquiry system, provides full status and tracking of legislative documents and processes. The system also provides the ability to display the text of documents, as well as full history of the document as it has moved through the legislative process. This application is available as both a mainframe application and as an Internet-based system which may be accessed by the public for legislative information.

### ***BASU***

This is the BASIS update system and is only available to the Division of Legal Research Services and to the Chief Clerk and Senate Secretary. This is the application that allows real-time entry of chamber floor activity into BASIS.

### ***ALECSYS Infobases***

This is a collection of current and historical legislative data. The infobases are created using Folio View 3.1, and are used to access, search and retrieve information by the various staffs. The infobases are created nightly, weekly, monthly, quarterly, biannually, annually and as needed, and are stored on each LAN server as well as on the principal server in the Governor's office. Current Infobases include:

- Bill Tracking
- Legislative Measures
- Journal
- Committee Minutes
- Administrative journals
- Voter Registration
- Administrative Code
- Directory of State Officials
- Alaska Statutes
- Session Laws
- Legislative Resolves
- Citations
- Legislative Research Requests

### ***cc:Mail***

This is the principal email program used by the legislature.

***Desktop Applications***

Current application may vary between offices, but include, principally:

- Word
- FileMaker
- Excel
- PageMaker
- Claris Works
- DOS
- Windows 3.1
- Windows 95
- WordPerfect
- MS Office
- Paradox

**Department of Law**

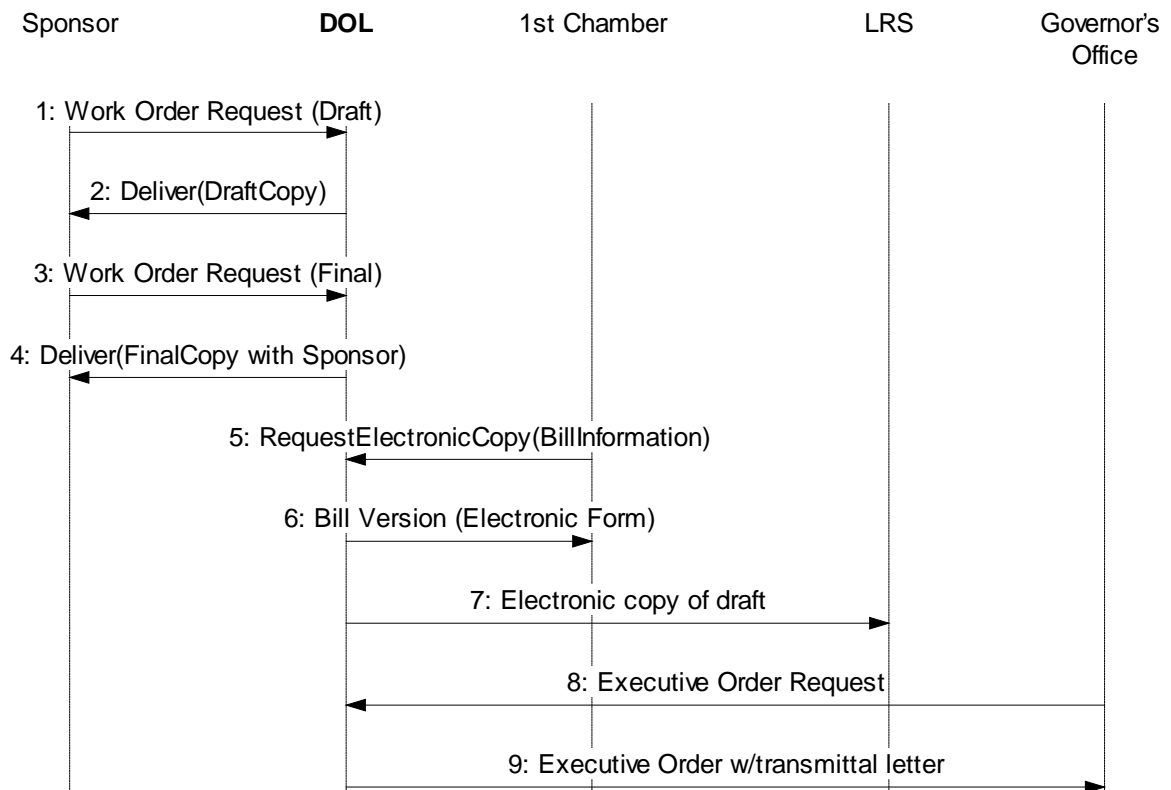
While the primary duties of the branch is the enforcement of laws through the Attorney General, the execution of those duties lie outside the scope of this project.

The Department of law is the primary drafting agency for the Executive Branch of the Alaska State Government and maintenance of the Administrative Code. While this department does serve as a drafting agency, it does not serve as the official repository of document versions, instead it transfers files to LRS as required by the legislative process.

**Input and Output Information for the Actor**

The following diagram indicates only the interfaces between this agency and all other agencies. This current diagram does not attempt to describe the internal process of the agency, but instead documents how information flows between actors in the current system.

**Input / Output information for Department of Law**



**Scenario Diagrams of Actor**

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### **Interviews**

The following pages contain material garnered in the initial research phase of this project. For the purpose of this rough draft, we are information both in its raw and processed state. This information, as well as documents provided by the agencies, form the basis for the formal Requirements Analysis which will serve to provide data for design efforts.

<b>Project</b>	Alaska
<b>Sub-Project</b>	Drafting
<b>Subject</b>	Legislative Drafting
<b>Date</b>	11/12/97
<b>File Name</b>	Intv_Legislative_Drafting04.doc

<b>Customer Participants</b>	<u>.J. Jordan</u> - Department Of Law
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### **Questions asked during the interview**

**NOTE: We are interested only with Drafting, the Introduction process, systems used that are maintained by the Legislative Affairs Agency and the Administrative Code maintenance.**

*The Department of Law (DOL) drafts about seventy-five (75) bills a year (Executive Orders not included). Given the existing personnel, that amounts to two or three drafts per attorney/drafter. Since this is a relatively rare activity for a drafter, usually the drafting rules are not preserved to the extent they do in LRS. The draft may look correct when printed but the electronic copy may contain non-standard formatting. As a result, if a Committee Substitute is requested for a bill prepared by DOL, LRS may retype the bill (unless if it is a big document, in which case an electronic copy might be used).*

*Note that drafting may take place in Juneau as well as Anchorage.*

#### **1. What are the different document types drafted?**

*The document types drafted are:*

##### *1.1. Bills*

1.2. *Transmittal letters that go to the Governor's office and end up in the Journal after passing from the Chief Clerk's and Senate Secretary's desk.*

1.3. *Executive Orders which resemble to a bill.*

**2. For each document type identify any drafting rules ( i.e. Statute Markup)**

*Check reply under the title: Draft and Document Markup. The Department of Law follows the guidelines specified in the Drafting Manual used by LRS.*

**Samples of every possibility.**

*The samples given were:*

a) *Executive Order*

b) *Regulation*

**3. What are the specific word processing functions that will be needed for drafting. (I.e. Spell Check)?**

*Question not asked at this stage.*

**4. What Word Processor is used?**

*Word perfect 6.1. is used. There is a potential problem however. There is a directive dictating switching to Word '97 as soon as possible. A year from now people will use Word as a standard Word Processor for all documents except bills and executive orders. Bills and Executive Orders have to be drafted in Word Perfect however due to the required compatibility with LRS and the rest of the system.*

**5. What is the standard procedure for transferring the drafts into the Public System once introduced? Validate the answer bellow.**

*There is a different process depending on the document type drafted.*

- i. *Bills. The portion of ALDEX that has to do with the transmittal of the draft to the Chief Clerk and Senate Secretary is also used in the DOL. However only the 1<sup>st</sup> version of a draft may be sent, not a subsequent one. The system checks for information that must exist in the draft before the later is sent but that does not solve the problem regarding the quality of the draft.*

*Information provided in the RFP -pg. 31 (not during the interview). Once the draft is in final form, networked PC is automatically activated to process the data. The functions performed are:*

- 6. *Activate Word perfect*
- 7. *Crate a Postscript file of the document for later printing*
- 8. *Create an ASCII file of the document*
- 9. *Transfer the ASCII file to the mainframe*
- 10. *Create and submit a mainframe batch job.*

ii. *Executive Orders. They are NOT transmitted automatically. A photocopy is given instead. At the end of the session, an copy on a disk is given to LRS. This is done because the Executive Orders cannot be changed, only stopped by the legislature. Only the transmittal letter accompanying the Order ends in the Journal.*

**6. What are the levels of accessibility of information in the Drafting Agency (Security)?**

a) *A draft is confidential. It is made public on introduction.*

*If the bill is introduced, the bill document is public information. Bill Drafting files are treated as confidential. The exception to these is if the Governor has waived confidentiality/executive privilege.*

**ADMINISTRATIVE CODE**

**7. Please provide some samples.**

*Examples of Administrative code exist in the corresponding Folio database.*

**8. What are the document types that produce it?**

*The Administrative Code results from Regulations only.*

*The DOL or another Executive Agency (for example the Department of Education) may draft a regulation. The DOL may also assist that other Executive Agency in the drafting.*

*A Regulation is made then public and input from the public requested.*

*Adjustments may be made and then the Regulation is adopted.*

*When a regulation review has taken place, a set of the adopted regulations with the opinions and adoption orders are sent to the Lieutenant's Governor's office. These Regulations become code thirty (30) days after filing.*

*A copy of that set of Regulations is sent to the publisher. The publisher creates a supplement to the Administrative Code. An update is subsequently sent to LAA in a magnetic tape and hard copy form.*

*After some processing the update is transferred to the Folio database.*

*A note to all Agencies that their regulations were adopted is sent by DOL. The Lieutenant Governor's office notifies them to check the published law against what they've received from DOL. This checking however is not always done.*

**9. What is the process to update the Administrative Code? When is this done?**

*The Administrative Code is updated four (4) times a year (while the Alaska Statutes once). That means that four tapes and set of volumes are received by LAA to make an update.*

**10. What does it cover (regarding Agencies)?**

*The Administrative Code describes the way the Agencies should function according to the law. The macroscopic process is as follows:*

- a) *A change in the Statutes of Alaska results in a change in an Agency's activity or the Agency decides that, for other reasons, changes are needed in its procedures*
- b) *The Agency creates a project to examine what changes must be made to the way it works.*
- c) *A Regulation is created.*
- d) *That Regulation (with or without changes) becomes a part of the Administrative Code.*

**11. LRS uses ALDEX. Is there a customized version of the system in use?**

*It is a customized version of ALDEX in use. Only the 1<sup>st</sup> version of a draft may be transmitted electronically. Questions regarding the way a draft request is processed using ALDEX were not asked.*

**12. Is BASIS used to see information regarding the status of a Bill?**

*Yes. Both the mainframe version and the Internet version are used.*

**13. The Governor is the only person that may submit a request for a draft in the Department of law?**

*No. There are the following cases:*

- a) *A sponsor substitute may be drafted for the Governor.*
- b) *The legislature may ask the DOL to draft a bill for them although this is more rare.*
- c) *The DOL may help in the draft of a Committee Substitute (a portion or the whole thing).*
- d) *The DOL drafts a bill for the Governor, but a friendly legislator acts as bill sponsor.*

*In the last three cases however, a hard copy is delivered, although LRS may request a copy on a disk.*

**14. Is there any additional Draft Request information that should be recorded after that? If so, document it and note who's responsible for recording each piece of this additional information.**

*No reason to ask that question at this stage.*

**15. Specify the way a draft is numbered:**

- a) **Are there different counters used for different types of documents? In that case which document types use the same counter?**

*The same counter is used for a Bill and an Executive Order.*

*A different counter is used for a Regulation.*

*The DOL uses the following filling system:*

- i. *For a Bill and an Executive Order , the file number is: 773-  
<fiscal year>-<counter>*
- ii. *For a Regulation the file number is: 993-<fiscal year>-  
<counter>*

*For legislation only, the Work Order number produced is:*

**<I>-G<c>-<counter>.<version>**

*Where:*

**I:** *is last digit from the legislative period*

**c:** *is H for the House and S for the Senate*

**version:** *is A, B, C etc.*

*Example:*

**9-GH-00035.A**

*Meaning that this draft was done during the 19<sup>th</sup> legislature, to be introduced to the House. This is the 'A' version of the draft.*

**b) For a bill**

- i) Is there a difference in the generation of that number between a Senate and a House Bill?**

*No. There is however a difference in the Work Order number, which is on the draft.*

- ii) When is the counter, which uniquely identifies the bill, initialized?**

*It is initialized at the start of the **fiscal year**, not the start of the legislature.*

- iii) Does the type of the bill differentiate the way the above number is generated?**

*No.*

- e) Are there any types of drafts, which never get introduced? What other types are there?**

*Question not asked at this stage.*

- 16. How is a request for a draft processed? What are the roles of the people involved in that process? Example: manager, drafter, etc. Please supply a short description of each role unless it is self-explanatory (e.g. manager). What are the possible actions that a person under a role may take?**

*Question not asked at this stage.*

**17. ADMINISTRATIVE JOURNAL**

*It is created from the Lieutenant's Governor's office. Contains (copy from the Alaska Statutes: AK. 44.62.175.):*

- “(1) notices of proposed actions given under AS 44.62.190(a);
- (2) notices of state agency meetings required under AS 44.62.310(e), even if the meeting has been held;
- (3) notices of solicitations to bid issued under AS 36.30.130;
- (4) notices of state agency requests for proposals issued under AS 18.55.255, 18.55.320; AS 36.30.210; AS 37.05.316; AS 38.05.120; and AS 43.40.010;
- (5) executive orders and administrative orders issued by the governor;
- (6) written delegations of authority made by the governor or the head of a principal department under AS 44.17.010;
- (7) the text or a summary of the text of a regulation or order of repeal of a regulation for which notice is given under AS 44.62.190(a), including an emergency regulation or repeal whether or not it has taken effect;
- (8) a summary of the text of recently issued formal opinions and memoranda of advice of the attorney general;
- (9) a list of vacancies on boards, commissions, and other bodies whose members are appointed by the governor; and
- (10) in accordance with AS 39.52.240(h), advisory opinions of the attorney general. “

The flow is as follows:

*The Agencies supply the information that goes in the Journal in electronic form to the Lieutenant's Governor's office. A consolidation is performed. More information is added from the office itself. The information is provided to LAA for update of the existing Folio Infobase.*

**Software in use****ALDEX**

The Department of Law uses a customized version of ALDEX to transfer the document to be introduced to the Chief Clerk or Senate Secretary's directory on the LAN. Subsequent versions cannot be transferred via ALDEX

**ALT-B**

This application enables the Chief Clerk, Senate Secretary, Division of Legal and Research Services, House and Senate Finance Committees, House and Senate Records, Governor and Department of Law to extract information from various databases and files to include in WordPerfect documents. This application works only for WordPerfect and is primarily used in the House Chief Clerk and Senate Secretary offices, and provides an interface of PC, LAN, and mainframe resources. ALT-B allows retrieval of:

- Bill Titles
- Journal Text
- Legislative Calendars
- Conference Committees
- Limbo List
- BASIS
- Scheduling
- Short Titles
- Sponsors
- Statutes

**BASIS**

This is one of the primary systems in use, and the primary focus of the design effort. This application, the Bill Action and Status Inquiry system, provides full status and tracking of legislative documents and processes. The system also provides the ability to display the text of documents, as well as full history of the document as it has moved through the legislative process. This application is available as both a mainframe application and as an Internet-based system which may be accessed by the public for legislative information.

**BASU**

This is the BASIS update system and is only available to the Division of Legal Research Services and to the Chief Clerk and Senate Secretary. This is the application that allows real-time entry of chamber floor activity into BASIS.

### ***ALECSYS Infobases***

This is a collection of current and historical legislative data. The infobases are created using Folio View 3.1, and are used to access, search and retrieve information by the various staffs. The infobases are created nightly, weekly, monthly, quarterly, biannually, annually and as needed, and are stored on each LAN server as well as on the principal server in the Governor's office. Current Infobases include:

- Bill Tracking
- Legislative Measures
- Journal
- Committee Minutes
- Administrative journals
- Voter Registration
- Administrative Code
- Directory of State Officials
- Alaska Statutes
- Session Laws
- Legislative Resolves
- Citations
- Legislative Research Requests

### ***Desktop Applications***

Current application may vary between offices, but include, principally:

- Word
- WordPerfect

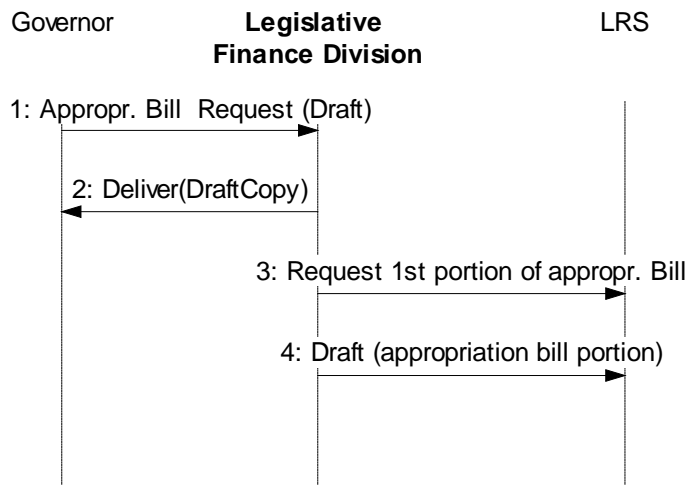
**Division of Finance**

The Division of Finance serves as the primary drafter for portions of bills regarding specific allocations of money for appropriation bills. They do not draft entire bills, nor does the current system permit the inclusion of the portions this agency drafts in the electronic copy of the bill. Currently, the documents are printed and affixed as hard copies to appropriation bills. The Division of Finance works with both the Governor and the Legislature to produce these documents.

***Input and Output Information for the Actor***

The following diagram indicates only the interfaces between this agency and all other agencies. This current diagram does not attempt to describe the internal process of the agency, but instead documents how information flows between actors in the current system.

**Input / Output information for Legislative Finance Division**



***Scenario Diagrams of Actor***

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### ***Interviews***

The following pages contain material garnered in the initial research phase of this project. For the purpose of this rough draft, we are information both in its raw and processed state. This information, as well as documents provided by the agencies, form the basis for the formal Requirements Analysis which will serve to provide data for design efforts.

<b>Project</b>	Alaska
<b>Sub-Project</b>	Drafting
<b>Subject</b>	Legislative Finance
<b>Date</b>	11/07/97
<b>File Name</b>	Intv_Legislative_Drafting11.doc
<b>Customer Participants</b>	Legislative Finance, Jamie Brown, System Support also Fred and Robin Fred is a finance analysis and Robin is the handler of the fiscal Notes.
<b>PYTHIA Participants</b>	Jim Clark

### **Questions asked during the interview**

**1. Which are the different document types drafted?**

*See reply under the title: Document Types Drafted*

*The back of the appropriation bill.*

**2. For each document type identify every possible draft segment type including:**

**Any attributes specific to the draft segment**

*Back of the appropriation bill which is the supporting numbers for the front sections.*

**Any drafting rules ( i.e. Statute Markup)**

*See reply under the title: Draft and Document Markup.*

**3. If intended, what will be the Industry Standard Word Processor used?**

*Microsoft Word and Excel*

**4. How is an appropriation bill prepared?**

*For the budget bill Legal builds the front which is the word part of the bill. Legal calls finance with the last page and section number which finance then puts at the top of the back part of the bill and prints there back part which is all the supporting tables to the front part. The revisors then often need to fix the references of the sections between the two parts which are done in the haste of the session closing down. Also the numbers need to match between the front and back.*

**5. What are the current software and hardware environments used in the Legislative Finance Division?**

*The finance group receives the Governors budget on Dec 15. It is then loaded into the finance groups computer budget system to start the process of supporting the Finance Committee building of the legislature Budget. Also there are many report to get out with the new numbers for staff and Members.*

*Maybe asked to support more then one bill for the budget.*

*Finance uses al PC type systems with two NT and one Novel servers. All desktops are NT workstation systems with MS Office 97. Budget software is own written in-house. Has been given to the Governors office and they are putting some of there own needs into the same base system.*

*Agency - governors office system - to finance. Bill requires a fiscal note it is done by the agency and sent to finance to attach to the bill and archive the original signed Fiscal note. Finance attends all committee meetings to get amendments ASAP incorporated.*

Use the Folio databases to get information. Main to get status and cut and past bill info into reports.

***Chamber***

The chambers, comprised of the House of Representatives and the Senate, are the primary focus of any analysis of legislative processes. It may be viewed that all other agencies, while important to the process, work to support the overall flow of processing bills into law in the chambers. Any analysis of a change in the legislative system must focus on the processes and actions taken within these locations.

**House**

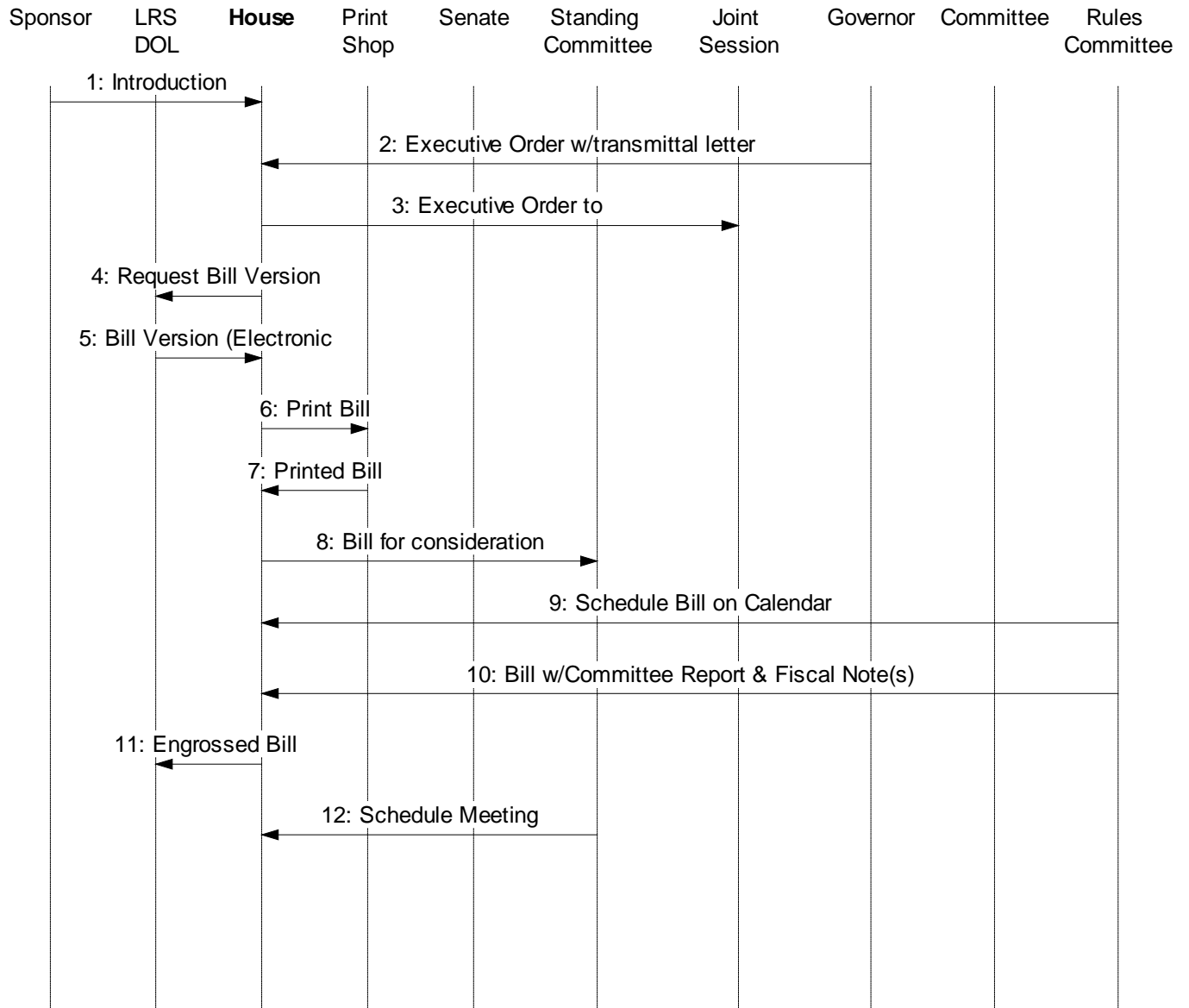
The House of Representatives in this analysis covers the functions of both the floor of the chamber and the Chief Clerk of the House. These two processes are tied to each other at the most basic level: while the floor of the chamber acts on legislation, it is the Chief Clerk's office that translates those actions into the system.

The House of Representatives is responsible for processing all legislation, and has intricate processes and rules that govern the overall process. These actions, in concert with the actions of the Senate, permit the passage of laws, announcement of resolutions and approval of executive actions.

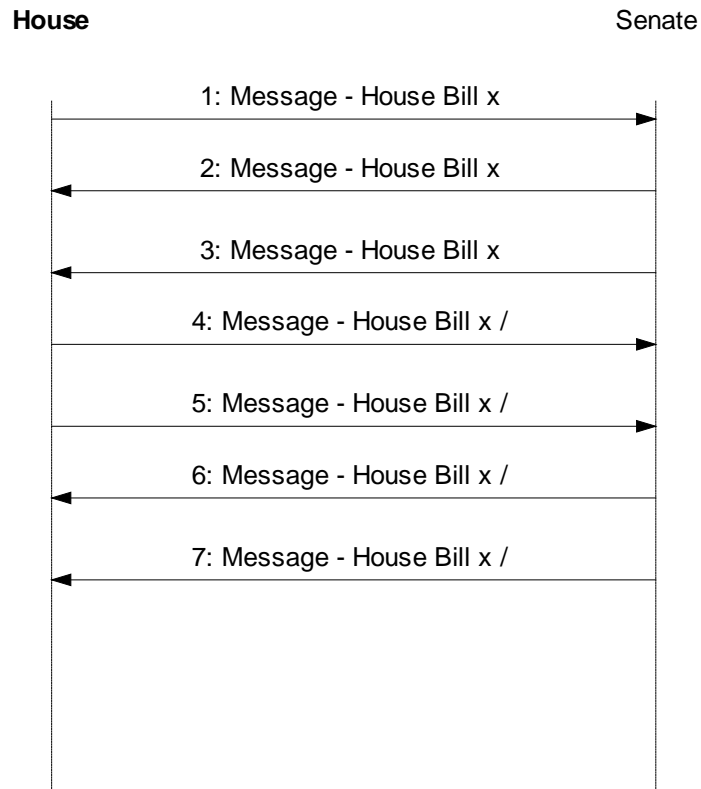
**Input and Output Information for the Actor**

The following diagram indicates only the interfaces between this agency and all other agencies. This current diagram does not attempt to describe the internal process of the agency, but instead documents how information flows between actors in the current system.

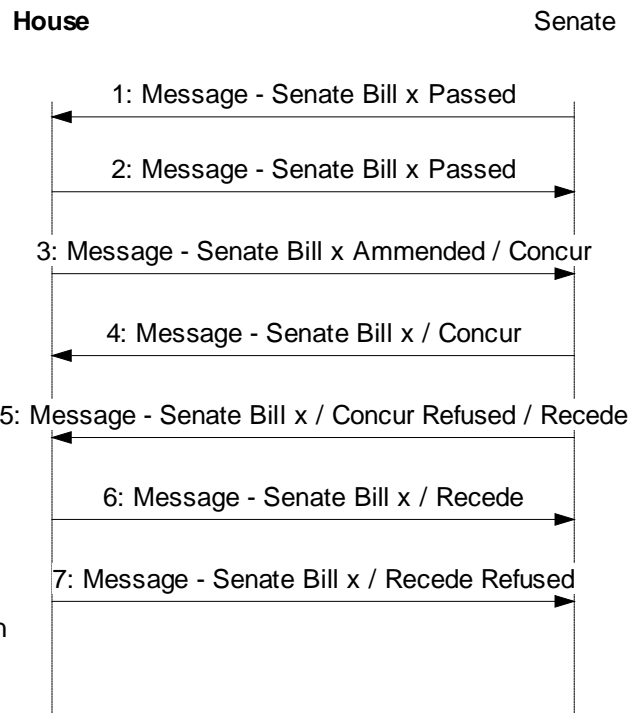
**Input / Output Information for the House - 1**



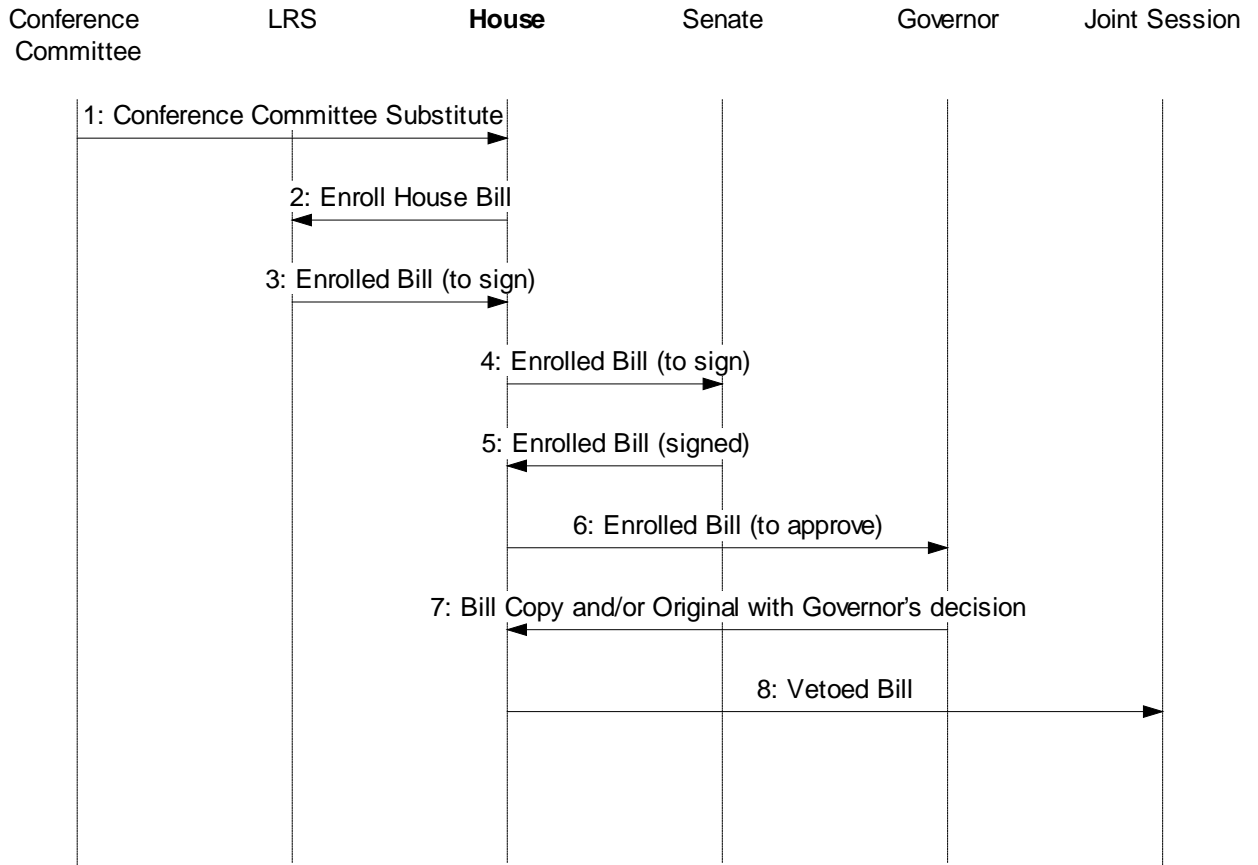
**Input / Output Information for the House - 2  
A House Bill goes to the Senate**



**Input / Output Information for the House - 3  
A Senate Bill comes to the House**

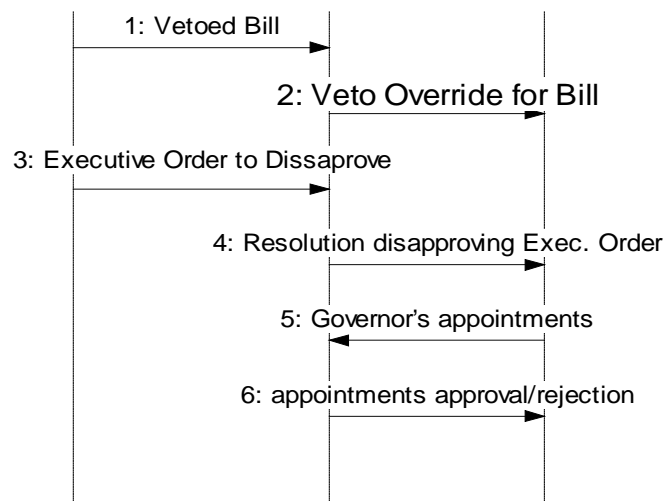


### Input / Output Information for the House - 4



### Input / Output Information for Joint Session

a Chamber      **Joint Session**      Governor



***Scenario Diagrams of Actor***

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### ***Interviews***

The following pages contain material garnered in the initial research phase of this project. For the purpose of this rough draft, we are information both in its raw and processed state. This information, as well as documents provided by the agencies, form the basis for the formal Requirements Analysis which will serve to provide data for design efforts.

## **House Process**

### ***Chamber Rules***

#### House versus Senate

Same rules for both chambers, although the interpretation of those rules may vary. It's up to the leader of each chamber as well as the Rules Committee to make those sort of rulings.

Committee scheduling can differ between the two chambers, and interpretation and enforcement of rules can vary.

#### Joint Session

In a joint session, the gavel is turned over to the president of the Senate. He runs the session, and the events are recorded by the Senate Secretary and Chief Clerk.

Joint sessions may be called for:

*Vetoes*

*Confirmation of Governor's appointments.*

*Speeches by*

*The Governor*

*US Senators*

*Congressmen*

*Chief Justice*

*Executive Order Disapproval*

### ***Personnel***

In chamber:

Three staff members in the chamber at the time of session:

*Chief Clerk*

*2 Journal Assistants*

Primary duties are to record floor actions and run the voting machine. Templates, macros and the alt-B function are used in preparation of the journal. Floor actions are filled in the template document during session. Some information is entered before session.

There is NO transcription of the session, but there is a verbatim tape of the floor session.

#### Out of Chamber

Three staff members during session that aren't in the chamber:

*Receptionist who sets the committee schedules*

*Engrosser who handles adopted amendment engrossing.*

*Retrieves and processes all adopted amendments.*

*BASIS/Status Clerk*

### **Bills and resolutions**

#### Types

Bills

Resolutions

*Joint*

*Concurrent*

*Simple*

*Special*

Letters of Intent

*Committees may create letters of intent which explain the original emphasis of the document.*

Amendments

Citations

*Citations are documents that are used to take notice of people or events.*

*They are not numbered but require the approval of both houses.*

*Citations are usually approved by unanimous consent.*

Executive Orders

*These propose changes to the executive branch.*

*Executive orders are submitted by the Governor on the first day of session.*

*They become effective on the sixtieth day of session unless disapproved.*

**Lifetime**

Bills and resolutions can only be considered during the two year legislature.

Once the legislature adjourns sine die, all bills and resolutions not in final status are dead.

Bills and resolutions from previous may be introduced again.

**Numbering**

Document numbers vary according to the system that is used.

*BASIS and ALDEX use different versions of the same numbers (for House Bill 5, one system will use HB5, while the other will use HB005).*

Primary bill and resolution numbers are assigned on a first come/first served basis and carry that number through their history.

*An amendment will be listed as a sub-document to the document it modifies (i.e., HBSAM 5 Amendment 2).*

Bill and Resolution numbering begins at one for each chamber. There will be a Senate Bill #1 and a House Bill #1.

Breakdown of a document number:

*SCS CSHB 441(FIN) AM S*

*SCS = Senate Committee Substitute*

*CSHB = Committee Substitute House Bill*

*441 = The original document number (HB 441)*

*FIN = The committee which provided the current substitution bill.*

*AM S = Amended by the Senate.*

*Essentially, this means that House Bill 441 was replaced by a committee substitute in the House, passed and sent to the Senate. The Senate Finance committee submitted another substitute, which was then sent to the floor. Once on the floor, the bill or resolution was further amended.*

*Secondary numbers are given to amendments by the Chief clerk. If a bill or resolution is amended, it will have an amendment number 1. The text of the amendment is in the journal and identified in the history of the legislation. Amendments are not tracked as separate documents.*

**Legislative Process****Minutes**

Legislative floor sessions are electronically recorded and the chief clerk and journal clerks take notes on floor actions.

Recording of actions is placed in Journal templates.

The votes are pulled into the journal using a macro.

## Calendars

### Generation

*The document is created as a WordPerfect Document.*

*ALT-B is used to pull in the titles and document history.*

*The document is never created as a fully functional electronic document: a document entry in BASIS will have a note that it's on that day's calendar, and a list of bills and resolutions can be found, but not a fully integrated document.*

### Interaction with the voting system

*The calendar items have been manually entered in the voting machine prior to session in the order they appear on the calendar.*

*If a vote is taken is not on the calendar, the journal clerk quickly types the info into the voting machine.*

### Legislative Flow

*The final decision of what goes on the calendar comes from the Rules Chair*

*The floor session adheres to the daily order of business as specified in the Uniform Rules.*

*When reaching the calendar under the daily order of business, the legislature follows the bills and resolutions as they appear on the calendar.*

*It is possible to have supplemental calendars if more business is to be added to a session day  
Each calendar must be adopted by the floor before it can be used.*

There is no consent calendar.

### Pre-filing

Bills and resolutions (amending the constitution) may be filed in advance of session.

The prefilled bills may have joint sponsorship

Prefiled bills and resolutions become public at two predetermined release dates before session

*Both Fridays two weeks before session*

Committee referrals are not made during pre-filing.

### Sponsorship

A bill or resolution must have a sponsor in the originating chamber.

There is no requirement that a bill or resolution have a sponsor from both chambers before it can be passed.

#### Cross Sponsors

*With the permission of the sponsor, members of the other body may add their name to the bill or resolution once it is in the second chamber's possession.*

Committees may sponsor bills, with the committee name being listed as sponsor.

The governor may sponsor bills but they must be submitted through the Rules Committee.

The bill would read "By the Rules Committee by request of the Governor.

Other permanent interim committees can sponsor bills in the same manner as the governor.

#### Introduction

##### Legislative Flow

*Sponsor brings original "final" and three copies to Clerk.*

*Document number is assigned*

*Numbers are assigned on a first come/first served basis.*

*The Speaker makes the committee referrals.*

*Prior to session, a list of those bills and resolutions with their referrals is prepared as a courtesy to the members.*

*The referrals are unofficial until the bill or resolution is read a first time.*

*The bill or resolution is read a first time.*

*The Speaker announces the referrals.*

*At this time the bill or resolution becomes public and is released to the public databases and sent to print.*

*The bill or resolution is sent to committee.*

*After the committee process, the bill goes to the Rules committee for calendaring. The Chair will determine if the bill is to be placed on a calendar and when.*

*The document is sent to committee.*

*After the committee process, the document will be sent to the Rules committee, which will make the final decision to release the document for consideration. Since the committee has final say over the content of the calendar, the document will be considered when the Rules committee puts the document on the Calendar.*

#### Supporting Process

*The bill number is assigned electronically in ALDEX. A bill number is assigned to a work order number when submitted to the Senate Secretary or Chief clerk and LRS releases the bills to the databases utilized by the offices of the Chief clerk and Senate Secretary.*

#### Committee

Bills and resolutions are sent to committees individually.

*Multiple committees cannot consider the document at the same time.*

*Exception: Executive Orders may be submitted to multiple committees at the same time.*

At introduction, the order by which committees will consider bills is determined by the Speaker.

Committee reports are submitted upon completion of their work and the report contains the committee's recommendations, which may include:

*Committee substitute in lieu of original bill.*

*Additional referrals*

*Attaching a letter of intent*

*Attach fiscal notes*

*Signatures of the committee members.*

The Speaker may grant additional referral upon request.

#### Substitutes

*The committee substitute retains the same number but is assigned a different ID and version number and follows the original bill through the remainder of the process.*

*In order for a substitute bill to replace the original bill, it must be adopted in lieu of the original bill on the floor in second reading. If it is not adopted, the original bill is before the body.*

*When all committees have finished with the bill, it is sent to the Rules committee for calendaring.*

Amendments

Floor amendments can be submitted to the Chief Clerk at any time, and can be handwritten. The Chief Clerk will number them consecutively.

Amendments may only be adopted in second reading. If a bill is in third and requires amending, the bill must be returned to second reading.

*EXCEPTION: If a bill's title is all that is to be amended, it may be amended in the third reading.*

Amendments "sponsors"

*Any representative may propose an amendment to a bill.*

Amendments are not sent to committees.

Amendments may be amended and can be divided.

Voting

Daily calendar is input into the system event-by-event prior to the session.

Legislators may not abstain from voting without asking for unanimous consent.

Attendance is recorded in the journal.

The Quorum is taken and the roll stays open until Messages from the Governor on the Daily Order of Business (Different in the Senate).

Vote totals are displayed until the next order of business.

As soon as the vote occurs, the results are printed in the chamber and the Clerk's office. Results are public as soon as the vote is recorded. Copies of the vote are available as soon as it is printed.

Vote results are pulled into WP Journal via macro.

A Representative may change his vote by standing and requesting a change. If so, the member's station is unlocked and he may revote.

Members may be excused during the day through motion. Noted in the Journal.

votes are corrected in the Journal and on the original vote if necessary (i.e. a member who should have been reflected as excused is shown as absent).

Votes are not tallied along partisan lines.

Voting Requirements

<i>Condition</i>	<i>Required</i>
------------------	-----------------

<i>Condition</i>	<i>Required</i>
Override veto of appropriation bills	$\frac{3}{4}$ joint session (45 votes)
Override veto on other bills	$\frac{2}{3}$ joint session (40 votes)
Confirm appointments	Majority of joint (31 votes)
Special concurrent resolution	Majority of joint (31 votes)
Advance from second to third reading on the same day	$\frac{3}{4}$ full House (30 votes)
Change order of business	$\frac{2}{3}$ full House (27 votes)
Change in a Supreme Court Rule	$\frac{2}{3}$ full House (27 votes)
Adopt other effective date	$\frac{2}{3}$ full House (27 votes)
Expulsion of Member	$\frac{2}{3}$ full House (27 votes)
Amendment to Alaskan Constitution	$\frac{2}{3}$ full House (27 votes)
Further concurrent Resolutions	$\frac{2}{3}$ full House (27 votes)
Suspension of Rules	$\frac{2}{3}$ full House (27 votes)
Temporary presiding Officer	Majority Full House (21 votes)
Permanent presiding Officer	Majority Full House (21 votes)
Election of clerk/secretary	Majority Full House (21 votes)
Expunge from journal	Majority Full House (21 votes)
Use of voting machine for elections/other business	Majority Full House (21 votes)
Excuse	Majority Full House (21 votes)

<i>Condition</i>	<i>Required</i>
Order bill in Rules to Calendar	Majority Full House (21 votes)
Waiver of five day notice of first public hearing on a document	Majority Full House (21 votes)
Bill dies if majority votes "no"	Majority Full House (21 votes)
Document withdrawn by sponsor	Majority Full House (21 votes)
Postponement of a measure	Majority Full House (21 votes)
Returning a bill from third to second reading	Majority Full House (21 votes)
Committee referrals (extra)	Majority Full House (21 votes)
Require full reading of a bill during second reading	Majority Full House (21 votes)
Final passage of a bill	Majority Full House (21 votes)
Concurrence	Majority Full House (21 votes)
Receding	Majority Full House (21 votes)
CCR adoption	Majority Full House (21 votes)
Resolution passage	Majority Full House (21 votes)
Concurrent resolution	Majority Full House (21 votes)
Joint resolution (standard)	Majority Full House (21 votes)
Joint session motion	Majority Full House (21 votes)
Use of voting machines by members during joint session	Majority Full House (21 votes)
Adjournment for more than 3 days	Majority Full House (21 votes)
Placing a call of the House	1 member

<i>Condition</i>	<i>Required</i>
Motion to reduce an oral motion to writing	1 member
Requiring a roll call vote	1 member
Granting special privilege on the floor	2/3 of present members
Change to Calendar/ Supplemental Calendar	2/3 of present members
Make a new special order	2/3 of present members
Order the previous question	2/3 of present members
Change in hour of convening	Majority of present members
Termination of call of the House by a vote to adjourn	Majority of present members
Calling an executive session	Majority of present members
Referring a bill to Rules that received no "Do Pass" recommendations	Majority of present members
Extension for reconsideration	Majority of present members
Appeal officer's decision	Majority of present members
Amendment to a title	Majority of present members
Adjournment	Majority of present members
Motion to rescind	Same vote as original vote
Permission to abstain	Unanimous consent
Admission to chamber during session or recess of person not otherwise allowed in chamber	Approval by presiding officer or majority of present members.

Engrossing

House

*Official Process*

*Once the bill has passed the House, all amendments are merged into the original bill and given a new ID and version.*

*Public release of the engrossed version occurs after final passage and official engrossing.*

#### *Practical Process*

*Unofficially, a bill or resolution is engrossed as amendments are adopted. A draft engrossed version of the bill or resolution is produced if the bill carries over to another legislative day or is reconsidered (different in the Senate).*

#### *Conflict resolution*

*If an amendment conflicts with another amendment, the error is usually rectified on the floor before the amendment is adopted.*

*Normally, if there is a conflict that is spotted in advance, the sponsor, the engrosser and/or LRS will normally work on creating a cleanup amendment that will then go through the normal legislative process to rectify the problem.*

*If the conflict is not corrected, the Reviser in LRS will handle the conflict.*

### Senate

#### Inter-Chamber communication

Communication is required between chambers when one chamber takes any action

How messages are handled depends on the urgency and type.

*Normally messages are sent in groups delineated by categories.*

*Bills passed by the chamber and transmitting them for consideration*

*Bills passed by a chamber and returned.*

*Bills from the other chamber that have been amended. This message is prepared as an individual message for each bill. This begins the CC process (see below).*

*Invitations to a joint session.*

*Adoption of a CCR.*

*Adoption of citations.*

*Appointments to committees.*

All messages are recorded in a transmittal book.

#### Conference Committee

##### Process

*Second chamber amends/substitutes first chamber's bill*

*Second chamber sends a message to the first chamber requesting concurrence in the changes.*

*If the first chamber concurs, the bill is enrolled and sent to the governor.*

*If the first chamber does not concur, it sends a message to the second chamber asking it to recede.*

*At the same time, the first chamber may appoint its members to the conference committee.*

*If the second chamber recedes, the bill is enrolled and sent to the governor.*

*If the second chamber does not recede, the second chamber will appoint its three members to the conference committee.*

*The committee will normally ask for limited powers of free conference.*

*If the conference committee comes to an agreement, it will propose a CCR.*

*The CCR is submitted to both chambers*

*If both chambers adopt the CCR, the bill is engrossed and enrolled and sent to the governor.*

*If no agreement is reached, a second conference committee may be appointed.*

*A second conference committee cannot be comprised of the same members.*

#### Structure

*The conference committee is comprised of three members from each chamber.*

*The conference committee will physically meet to discuss the changes.*

*Limited Powers—The committee may (and almost always does) request limited powers. This means the committee may ask for clarification of exactly what points are contested in the bill.*

#### Governor's Approval

##### Process

*Bill is enrolled and sent to the governor.*

*The bill is signed/vetoed.*

*If signed, a Chapter number is assigned to the bill and it is transmitted to Lt. Governor for permanent filing..*

*Bill becomes effective 90 days after signing, unless special effective date was specified.*

Veto

*Three vetoes are permitted:*

*Total veto*

*Line Item veto*

*Reduction veto*

*Line Item and Reduction vetoes apply to appropriation bills only. Total vetoes may be applied to any bill.*

*If an appropriation bill is vetoed by Line Item or Reduction veto, the remainder of the bill is considered passed.*

*Overriding vetoes*

*Both chamber may meet in a joint session to consider vetoes.*

*a specific time specified in the rules.*

*The chambers do not have to meet concerning a veto. No action means the veto will stand.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Chief Clerk/Senate Secretary
<b>Subject</b>	
<b>Date</b>	11/18/97
<b>File Name</b>	

<b>Customer Participants</b>	Nancy Quinto Suzi Lowell
<b>PYTHIA Participants</b>	Timos Labrinopoulos Eric Carpenter

## Front Desk Systems

### *Journal*

The journal is created in real time as floor actions occur.

Before session begins, a template is created based on the calendar, and notes are taken directly into the template.

### **BASIS**

Information entry

Information is entered into BASIS as events occur.

SS/CC are in charge of data maintenance. Their offices must enter all bill information themselves.

Journal/BASIS comparison

Information in BASIS is used to compare against information in the journal through a compare program. Discrepancies between the two are noted.

Bill History

Records all legislative events and changes in status.

Potential actions

*At the bottom of the screen the most common actions that may follow the current status are listed.*

*To enter one of these statuses, the line is edited to add any relevant information and then incorporated into the history.*

Blank comment lines are available, but the whole line of an entry may be edited as well.

Action Update/Status Update

These applications permit editing of status events and how they are associated to other events.

Changing one of these works only from that point on, it does not change the text retroactively.

### Scheduling

An awkward, poorly named system (should be Committee and Public Meetings or such).

*Currently only interacts with BASIS; it needs to be a part of BASIS.*

*LIO enters other information in other system and cannot schedule committee meetings.*

Information recorded includes:

*Committee Name*

*Date*

*Time*

*Documents to be discussed*

Other information, such as location, can be generated from the committee name. At the start of the session, they determine the standard location and meetings days/times for a committee and can incorporate that information into this application.

Provide scheduling for:

*All standing committees*

*All financial sub-committees*

*All joint committees*

*Any other committee that might be created.*

Process

*Schedule is created through this application, but the produced version is blocky and rough.*

*The text is moved to the Journal via ALT-B, formatted, and printed there.*

*Individual schedule postings are created from that.*

### **Temporary Titles**

Since titles are changed sometimes, and bills must be referred to be proper title, and since the title won't be changed in the system until after the document has been voted on and passed—temporary titles for documents must be created.

This application permits alternate titles to be created for bills.

### **Fiscal Notes**

Zero notes are not posted in the system, only noted in BASIS.

Fiscal Notes have a five year prospectus.

CC/SS must enter information provided in fiscal notes, but the current system only permits entry of a single year's data (although, the first year is the most important).

This provides a problem in that if there is no fiscal impact the first year, but there is in later years, there will still be no information entered in the system.

Fiscal Note analysis is not entered into the system.

Finance Committee will choose which notes actually apply to a bill.

### ***Citations***

Documents are drafted elsewhere, and then "introduced" in to the CC/SS.

The citations are published.

Citations are usually acted upon the next day.

Only real event, other than approval/disapproval is adding cosponsors.

Not entered in the system electronically at any time.

### ***System Needs***

Governor's confirmation of actions

Link to Journal and Reports from other department

Forms

Amendments on line

Bill text/status link

Internet version already provides this sort of linkage.

District map of legislators

Executive orders aren't currently in status.

Governors appointments

Effective Date Program

Journal supplements not in system now

Including speeches, disclosures, and other supporting information.

### ***Excusal system***

Problem if the legislator needs to be excused twice on the same day (was previously excused until this date, was present, and then excused again).

Enter:

Name

Date

Journal Page for reference

Need to better link the voting, excusal system and calendar.

Legislative process for excusal

House

*Legislator requests excuse from leadership*

*A motion is made and voted upon*

Senate

*The member stands and requests excusal.*

**Software in use****ALDEX**

The Senate Secretary uses the system to get drafts generated by LRS and the Department of law, as well as:

- Uploading bill text to BASIS.
- Document transfer to the Print Shop.

**ALT-B**

This application enables the Chief Clerk, Senate Secretary, Division of Legal and Research Services, House and Senate Finance Committees, House and Senate Records, Governor and Department of Law to extract information from various databases and files to include in WordPerfect documents. This application works only for WordPerfect and is primarily used in the House Chief Clerk and Senate Secretary offices, and provides an interface of PC, LAN, and mainframe resources. ALT-B allows retrieval of:

- Bill Titles
- Journal Text
- Legislative Calendars
- Conference Committees
- Limbo List
- BASIS
- Scheduling
- Short Titles
- Sponsors
- Statutes

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***SCHD***

This is the inquiry system for SCHU.

***EXC***

This is the House and Senate Excusal system.

***ALECSYS Infobases***

This is a collection of current and historical legislative data. The infobases are created using Folio View 3.1, and are used to access, search and retrieve information by the various staffs. The infobases are created nightly, weekly, monthly, quarterly, biannually, annually and as needed, and are stored on each LAN server as well as on the principal server in the Governor's office. Current Infobases include:

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- Legislative Measures
- Journal
- Committee Minutes
- Administrative journals
- Voter Registration
- Administrative Code
- Directory of State Officials
- Alaska Statutes
- Session Laws
- Legislative Resolves
- Citations

- Legislative Research Requests

***cc:Mail***

This is the principal email program used by the legislature.

***Desktop Applications***

Current application may vary between offices, but include, principally:

- Word
- FileMaker
- Excel
- PageMaker
- Claris Works
- Now-up-to-date
- DOS
- Windows 3.1
- Windows 95
- WordPerfect
- MS Office

**Senate**

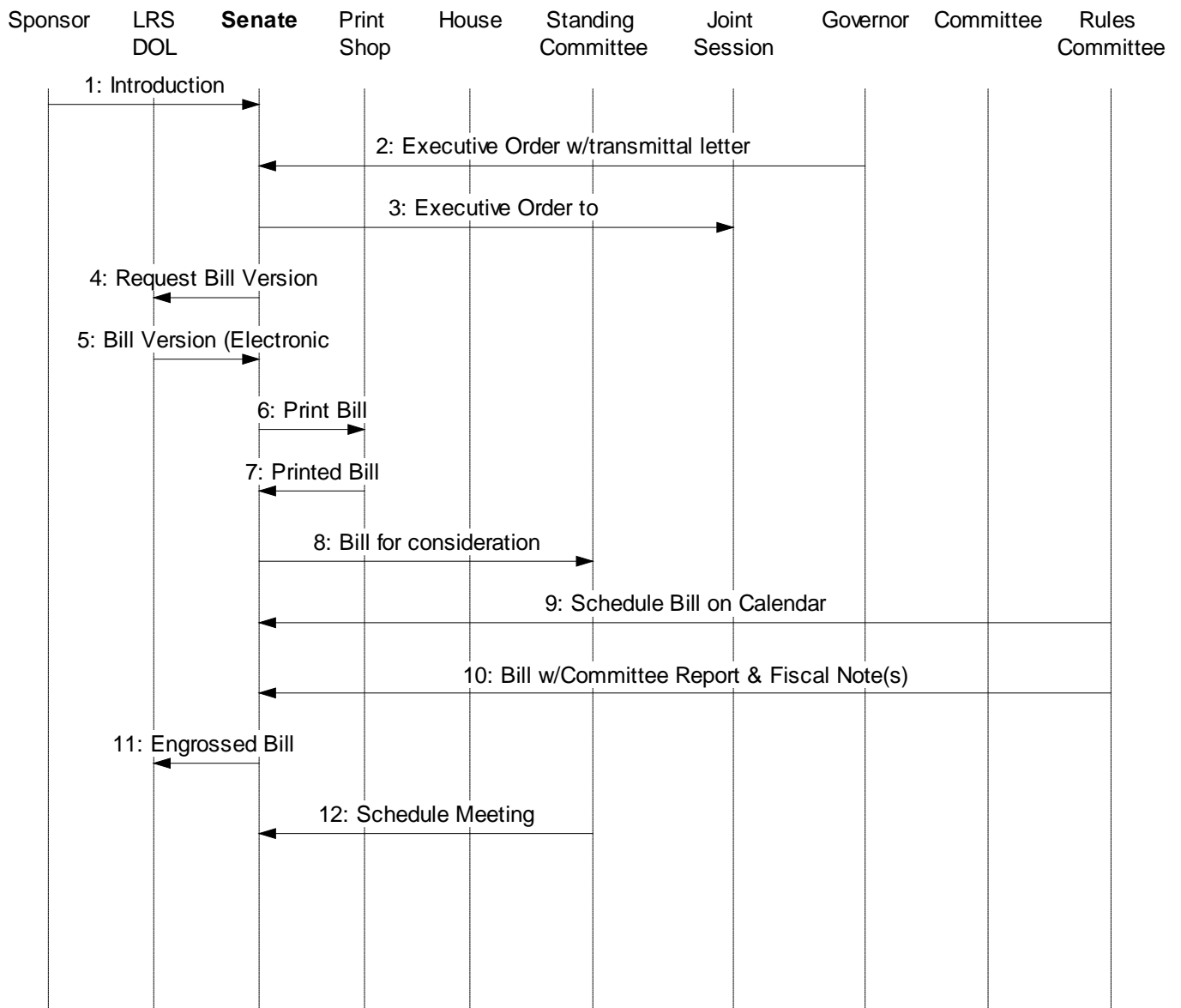
The House of Representatives in this analysis covers the functions of both the floor of the chamber and the Chief Clerk of the House. These two processes are tied to each other at the most basic level: while the floor of the chamber acts on legislation, it is the Chief Clerk's office that translates those actions into the system.

The House of Representatives is responsible for processing all legislation, and has intricate processes and rules that govern the overall process. These actions, in concert with the actions of the Senate, permit the passage of laws, announcement of resolutions and approval of executive actions.

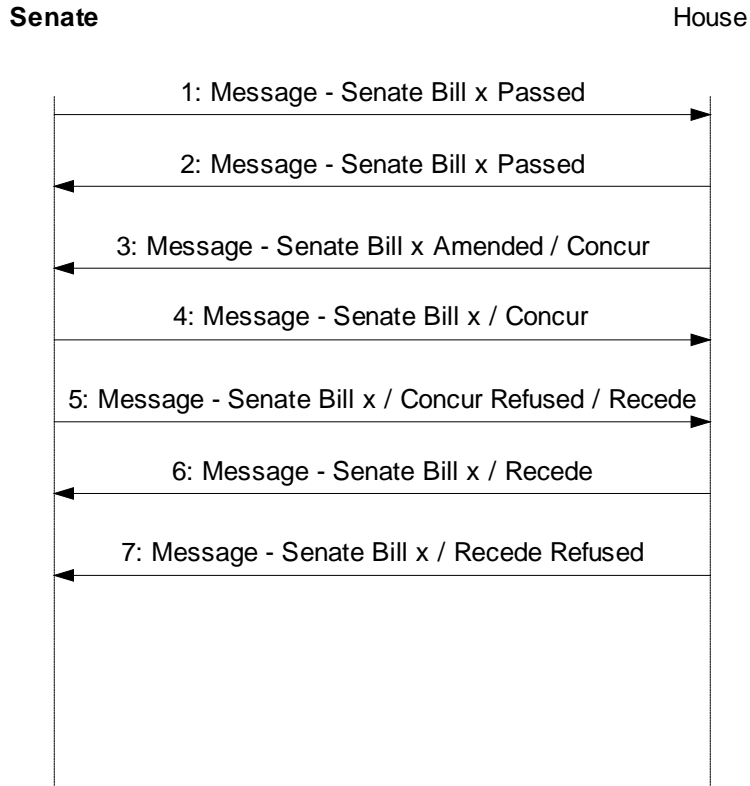
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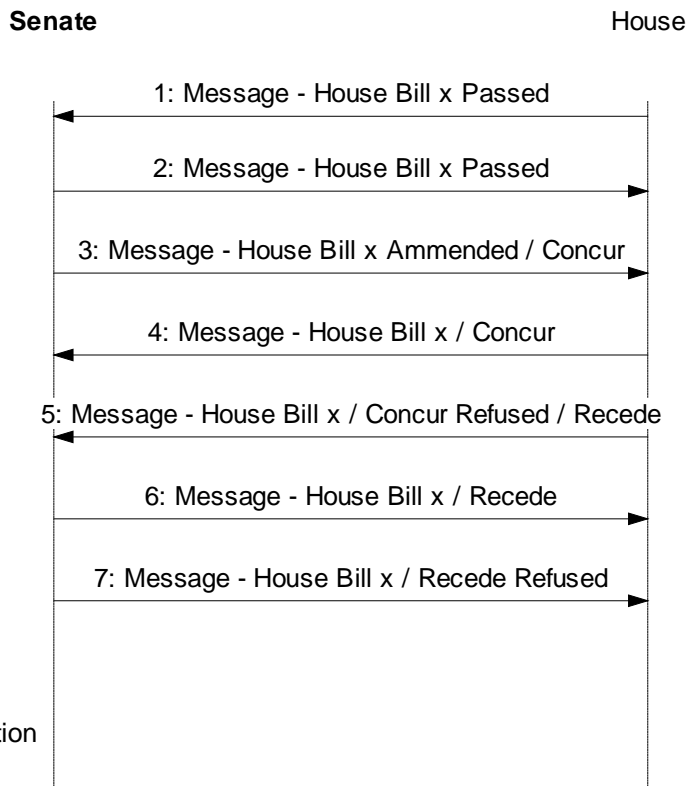
**Input / Output Information for the Senate - 1**



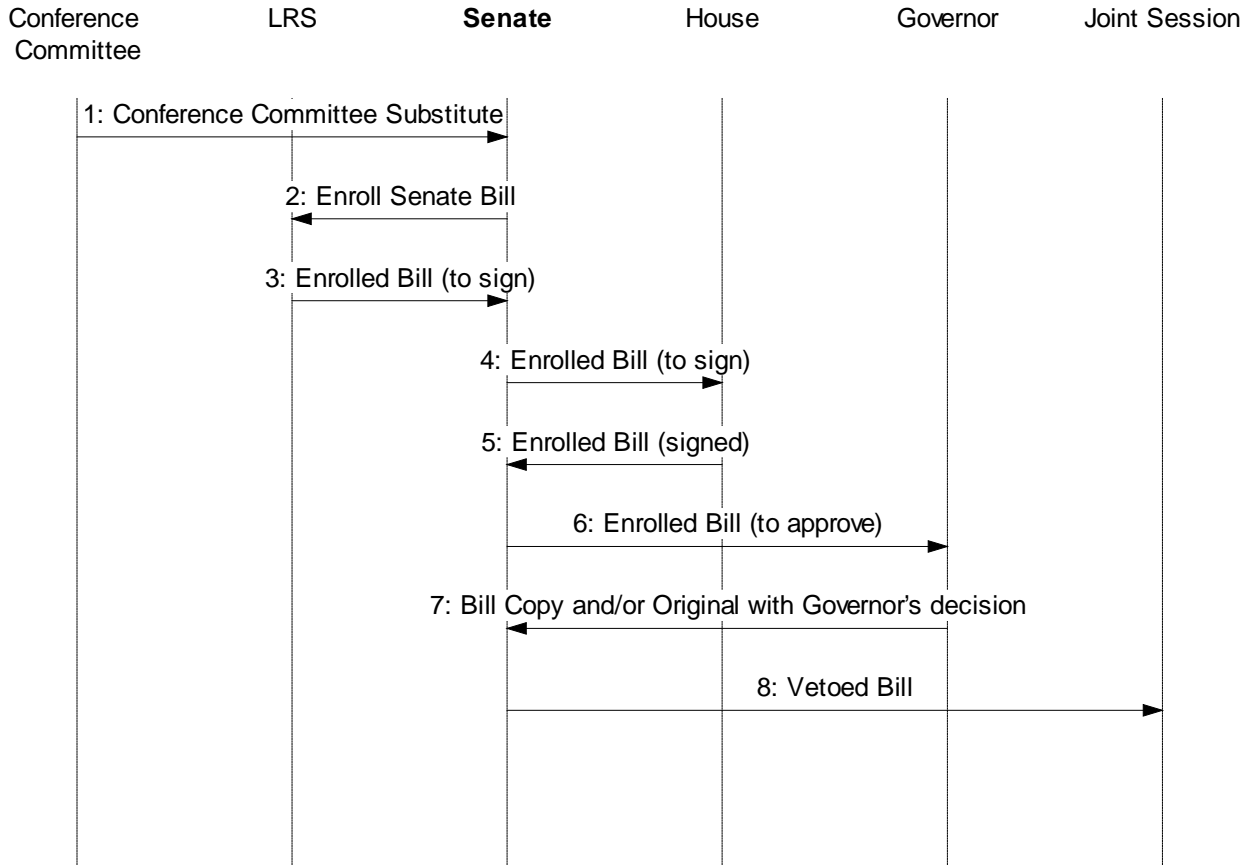
**Input / Output Information for the Senate - 2  
A Senate Bill goes to the House**



**Input / Output Information for the Senate - 3  
A House Bill comes to the Senate**

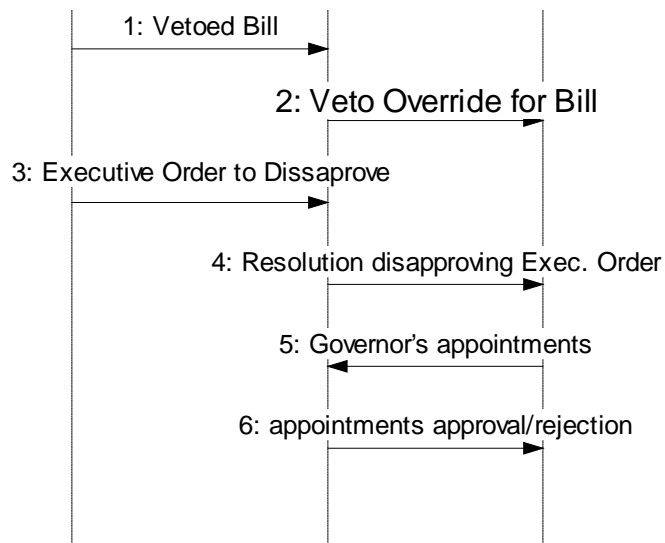


### Input / Output Information for the Senate - 4



### Input / Output Information for Joint Session

a Chamber      **Joint Session**      Governor



***Scenario Diagrams of Actor***

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### **Interviews**

The following pages contain material garnered in the initial research phase of this project. For the purpose of this rough draft, we are information both in its raw and processed state. This information, as well as documents provided by the agencies, form the basis for the formal Requirements Analysis which will serve to provide data for design efforts.

<b>Project</b>	Alaska
<b>Sub-Project</b>	Front Desk
<b>Subject</b>	Front Desk/Journal/Calendar
<b>Date</b>	November 3, 1997
<b>File Name</b>	Intv_Front_Desk01.doc

<b>Customer Participants</b>	Nancy Quinto, Senate Secretary
<b>PYTHIA Participants</b>	Jim Clark

### **Chamber Processes**

**1. Do both chambers follow the same rules? Yes**

*Rules are in: Constitution, Uniform rules, Statutes and then Masons Old Manual.*

**2. What are the specific differences in the rules between the two chambers?**

*Uniform Rules same – rules are interpreted different..*

**3. How many people are physically in the chamber, and what are their roles?**

*Three for the regular days. Senate Secretary and two journal clerks. For the days leading up to the end of session a clerk from senate records is in the chamber and the two journal clerks move outside the chamber and listen with head sets on to the business conducted in the chamber. The Senate Secretary handles the calendar and records on copy of daily calendar what is happening as best possible. The journal clerks use templates to build the journal as the business is transacted. Use laptop to build journal at front desk. WP 6.1 with templates. Talk with Heidi on the templates.*

**4. How many people are active outside the chamber, and what are their roles?**

*Three; Receptionist, Basis clerk and engrossing clerk. The receptionist does front desk, committee meeting publishing, proof journal against Basis. Basis Clerk updates Basis, does Fiscal Notes, publishes Status of Bills and Resolutions. Engrossing Clerk, does all committee work, engrosses bills. ALDEX system is done by SSO (Senate Secretary Office) and engrossing clerk.*

**5. How is the calendar generated? How about the first calendar? Can there be more than one calendar in a single day?**

*Senate Secretary uses a WP document with alt-B. The calendar is given to the SSO by the Rules Committee Chair.*

**6. How is the calendar fed into the voting system?**

*Typed into the vote system each morning. Is an update to system from IRC but needs Win95.*

**7. How does Introduction occur?**

*Senator brings bill to Senate clerks office before session to get a bill number. The bill is ready for introduction and first reading. See uniform rules.*

*Introduction--Bring to office; get number; put on referral list; enter into ALDEX system; copy to President Office for referral; to engross clerk to get information added and footers completed; to printers.*

**8. When does a document become public? At 1<sup>st</sup> reading? At Introduction? Is there a difference? Is it the same for all document types?**

*Copies are available to the Senate Staff only. Staff cannot make copies but anyone can come to the Office and read the bills.*

**9. Do parts of a document become public earlier than others (i.e. title, sponsors, etc.)**

*No.*

**10. Does there need to be a sponsor for the bill in each chamber? How do Cross Sponsors operate?**

*No but cross sponsorship is available, but not required.*

**11. How are communications between the chambers handled (instantly? In a group? One by one? Etc.)?**

*Transmittal book. Does not have to be one item at a time all the time. When the Senate passes several Senate Bills for referral in the House, the Bills are all in one message.*

**12. What document types exist? Bills, Resolutions, Joint Resolutions? Any others?**

*Some bills and executive orders come from the Governor's Office. Executive Orders are handled differently. Sent to print only on the first day of session and sent to committee simultaneously.*

**13. What is the naming format for these documents? SB1? SJR0001?**

*Citations No number By name.*

**14. What is the naming/numbering format for amendments? A1? SB2A1?**

*1,2,3,4, etc. for the bill. Not always engrossed until bill final passage.*

**15. Is the first amendment for a given bill amendment number 1? Or, are amendment numbers global to the Legislature?**

*To each bill 1,2,3,4, etc.*

**16. Is it possible to propose an amendment to a document at 3<sup>rd</sup> reading, or must the document be sent back to 2<sup>nd</sup> reading first?**

*Sent back to second reading. But title may change at third reading without going back to second reading.*

**17. Can committees introduce amendments?**

*They can propose an amendment in committee that will come to the floor with the committee report.*

**18. Do amendments go through 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> reading as well as bills?**

*No, can be multiple Committee reports from Committees.*

**19. If so, are they referred to committee?**

*No*

**20. Can multiple amendments for a document be considered at the same time?**

*No*

**21. If not, is the bill engrossed after each amendment is voted on?**

*No, all put together until bill passes, then engrossed.*

**22. Is there a naming convention for document revisions? If so, what? SJR1, SJR1R1? (revision 1 to SJR 1)**

*Yes see footer in Bill Drafting Manual.*

**23. Are majority and minority committee reports read in during session?**

*Can be multiple committee reports from standing committees only..*

**24. Are bills ever referred to concurrent committees?**

*No.*

**25. What types of vetoes exist? Amendatory Vetoes? Item Vetoes? Reduction Vetoes?**

*See rules book*

**26. Consent calendar: a calendar where a set of documents (that may have nothing in common) is recorded and the chamber treats as a group. What actions may be taken to add or remove documents or votes?**

*None*

**27. Are there any other dependent documents (other than amendments and CCR) that are considered during session? Notices? Motions in writing?**

*Letters of intent.*

**28. Are pre-filed documents automatically referred to committee?**

*No, Pre-files handled by bill drafting including numbering.*

**29. Can documents be assigned a referral committee at introduction?**

*Yes*

**30. Do documents go directly to a Standing Committee, or to a Select Committee (Rules?) first?**

*Committee(s) then rules.*

**31. Does the Legislature ever deal with documents from a previous session?**

*Lot of bills are reintroduced with different numbers in a new session..*

**32. Can committees introduce bills? If so, who is listed as the sponsor? Is it the chairman, or the committee?**

*Yes. The sponsor is the committee.*

**33. Can amendments be introduced on the floor?**

*Yes.*

**34. Describe the concur/recede/conference committee process fully. For example, here is the Nevada process:**

*See Alt b Limbo list.*

- a) Chamber2 amends Chamber1's bill.
- b) Chamber2 passes the bill with the amendment.
- c) Chamber2 sends a message to Chamber1 asking to concur.
- d) If Chamber1 concurs, bill is enrolled and delivered to Governor.
- e) If Chamber1 does not concur, Chamber1 sends a message to Chamber2 asking to recede.

- f) **If Chamber2 recedes, the bill is enrolled and delivered to Governor.**
- g) **If Chamber2 does not recede, Chamber2 requests a conference committee by:**
  - i) **Appointing members.**
  - ii) **Sending a message to Chamber1 requesting conference committee.**
- h) **Chamber1 accepts the request by appointing members to the conference committee.**

*Committee can request "Power of free Conference".*

- i) **If the conference committee comes to an agreement, a CCR is submitted to Chamber1.**

*If the Conference Committee comes to an agreement a bill is submitted to both chamber 1 and 2.*

- j) **If Chamber2 adopts the CCR, bill is enrolled and delivered to Governor.**

*If both chambers adopt the Conference Committee Bill.*

- k) **If the Conference committee could not reach an agreement, or either chamber could not adopt the CCR, a second conference committee may be appointed.**

**35. How is voting system information entered into the journal and how is it made available to the public?**

*The voting information is entered into the journal by calling it up from a file in the computer that was stored at the close of the vote. This is a WP Macro in a template.*

**36. How is transcribing handled? Who transcribes?**

*If done it is the journal clerks*

**37. What events are recorded in a document's life after it leaves the Legislature? Examples:**

- a) **Enrolled and delivered to Governor.**
- b) **Delivered to Lieutenant Governor for permanent filing.**
- c) **Assigned Chapter No X.**
- d) **Effective date structure.**

- 38. In the document *Final Status of Bills and Resolutions* Pg. 54, “SCS CSHB 441(FIN) AM S”: Where does FIN refer? The SCS (Senate Committee Substitute) or the CSHB (Committee Substitute for House Bill)?**

*See House interview for explanation.*

- 39. Committee of the Whole. Do frond desk clerks handle the meeting?**

*No meeting of Committee of the Whole has been done.*

### **Voting System Questions**

- 1. How is the daily calendar input?**

*Entered each day*

- 2. How is attendance done?**

*Vote system attendance vote moved to journal same as number 35 above.*

- 3. How is attendance forwarded to Journal Clerk?**

*Printed page entered to journal template.*

- 4. Are Quorum votes used during the session**

*Yes*

- 5. If so, how are they forwarded and to which Clerk?**

*Journal*

- 6. Who selects the calendar item for the vote system?**

*Journal clerk*

- 7. When is the bill number displayed on the vote board, or is it displayed?**

*Next bill for consideration*

- 8. How long is the vote display active?**

*Until President has called for final vote change. and declares vote.*

- 9. Are the vote totals displayed?**

*Yes, real-time*

- 10. How long are the totals displayed, if done?**

*Selection of next bill selected for consideration.*

- 11. How are the votes presented to the public and when?**

*Printout from vote system ready for copies immediately.*

- 12. How are the votes presented to the Journal clerk and when?**

*Print out at vote close.*

**13. What are the rules on members to change their vote?**

*See uniform rules but as soon as President completes. The Notice of Reconsideration rules can take effect.*

**14. What are the rules on computation of Majority and 2/3<sup>rd</sup>'s vote?**

*See uniform rules. There is a 3/4 also.*

**15. Any special roll call bill types other than Constitutional?**

*None*

**16. How are roll call votes on motions handled?**

*Yes done then to journal same as standard votes.*

**17. How are members excused?**

*Starts in vote system but Basis reflects the input and edits of the journal for attendance.*

**18. Are votes “edited?”**

*Yes, Votes are corrected when entered into the journal. Only corrections that are done are to the bill version and if someone is excused instead of being absent.*

**19. Are votes tallied along partisan lines?**

*No*

*Notes:*

*There is a separate document “Senate Announcements” that is Announcements section of the journal but is published as a separate document.*

*Much of the data that is put into the journal comes from other systems that allow selection of bill information, dates, motions, actions and status to help the clerks work faster. It is requested that these connections stay in place and be enhanced to make the clerks work easier.*

*Most of the other systems referred to are about Alt b system.*

*Systems schedule and bill data inputting need to be enhanced for easy use.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Chief Clerk/Senate Secretary
<b>Subject</b>	
<b>Date</b>	11/18/97
<b>File Name</b>	

<b>Customer Participants</b>	Nancy Quinto Suzi Lowell
<b>PYTHIA Participants</b>	Timos Labrinopoulos Eric Carpenter

## Front Desk Systems

### *Journal*

The journal is created in real time as floor actions occur.

Before session begins, a template is created based on the calendar, and notes are taken directly into the template.

### **BASIS**

Information entry

Information is entered into BASIS as events occur.

SS/CC are in charge of data maintenance. Their offices must enter all bill information themselves.

Journal/BASIS comparison

Information in BASIS is used to compare against information in the journal through a compare program. Discrepancies between the two are noted.

Bill History

Records all legislative events and changes in status.

Potential actions

*At the bottom of the screen the most common actions that may follow the current status are listed.*

*To enter one of these statuses, the line is edited to add any relevant information and then incorporated into the history.*

Blank comment lines are available, but the whole line of an entry may be edited as well.

Action Update/Status Update

These applications permit editing of status events and how they are associated to other events.

Changing one of these works only from that point on, it does not change the text retroactively.

### Scheduling

An awkward, poorly named system (should be Committee and Public Meetings or such).

*Currently only interacts with BASIS; it needs to be a part of BASIS.*

*LIO enters other information in other system and cannot schedule committee meetings.*

Information recorded includes:

*Committee Name*

*Date*

*Time*

*Documents to be discussed*

Other information, such as location, can be generated from the committee name. At the start of the session, they determine the standard location and meetings days/times for a committee and can incorporate that information into this application.

Provide scheduling for:

*All standing committees*

*All financial sub-committees*

*All joint committees*

*Any other committee that might be created.*

Process

*Schedule is created through this application, but the produced version is blocky and rough.*

*The text is moved to the Journal via ALT-B, formatted, and printed there.*

*Individual schedule postings are created from that.*

### **Temporary Titles**

Since titles are changed sometimes, and bills must be referred to be proper title, and since the title won't be changed in the system until after the document has been voted on and passed—temporary titles for documents must be created.

This application permits alternate titles to be created for bills.

### **Fiscal Notes**

Zero notes are not posted in the system, only noted in BASIS.

Fiscal Notes have a five year prospectus.

CC/SS must enter information provided in fiscal notes, but the current system only permits entry of a single year's data (although, the first year is the most important).

This provides a problem in that if there is no fiscal impact the first year, but there is in later years, there will still be no information entered in the system.

Fiscal Note analysis is not entered into the system.

Finance Committee will choose which notes actually apply to a bill.

### ***Citations***

Documents are drafted elsewhere, and then "introduced" in to the CC/SS.

The citations are published.

Citations are usually acted upon the next day.

Only real event, other than approval/disapproval is adding cosponsors.

Not entered in the system electronically at any time.

### ***System Needs***

Governor's confirmation of actions

Link to Journal and Reports from other department

Forms

Amendments on line

Bill text/status link

Internet version already provides this sort of linkage.

District map of legislators

Executive orders aren't currently in status.

Governors appointments

Effective Date Program

Journal supplements not in system now

Including speeches, disclosures, and other supporting information.

### ***Excusal system***

Problem if the legislator needs to be excused twice on the same day (was previously excused until this date, was present, and then excused again).

Enter:

Name

Date

Journal Page for reference

Need to better link the voting, excusal system and calendar.

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**Committee**

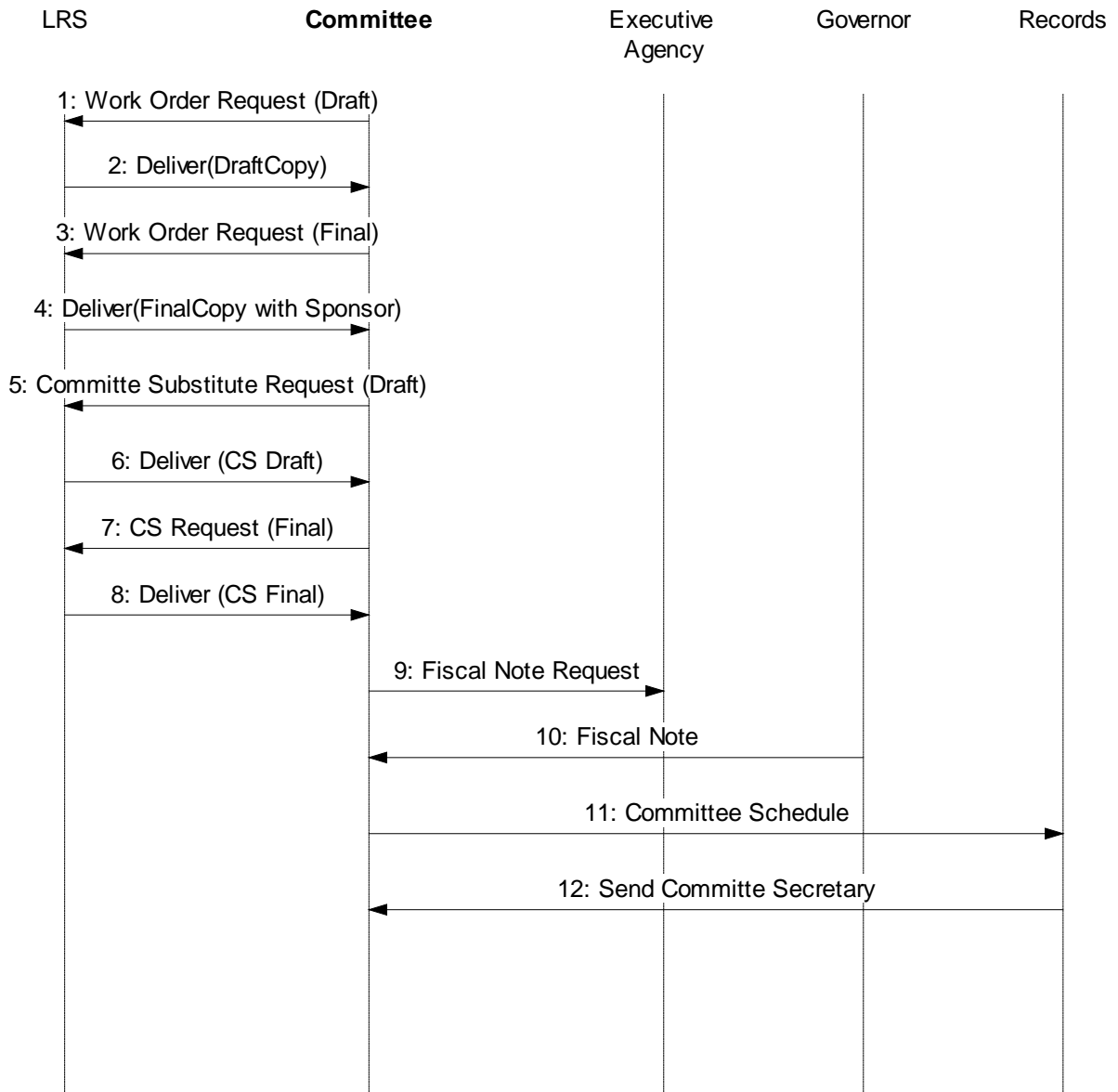
The committee process is a subset of actions taken in the chambers, but for the purpose of this analysis and design, we will need to view it as an independent, though intricately related process. Basically, the committees are where much of the initial process of the full legislative process takes place: bills are reviewed, policies are set and documents are passed on with approval for consideration. All bills and resolutions are sent to committees, and many emerge with significant changes, while some never emerge.

The study of the committee process must also incorporate the workings of the committee aides that schedule the committee meetings with the Chambers and LIO.

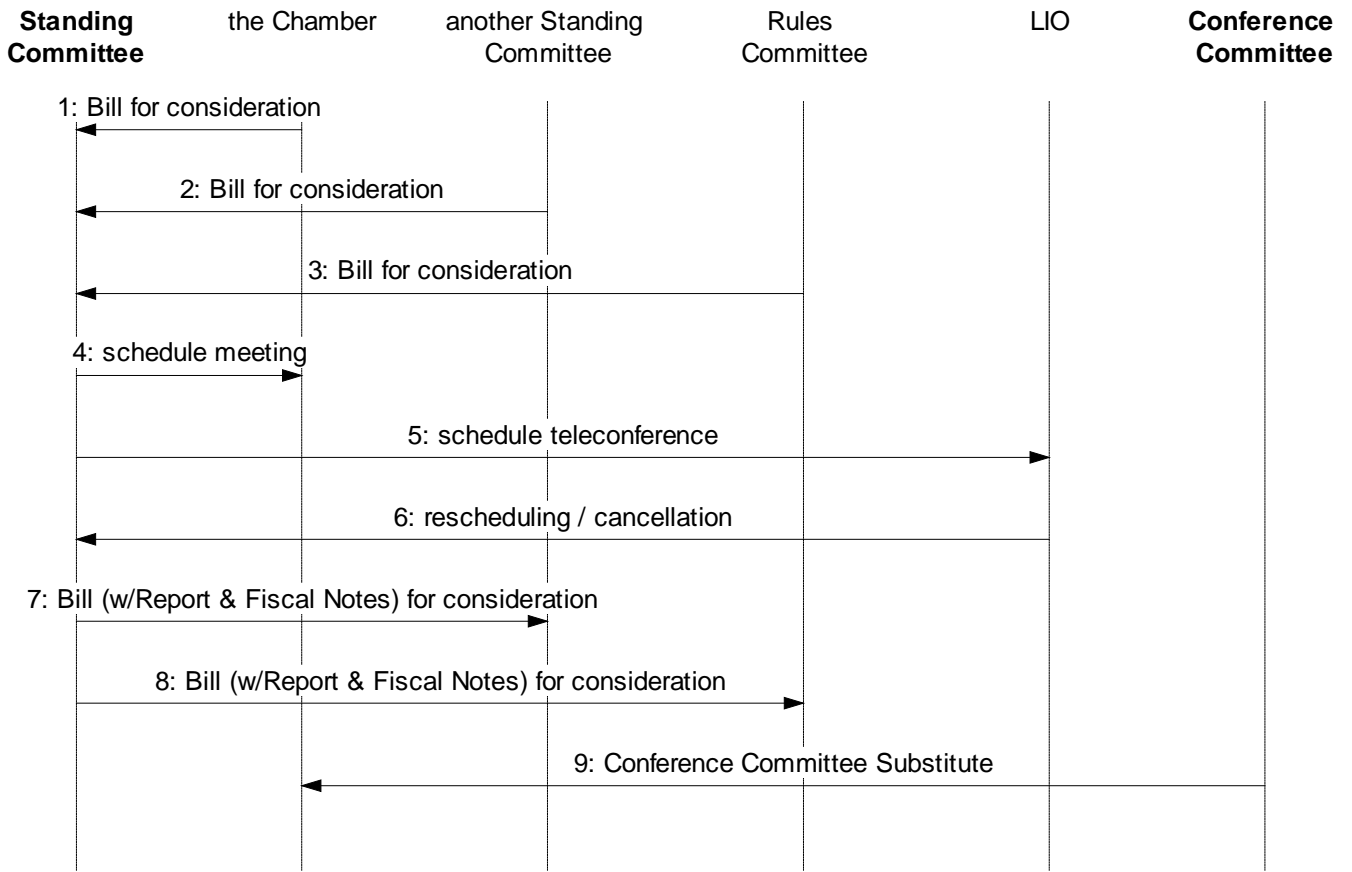
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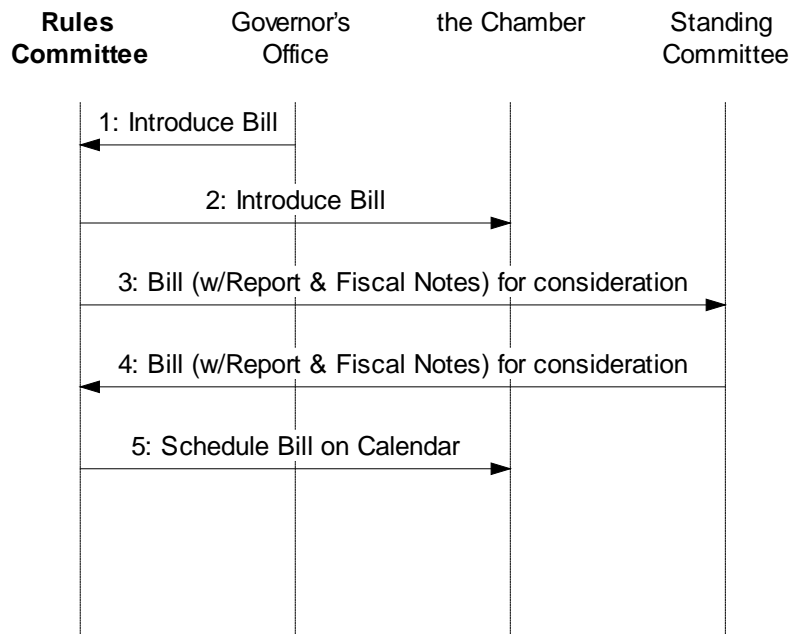
**Input / Output Information for Committee - 1 (Any Committee)**



### Input / Output Information for Committee - 2 (Standing & Conference)



### Input / Output Information for Committee - 3 (Rules)



***Scenario Diagrams of Actor***

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### ***Interviews***

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## **Committee Processes**

### ***Legislator Staff***

All legislators have staff that perform office, scheduling and support functions.

All have at least two staff members; some has as many as five. Committee Chairs usually have at least three, with one acting as the Committee Aide.

An individual office may have a Chief of Staff.

### ***Primary Duties***

#### **Committee**

Assigned to a legislative committee by the legislator who acts as the chairman of the committee.

The aide:

*Tracks bills.*

*Requests amendments*

*Tells LRS what to draft*

*Prepares schedules for committee meetings*

*Created in standard word processor, and printed on letterhead.*

*Primary use of the schedule is to outline what documents will be heard in the meeting and the public notice required by the Uniform Rules.*

*Document contains information concerning the date, location, documents to be considered, and the general status of those documents*

*These are entered into the system and produced from that system for postings elsewhere.*

*The posted documents are not the most up to date documents since meeting delays, cancellations and postponement of consideration on specific documents may be made without "official" notice.*

*This document is sent out via e-mail to the staff of other members on the committees scheduling staff member, LIO, and other interested parties (sponsor's staff, etc.)*

*Printed schedule is signed by the chairman.*

*Hard copy must be sent to the Secretary/Clerk with Chair's signature.*

*These are entered into the system from the Secretary/Clerk's office and produced from that system for postings elsewhere.*

*The posted documents are not the most up to date documents since meeting delays, cancellations and postponement of consideration on specific documents may be made without "official" notice. They need to update the teleconference schedule if possible.*

*Aide will sometimes check the BASIS entry for accuracy.*

*Copy sent to committee members and staff in fax or hard copy. Copies are also e-mailed to other interested parties.*

#### Committee Packets

*Sponsor statement*

*Supporting documentation*

*Fiscal notes*

*Other data*

#### Fiscal notes

*Request via cc:mail.*

*Agency has five days to deliver. They don't always make it.*

*Since the committee has to wait on delivery, sometimes they file \$0 Fiscal Notes to move things along.*

*If committee substitute or other version is created that differs fundamentally from the previous document, new fiscal notes will be required.*

*Normally, every time a new version is created, the practice is to ask the agencies for fiscal notes.*

#### Scheduling

Kept one week in advance.

Currently use Now Up to Date scheduling program for the Macintosh platform.

The schedule may be accessed by any staff. Only one person is permitted to make changes to the schedule to prevent confusion.

A constituent wanting to see the legislator will cause them to reschedule events. Constituent's come first.

#### Research

The staff is the first, and normal, place where research takes place.

If too busy, or if the research is too in-depth, they will turn over the research to the Legislative Research office.

Staff will usually call the Research office, unless the request is too complex or unless the legislator has dealt with the Research office on this issue before.

### ***Committee Substitutes***

Each committee may create a substitute.

The only version made available electronically is the version adopted by the floor.

All committees can make substitutes.

The final committee's substitute is usually adopted. In rare cases, a previous substitute may be adopted.

Some committees may disagree fundamentally on substitutes. The final committee usually tries to settle out those differences. Finance or the Rules will normally provide the final version.

### ***Current System Usage***

Aide will use several programs at once. Multitasking is an absolute requirement.

#### E-mail

First thing in the morning all information in e-mail is read. This can include:

*Standard communications*

*Newspapers*

*Legislative requests*

*Committee scheduling*

Documents are e-mailed to other sources regularly. This is one of the prime uses of the current cc:mail system. Documents are sent to:

*LIO locations*

*Other legislative staff**Legislators*

## BASIS

Basis is not used for document tracking in the committee process. This is primarily because the committee information isn't entered until after the committee process is complete. There is no way to track committee information through the current system.

Tracks legislator's personal documents. Prints out and checks for changes to the documents manually.

Internet version must be up to date as quickly as possible.

## Folio

Used to track special information.

## ALECSYS

Not all systems are used.

## POMS

Staff pulls in document and prints it up.

Legislator decides what to answer

*Staff decides pre session what sort of POMS to answer, though legislator may decide any specific cases.*

*If things get busy, they may further restrict the range of POMS to answer.*

Legislator and staff perform any necessary research

Answer is written on the printed copy.

Hard copy is Xeroxed and file.

Original is sent as answer.

They do use the voting registration to check when possible, but not always.

Must check with other offices if dealing with other legislator's constituent. Some don't permit action.

## Hard Copy

Bill books are maintained, but troublesome to keep in order. Not used nearly as much with Internet BASIS.

Reducing physical mass—if hard copy reports are available online, they will unsubscribe.

Internet access is greatly reducing paper access requirements.

***Connection to other processes***

## Drafting

### Bills/resolutions

*Committee aide is responsible for contacting LRS to draft the necessary substitutes.*

*Bills are available on the system for their use in committee.*

*Bill packets only contain adopted/most recent versions. It should contain all versions and substitutions that have been proposed.*

### Amendments

*Amendment process differs depending on when amendments are used.*

*In committee: amendments are drafted within the committee, sometimes by LRS, usually by the aide. Amendments are then adopted within committee, and a substitute is prepared before it is sent out. Often the bill copy itself is written on to indicate the changes. The aide is responsible for getting all amendments and corrections to LRS as soon as possible after the committee meeting in order to have a substitute available for the next session day/committee.*

*Floor amendments can be very political in their timing and are not always released in time for staff to view them.*

***Software in use******ALT-B***

This application enables the Chief Clerk, Senate Secretary, Division of Legal and Research Services, House and Senate Finance Committees, House and Senate Records, Governor and Department of Law to extract information from various databases and files to include in WordPerfect documents. This application works only for WordPerfect and is primarily used in the House Chief Clerk and Senate Secretary offices, and provides an interface of PC, LAN, and mainframe resources. ALT-B allows retrieval of:

- Bill Titles
- Journal Text
- Legislative Calendars
- Conference Committees
- Limbo List
- BASIS
- Scheduling
- Short Titles
- Sponsors
- Statutes

***BASIS***

This is one of the primary systems in use, and the primary focus of the design effort. This application, the Bill Action and Status Inquiry system, provides full status and tracking of legislative documents and processes. The system also provides the ability to display the text of documents, as well as full history of the document as it has moved through the legislative process. This application is available as both a mainframe application and as an Internet-based system which may be accessed by the public for legislative information.

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The Public Opinion Message System permits citizens to send messages to any legislator. This system is used by the twenty-one LIO offices around the state and permits the staff to enter information about constituent concerns into the mainframe database for download.

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This is a collection of current and historical legislative data. The infobases are created using Folio View 3.1, and are used to access, search and retrieve information by the various staffs. The infobases are created nightly, weekly, monthly, quarterly, biannually, annually and as needed, and are stored on each LAN server as well as on the principal server in the Governor's office. Current Infobases include:

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- Alaska Statutes
- Session Laws
- Legislative Resolves
- Citations
- Legislative Research Requests

### ***cc:Mail***

This is the principal email program used by the legislature.

### ***Desktop Applications***

Current application may vary between offices, but include, principally:

- Word
- FileMaker
- Excel
- PageMaker
- Claris Works
- Now-up-to-date
- DOS
- Windows 3.1

- **Windows 95**
- **WordPerfect**
- **MS Office**

***Governor***

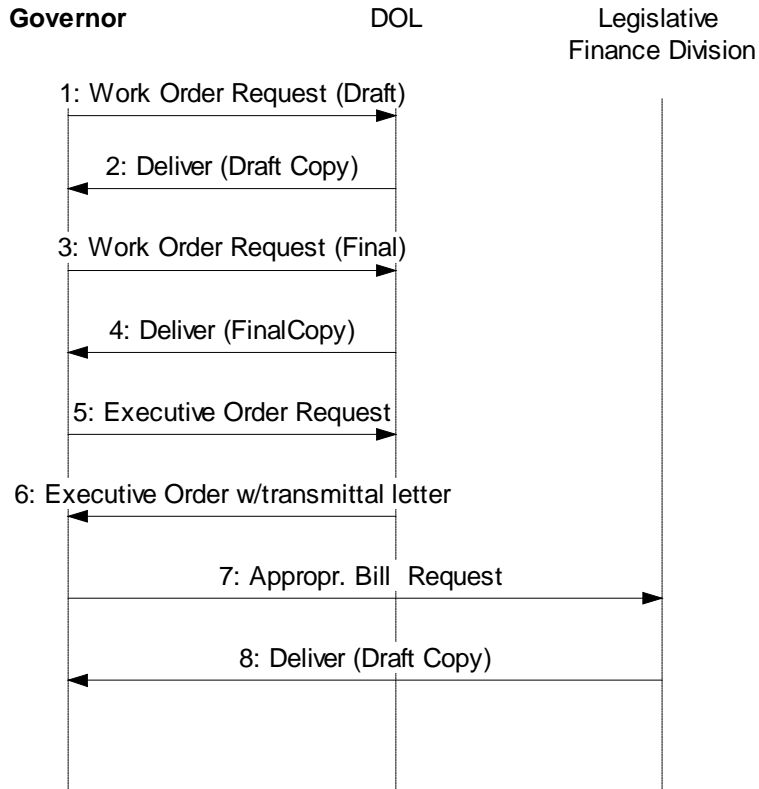
While the Executive Branch has many duties in the enforcement of the state's laws, most of those duties are well outside the scope of this project. What must be examined are the branches connections with the legislative processes, and how those connections affect both the legislative process and the system that supports that process.

The Governor's primary role in the legislative process is to approve or veto passed legislation. In the State of Alaska, the Governor may also request bill drafts and request introduction of those drafts to the floor of the chambers.

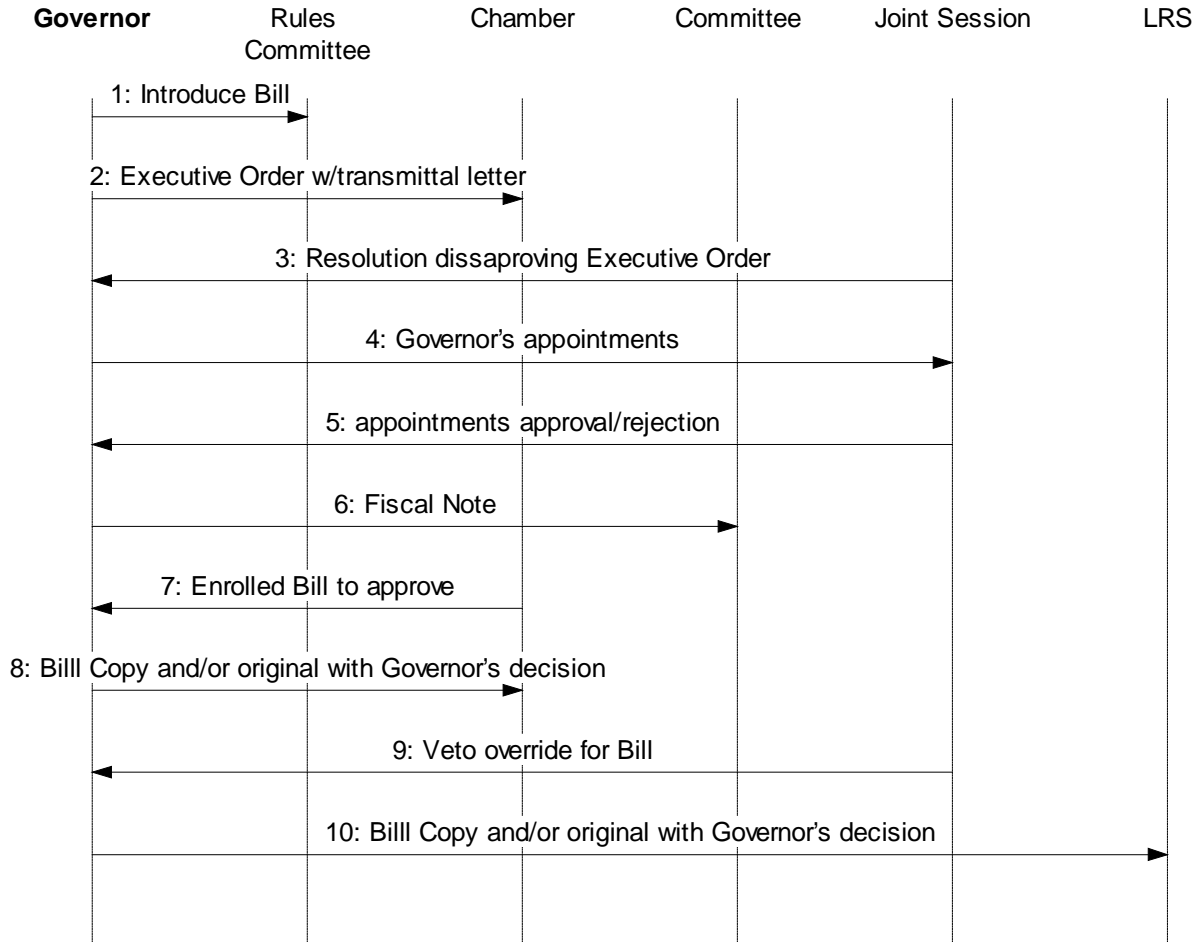
***Input and Output Information for the Actor***

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**Input / Ouput Information for the Governor - 1**



### Input / Ouput Information for the Governor - 2



***Scenario Diagrams of Actor***

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### ***Interviews***

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<b>Project</b>	Alaska
<b>Sub-Project</b>	Requirements
<b>Subject</b>	Interaction of the Governor's office with the Legislature
<b>Date</b>	11/19/97
<b>File Name</b>	Governors Office01.doc

<b>Customer Participants</b>	Donna Sheridan – Room 305
<b>PYTHIA Participants</b>	Timos Labrinopoulos

## **Legislative Liaison at the Governor's Office**

### ***Communication regarding the legislative process***

When a bill has passed both chambers it is sent to the Governor. The review period is:

Fifteen days if in session

Twenty days if not in session

### ***The normal process***

The bill becomes law automatically if the review period has passed, so the office monitors that.

The Governor usually signs the bill within seven days from its arrival. This time period may vary from three days to the entire review period.

Once the bill is signed, it is assigned a chapter number on the same day.

A cover letter is sent to the House and Senate informing them of the chapter number assigned to the bill and the act that the bill will be sent to the Lieutenant Governor's office for permanent storage. However

what actually happens is that the bill (in its original engrossed form) is sent to LAA to create the slip laws (formatting process).

### ***The veto process***

#### Appropriation bills

The Governor may veto (one or more) line(s) in an appropriation bill. In that case the bill is still assigned a chapter number and the bill becomes law (except for the items vetoed).

The bill is returned to the House of Origin.

The Chief Clerk or Senate Secretary deal with the bill from that point on. The bill is not returned to the Governor's office.

#### Vetoed bills

The Governor may veto a bill. In that case a chapter number is not assigned to it since it does not become law.

The bill is returned to the House of Origin.

The legislature may override the Governor's veto. In that case the bill is returned to the Governor's office to get a chapter number since it has become law.

***LIO***

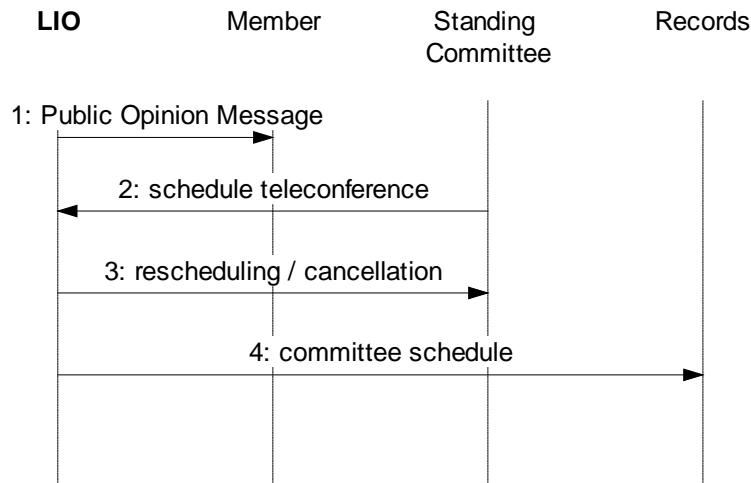
The function of the Legislative Information Office (LIO) is to provide information to the Alaskans. This is done through:

- Supporting the teleconference network. About 1000 teleconferences take place between January and May each year.
- Supplying information over the phone, via email, etc.
- Providing handout materials prepared in the office.
- Providing an Internet presence.

***Input and Output Information for the Actor***

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**Input / Output Information for LIO**



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<b>Sub-Project</b>	
<b>Subject</b>	Legislative Information Office(s)
<b>Date</b>	11/13/97
<b>File Name</b>	Intv_LIO01.doc

<b>Customer Participants</b>	Lynn C. Morley, Becky Hulse
<b>PYTHIA Participants</b>	Timos Labrinopoulos

## **LIO**

***The function of the Legislative Information Office (LIO) is to provide information to the Alaskans. This is done by:***

Supporting the teleconference network. About 1000 teleconferences take place between January and May each year.

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Providing handout materials prepared in the office.

Providing an Internet presence.

### ***Software used by the LIO office***

Legislative process related software:

LTNS (Legislative Teleconference Network System) used to:

*Schedule teleconferences*

*Provide statistics about teleconferences*

*Provide information about participants*

*Provide teleconference duration information*

*Provide messages before, during and after each teleconference.*

*Provide billing information*

*Trace trouble reports.*

Information is also provided under the title: 'Teleconferencing' in the document as well as in the Erwin diagram with the same title.

POMS (Public Opinion Message System)

*It is a communications tool for citizens to send messages to:*

*Legislators*

*A committee*

*A Caucus*

*That message must be related to:*

*A bill or*

*A specific subject (subjects are coded in the system)*

*The program deduces the district to which a constituent belongs by comparing with the voter registration lists, as described in the document under the title 'Public Opinion Message System'.*

BASIS – to find information on Votes, Committee schedules, minutes, bill status, LTNS and POMS

Folio databases

Other software:

cc:mail

Lotus Organizer for scheduling

Word

Excel

HTML editor

## ***Teleconference Scheduling***

General

The Juneau office schedules all teleconferences (audio or video) – no matter which sites are involved. A request for a teleconference may be done:

*Through LTNS*

*By phone – In this case LTNS is updated from the person taking the request through the phone.*

In either case the information recorded is fully documented in the 'Legislative teleconference Network System – LIO STAFF USER'S GUIDE' document provided, starting from page 11.

#### Audio teleconference

The teleconference needs a number of lines in order to take place, although a "direct dial" can be done as well (point to point). There is:

*The number of lines allocated for the teleconference. This is the number entered when the request was made.*

*The number of lines issued for the teleconference. This is the actual number of lines in use during the teleconference.*

*The relationship between the two numbers is as follows:*

*The issued number of lines is less or equal to the allocated number of lines.*

*These numbers may change at any point in time depending on:*

The subjects teleconferenced

The load of the system

The number of the lines to be allocated for the teleconference is limited by:

*The LTN (Legislative Teleconference Network) it self. The structure of the LTN as well its topology, limitations etc. are fully documented in the 'Legislative teleconference Network – Policy and Procedures Manual – User's Guide' provided.*

*Other teleconferences scheduled at the same time or overlapping in time with the given teleconference, that is the load of the system.*

If the need for the necessary lines is greater that the number available, the LIO may use another bridging service for a specific time interval. In that case either:

*Only the hired one will be used – all lines of the teleconference will be using that bridge.*

*Both bridges (the hired one and the existing one) will be used.*

#### Video teleconference

There are three video locations, one in Juneau, Anchorage and Fairbanks.

In the case that more out-of-state sites need participate, this is feasible through Sprint (hiring service as in audio conference).

## Factors affecting the scheduling

### External factors

*A room may be allocated for audio or video teleconference. So if it is allocated for one, it is no longer available for the other.*

*Video equipment is available only in some rooms and cannot be transferred.*

*The size of the room is important since it is related with the number of people attending the teleconference in a site*

*Time periods for which the network may experience problems (e.g. because there are Sun Spots, a phenomenon resulting in static in the lines).*

*A site may be unavailable or an LIO closed for some reason.*

*Internal factors – Due to the long hours Juneau LIO services are available, employees have overlapping working hours. So, scheduling changes done by one employee must be available to all others. This is currently supported manually by a book shared among employees participating in the scheduling. At a certain period of time only one person is responsible for updating this book and all others must consult this person before making anything final.*

## **Areas of improvement**

### POMS

It would be nice if it could deal with misspelling.

Inferring the constituent's district might be made more efficient by searching through the Yellow/White pages to get a match.

### LTNS

The committee scheduling is not linked with the teleconference system. They must communicate.

Data on the mainframe for LTNS are not easy to download when the stats are run. It takes a lot of time and a transformation process must be performed.

Backup material must be made available in other ways than faxing. Scanning might be a solution to the problem. That way, it would be accessible from all interested parties and one could selectively print the desired items.

Luxury item: Desktop teleconference

### BASIS

Appropriation bills are missing from the system. It would be nice if they were available.

## Teleconferencing

### ***General***

The information recorded in this document is given in order to explain some terms frequently used. The workings of the teleconference system as well as a full list of the terms used are fully documented in the following manuals provided by LIO:

Legislative teleconference Network System – LIO STAFF USER'S GUIDE

Legislative teleconference Network – Policy and Procedures Manual – User's Guide

### ***Definitions***

Moderator – It is the person responsible for making the calls and coordinating the teleconference. There is only one Chair moderator for all participating sites.

Volunteer Site – It is the site that volunteers to host the teleconference, that is, it provides the room where it will take place etc.

### ***Offnet site—Site that is not a LIO site and not a volunteer site.***

If an individual wishes to participate and is approved by the sponsor, they may dial into the network and the location is recorded as an Offnet site.

### ***Software systems currently supporting teleconference***

LTNS – It is the system accessible by the LIOs and the committee secretaries.

TELE – It is the system that provides public access to (a limited amount of) teleconference information.

Both systems use (of course) the same database.

BASIS

## Public Opinion Message System (POMS)

### ***The process***

A person calls or faxes the LIO office or meets with a member of the LIO staff. The person is interviewed in order to feed the POMS system with their identity and the message to be transmitted to one or more legislators or committees.

### ***Software systems currently supporting POMS***

POMU – POMS Update is a system used only by LIO personnel.

Staffer Extract – Is the system used to propagate messages to the legislators.

***Information externally supplied to POMS***

The Voting registration which specifies who registered for voting, supplied by the Division of Elections.

Geographical Location File also supplied by the Division of Elections.

BASIS.

***Information processing in POMS***

Constituent Recognition – The POMS is using the following logic to infer the sender's constituency:

It is looking in the mailing list supplied by the Voting Registration for an exact match to determine the district of the constituent. About 60% of the cases a match is made.

If an exact match is not found then the system asks for a residence address.

*Using that address a search is made in the Voting Registration for an exact match to determine the district of the constituent.*

*If a match is not found or if more than one districts are found for the given ZIP code, then the Geographical Location File is searched to detect the district of the Sender.*

A parsing algorithm is used to process the different ways that an address may be entered into the system.

***Software in use******BASIS***

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***TELE***

This application permits inquiry into teleconference meetings schedules set up by the Legislative Information Office.

***LTNS***

This system is used by the Legislative Information Office, committee aides and staff. LTNS is the system that provides scheduling for teleconference sessions.

***POMS***

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***cc:Mail***

This is the principal email program used by the legislature.

***Desktop Applications***

Current application may vary between offices, but include, principally:

- Word
- Excel
- DOS
- Windows 3.1
- Windows 95
- WordPerfect
- Lotus Schedule

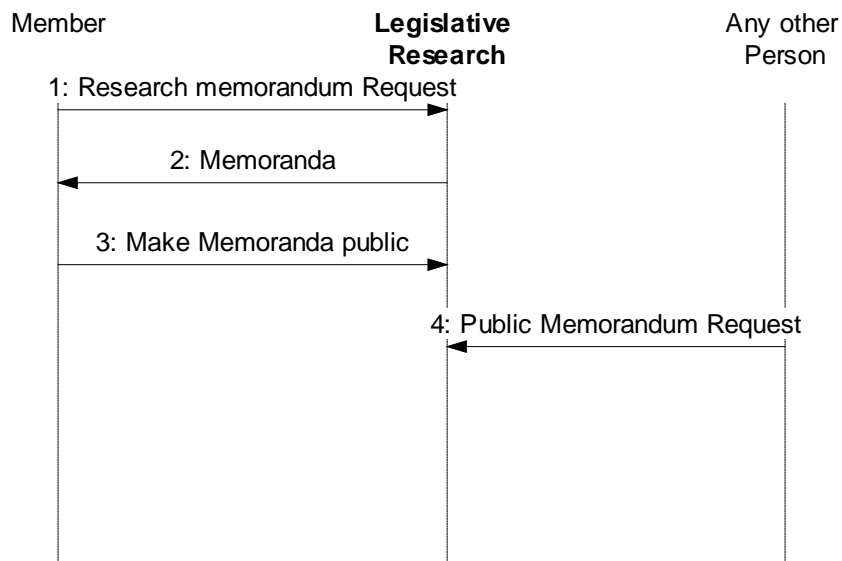
**Research**

The Department of Research provides answers to topics ranging from the very simple to the extremely complex. When a quick answer is not available, the department conducts in-depth research of topics and provides memoranda to report their findings and conclusions. This work is performed for legislators, but the memoranda, if made public, can be supplied to anyone who requests a copy.

**Input and Output Information for the Actor**

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**Input / Output Information for Legislative Research**



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## **Legal Research**

### ***Overview***

Legal Research responds to requests for information from legislators and provides the necessary research and data to answer the requests.

This process is basically outside of the rest of the legislative process.

Research can vary from a quick five-minute request, to extensive five-month long research projects requiring in-depth data analysis.

Requests can cover anything and everything that a legislator might think is needed for an issue.

### ***Research Process***

Legislator calls or writes a request for information

The reason for this can be varied from a constituent calling with a concern to research for an important piece of legislation.

Legislators should actually write the request (See Priorities)

All requests should come directly from the legislator. In the past, requests have come from staff, but, because of limited staff, they are restricting the calls.

A request form is filled out, covering the legislator, the date, and the question as understood.

Research work order number is assigned.

Request form is sent for confirmation of the question.

An entry is created in the electronic system for the request.

The entry is entered separately into two separate systems:

*In-house database.*

*Data Processing database, which has two levels:*

*Public*

*Private*

*Only one person in Legislative Research enters data into the system.*

*Updates are made periodically—every week or so.*

Once the question is confirmed, the department researches the issue.

Research can be performed by one or several of the members (staff of five). Number of staff on an issue is dependent on:

*Time requirement*

*The faster a document is required, the more likely more staff will be assigned to the document, but it depends on the other requirements as well.*

*Expertise—Different staff members have different subject focuses.*

*That doesn't mean that every request goes to someone with that focus. Currently, there are areas that are no one's specialty, but still must be researched by a staff member.*

*Activity—If an important, but fast request comes in, more staff may be put on it to finish it faster.*

Research can cover many areas, in system and out of system.

*Alaska Code*

*House and Senate Journals*

*Session laws*

*Folio databases*

*Committee minutes*

*Internet*

*This isn't always feasible. While many states have published legislation and laws, they aren't always searchable. In that case, they need to know the citation/document number in order to view the document.*

*Telephone contacts*

*Because of the nature of the research, the department depends on phone contacts and information for a large portion of their job.*

*Contact range from organizations that have an interest in the subject area, to persons in similar situations in other states. There really is no limit. Finding the right person to talk to is a large part of the challenge*

*Any other source or system that may provide the necessary information.*

The needs for research overwhelm what the system provides for drafting and other services. While drafting only has the last few years worth of bills and legislation on line, research often has to go back much further and rely on the manual libraries to use.

A memorandum is created that answers the research question.

Memo is entered using WordPerfect.

Excel may be used to generate tables and graphs.

The document isn't fully integrated: the text portion will be first, and supported tables, graphs, etc. will be physically attached to the end.

Other than drive storage, there is no electronic version entered into the system.

The memorandum is returned to the requesting legislator.

The legislator may decide whether to make the document public.

Three options:

*Keep the document confidential.*

*Make the document public.*

*Make the document public, but withhold the legislator's association with the research.*

If released the research request is moved to the Public database in data processing.

Making a request public means that the document may be obtained by others. Since there is no electronic storage on line, the requests must come through the Legislative Research office.

Periodic checks for making requests public are made if no answer is given. Default is ALWAYS to leave private.

Research may call for a release if a similar research request was made. They must be careful in doing so since the new request is as private as the old request.

Hard copy of the document is filed physically with documents containing vital information.

## **Requests**

Requests can come in at any time, and with nearly any requirement from, "I need this by one o'clock," to, "I'll need an in-depth analysis in a few months."

Simple requests can sometimes be answered over the phone (distances, populations, etc.).

Requests may be made over the phone or in person, but written requests are preferred and will be given higher priority.

Arranging the timing of requests is one of the most critical calls to be made in the office. They must balance staff versus requests.

They have set up a priority schedule to assist in research timing:

Written requests by leadership receive highest priority.

Written requests by committee heads receive the next level.

Written requests by legislators are next.

Telephone requests by anyone are last.

Enforcing this priority list means that written requests will receive high attention. That forces legislators to make written requests, and perhaps think out the issue they want to be researched ahead of time. Requests over the phone can often be quite vague.

There is no official request form. They will accept any written requests: handwritten on paper, faxed, e-mailed, etc.

Requests are sorted into two categories: long and short. A short request can be handled quickly and with minimal data analysis. Long reports will require in-depth research and analysis of data.

### ***Request Tracking***

The office maintains an Excel spreadsheet of titles of current projects.

Can word search the title list, but can't perform any real analysis of the list.

The overall tracking isn't too good, but no one has time to dedicate to developing a good tracking system. With so much manual input, the system would be hard pressed to be tracked.

Sometimes duplication creeps in: if a phone call comes in from a legislator who wants to check on a project, and if the person taking the message isn't familiar with the project and the project isn't listed on the Titles list...then duplicate work may be started for the same project.

Internal Database tracks current long term projects.

Can create reports from that system to track current workload and request types. It does not provide a current status—just when it started, when it's due and when it's finished. Field include:

Work Order #

Subject

Legislator who made the request.

Staff member working on the request.

Date the request was made.

Date the request is due.

Date the memo was completed

Number of pages

### Attachments

Whether the document is public/private.

Time it took to complete the memo.

Same sort of information is recorded in the Data Processing database.

Release status field is not displayed on the reports in the Public database—obviously the document has become public to be there.

The office creates key words in the database to assist in searching.

A hard copy index is created, but can be searched by large subjects only. It can be difficult to locate a specific topic in the subject list provided there.

### ***Memorandum Storage***

Storage is by hard copy. A file is created for the research request, and store hard copies of information there, including:

Memorandum

Request/question forms

Questionnaires

Instructions

Any other “vital” information to help define the report.

The purpose of this storage is to ensure that the research could be duplicated in the future.

Other information is stored in personal filing cabinets. This is done just in case other requests for the same or similar information are made (or if a request comes to update an older report).

Personal files are just that: used personally. The staff doesn't have the time or staff to organize those cabinets for group-wide use.

When people leave, they normally maintain the personal files unless there is no room for storage. These files are kept for the same reason they were kept in the first place: to store previous research that wasn't “vital” to memorandums.

Original research may eventually become too old to be viable (in either personal or memo files) and may be thrown out. Memos are ALWAYS kept, however.

### ***Public Data***

The public database is used to generate an index report of all research requests that have been made public in the last several years (currently back to 1989).

Again, only data concerning the request is recorded. Full reports are available from the Legislative Research office directly.

Data reported includes:

Topic

Work Order Number

Title of the research memorandum

Legislator who requested the memo

Staff member who created the memo

Page number (with an attachment noted with an asterisk)

Index code, related to the subject by which this document is categorized.

Subjects are set to as many as four levels of concentration.

Documents are arranged by number beneath the subject (and sub-subject, etc.) to which they belong.

***Software in use******ALT-B***

This application enables the Chief Clerk, Senate Secretary, Division of Legal and Research Services, House and Senate Finance Committees, House and Senate Records, Governor and Department of Law to extract information from various databases and files to include in WordPerfect documents. This application works only for WordPerfect and is primarily used in the House Chief Clerk and Senate Secretary offices, and provides an interface of PC, LAN, and mainframe resources. ALT-B allows retrieval of:

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***Research Request System***

This system assigns and tracks requests made to the Research Section. Requests are categorized and cross-indexed to prevent redundant research and to streamline access to related research. The tracking database is located on a stand-alone PC in the Research Office and is accessed daily during session. Reports considered public are provided in Folio infobases. All information in this system is considered confidential until made public.

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Current application may vary between offices, but include, principally:

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- **Now-up-to-date**
- **DOS**
- **Windows 3.1**
- **Windows 95**
- **WordPerfect**
- **MS Office**

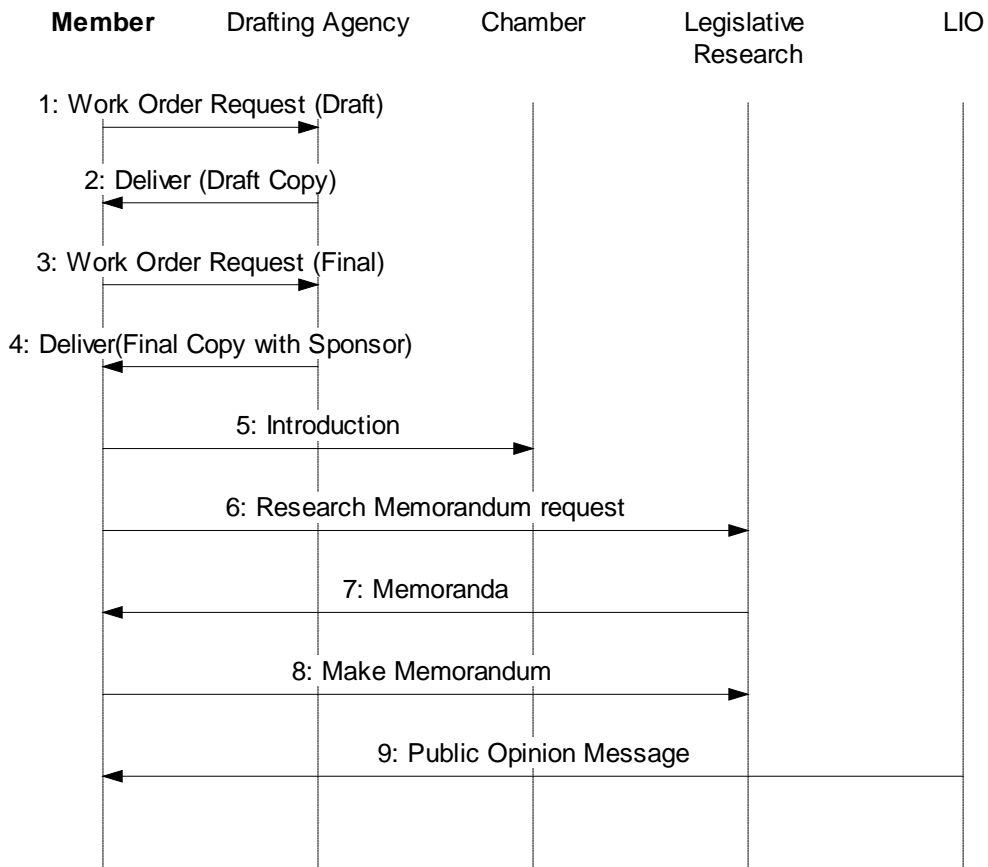
***Legislators***

The legislators are the actors in the chamber who, more than any other actor in the system, make legislative events occur. The Representatives and Senators are responsible for introducing and passing legislation, serving on committees, working with constituents, and many other day-to-day duties. While they do not input data themselves, they are the actors in the system who create the data that all other agencies and departments are responsible for putting in the system.

**Input and Output Information for the Actor**

The following diagram indicates only the interfaces between this agency and all other agencies. This current diagram does not attempt to describe the internal process of the agency, but instead documents how

**Input / Output Information for Member**



information flows between actors in the current system.

**Scenario Diagrams of Actor**

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### ***Interviews***

The following pages contain material garnered in the initial research phase of this project. For the purpose of this rough draft, we are information both in its raw and processed state. This information, as well as documents provided by the agencies, form the basis for the formal Requirements Analysis which will serve to provide data for design efforts.

In this case, we conducted a survey along with the interview to outline the specific uses of the system for the members of the chambers. We are currently processing the results from the legislative aides and will incorporate it in the final version of this document.

<b>Project</b>	Alaska
<b>Sub-Project</b>	Legislator
<b>Subject</b>	Member Aides
<b>Date</b>	November 13, 1997
<b>File Name</b>	Intv_LegAide_01.doc
<b>Name</b>	Mike, Roger on phone, Annette, Diane, Lynn, Catherine, Mary, Nancy, Suzi Local. PYTHIA - Jim Clark

Object of this survey is to find how you obtain the information necessary to support your legislator. Second is what and how you pass the information on to your Legislator.

**1. Do you use your computer to help you in the creation and tracking of legislation?**

*Yes for all Aides. Training is a problem as the session starts. Need to adjust to legislator as to the in depth of the computer usage for the aide. Training is available from DP but time is the problem.*

*Software used: Word, excel (office if PC) Mac. FileMaker, Netscape, cc:mail, outlook mail, Now up to date, MS schedule, outlook schedule.*

**2. Do you use the Basis System or other systems to help you in the creating and tracking of legislation?**

**A) At the Capital which functions.**

*No tracking – Does it mentally, for read first time, checks Basis for committee and look for changes, uses bill book for reading of bills.*

*Uses Netscape to print, No bill books – Latest version- Basis check for any errors – not all systems have Netscape and Adobe Acrobat to print bills as they look from printers. Also hardware problems to use latest software for bill printing on local PC's. Also not all systems set up yet to use Netscape. PDF files not large enough or RAM not installed to run Netscape.*

*Have four applications open some people 3. Applications are E-mail (cc:Mail), Word processing documents (more than one), Basis, and Netscape. Also excel, FileMaker, Fax, Scheduling software used MS schedule, MS Outlook most "Now up to Date" on Mac's, graphics software.*

*Some Aides use own equipment.*

**B) At home or district office which functions.**

*Same*

**3. Which functions?**

**a) Give you the "most return on your time" at the capital?**

*All*

**b) Give you the "most return on your time" at home or district office?**

*Does not carry any paper home, with Netscape and statues on CD has all they need to leave the Capital.*

**4. Do you use any manual systems to help you in the creating and tracking of legislation?**

*Use pending folders to keep things waiting on desk in one place. Desk rolodex most important thing on who to call for subjects that come up. Committee files with bill versions both chambers. Constituent files in FileMaker to help with mailing.*

*Bills travel to fast at times as 48 hours from introduction to final vote. Makes tracking and understanding of bill hard.*

*If systems fail use publications for documents as before. Also get copies from chamber clerk or committee aide.*

*When using LIO Teleconference need to get hearing package to sites with FAX. Does not always happen, conference does not always have the package .*

**5. Are the bills available to you as needed?**

*Getting the final bill requires fining the staff person and getting a copy or a committee person who has committee packet with the bill in it from the committee meeting. Nancy has copies and will copy, Suzi will refer back to committee for copy. CS an other problem as has not gone across the floor for entry.*

*Yes, but need fiscal notes to complete. Use own fiscal note database to check totals. As all new versions need new note hard to track sometimes. As finance chair needs to catch all errors.*

*Use the bill publishing section to keep up with latest version of the bills. This is not the bill book update done to one set in each office. This is a chargeable service to outside of the legislature.*

**6. Are the amendments available to you as needed?**

*Fiscal notes the problem as finance committee needs to check totals with own spreadsheet to check errors as bills can have 30 fiscal notes. Example Health and Welfare had each division of the agency do a fiscal note.*

**7. If you support Committee how do you set up committee meetings and how do you notify other members of the committee meeting?**

**8. Do you use the constant list and voter registration list to do mailings?**

**A) What software do you use to build mailing lists?**

*FileMaker POMs will get standard letter for or against for own district or personal legislation. This seems to be standard for the e-mail return also. One response was e-mail and will call by phone for response. The how to respond to an inquiry by any method is a reflection of the legislator and there personality.*

*Some have started web pages with lists for weekly updates. Surprised at the response amount. Did not know how they found the site and if there was any advertising of the site name.*

*Constituent lists not on computer files with letter and any info necessary.*

*Constituents know to go over to legislatures house for coffee and cookies to get information.*

*Has a sign up on line for weekly news letter.*

**9. Does your Legislator use a computer for legislative business?**

*Yes for most. Some are just starting with e-mail.*

**10. Research?**

*Gather most information during the interim between sessions. Net and NCSL main places to pick up information. Keep contacts list by needs subject.*

*Have statutes on CD-ROM*

*Could use conference software for subjects on line between aides. Netscape may have this function in new release.*

### **Legislative Aides Survey**

The table below represents an effort to sum-up the replies provided in a way that would facilitate some conclusions. Lengthy responses were not included. Wherever “...” are used, means that there is more information on the survey reply. Also a dash in the corresponding box signifies that an answer was no provided.

The list of questions is as follows:

1. Do you use your computer to help you in the creation and tracking of legislation?
2. Do you use the Basis System or other systems to help you in the creating and tracking of legislation?
  - B) At the Capital which functions.
  - C) At home or district office which functions.
3. Which functions?
  - a) Give you the “most return on your time” at the capital?
  - b) Give you the “most return on your time” at home or district office?
4. Do you use any manual systems to help you in the creating and tracking of legislation?
5. Are the bills available to you as needed?
6. Are the amendments available to you as needed?
7. If you support Committee how do you set up committee meetings and how do you notify other members of the committee meeting?
8. Do you use the constant list and voter registration list to do mailings?
9. Does your Legislator use a computer for legislative business?

	<b>1</b>	<b>2a</b>	<b>2b</b>	<b>3a</b>	<b>3b</b>
Mary Jackson	Yes	BASIS Word Excel	BASIS Word Excel	BASIS WordPerfect Excel	BASIS WordPerfect Excel
Annie Landrum	Yes	BASIS Word Processing	N/A	BASIS Folio	N/A
Portia Parker	Yes	BASIS	BASIS	BASIS	BASIS
Tim Benintendi	Yes	BASIS	BASIS Excel Word	Word	Word

Tom Williams	Yes	Not the full capabilities of BASIS – I have not sought the necessary training to use all available features. Look-up of bill Status	None	Look-up for Bill	Don't currently use BASIS at home or in the Senator's home district.
Mary Gore	Yes – on regular basis for tracking Not so much in the creating	BASIS Netscape for tracking	BASIS Netscape	BASIS Netscape	BASIS Netscape
Krystal Murphy	Yes	BASIS	Often the system is down at my district office, therefore I use the Internet to retrieve items.	-	-
Llewellyn Lutchansky	Yes, tracking, though I work almost exclusively on budgets, not other types of legislation.	Tracking only at this point	-	Tracking	Not used at home
Ken Erickson	(Yes) ..... link from my website to Folio version of BASIS..	BASIS Folio BASIS Sort by location, Content Bill number, Sponsor, Committee etc. Searches on keywords	Same ...a system doing less able at the district office is unacceptable.	Folio BASIS	Folio BASIS
Kip Knudson	Yes	Yes Subject reports Sponsor reports Fiscal notes Bill text Committee minutes	same	Subject lists	Same but would like cross-sponsor or companion bill information
Lisa Torelksen	Yes	Committee hearings Session Bill order Sponsors/Co-sponsors of bills Used to download minutes onto a word doc in 2 <sup>nd</sup> half of 19 <sup>th</sup> leg. But I do not think it is available anymore. Was	Unable to use System is very slow....use one or two modems for eight computers... Much faster to use the phone.	Same as #2	Using the phone.

		pretty handy. Bill histories when a constituent calls..			
Marieke Nordlinger	Yes	BASIS Folio	No computer at home	BASIS Folio (Equally efficient)	N/A
Paula Terrel	Yes	BASIS Folio	N/A	BASIS Folio	N/A
Patti Swenson	Yes	BASIS for tracking bills ----- Bill tracking Daily calendar Prior legislature committee minutes and bills, Checking current bills committee minutes Status of current legislation BTMS	BASIS for prior legislatures Look up old committee minutes and journals	BTMS Daily calendar Journal	-
Kristy Tibbles	Yes	BASIS Bill info/tracking Minutes Status Statutes involved	BASIS Bill info (no tracking) Minutes Status Statutes involved	BASIS for most Bill info Folio for Statute Regs. Old committee minutes & info	BASIS for most Bill info Folio for Statute Regs. Old committee minutes & info
Janet Seiltz	Yes	BASIS Bill history Committee announcements Teleconference schedule Bill tracking Statute reference Folio .....	BASIS Folio Internet	Bill history	Bill history
Karisse Ackerman	Yes	Looking up specific bills by number Often use subject summary Committee Minutes Bill summary	Bills by number Subject summary	-	-
Mary Grisco	Not much	Yes BASIS ALECSYS Folio	Folio .....	Folio BASIS ALECSYS (order is important)	Folio BASIS ALECSYS
Eleanor Roser	Yes	Tracking Minutes Bill history	Tracking Minutes Bill history	Bill history Journal entries Minutes	Bill history Journal entries Minutes
Mary Jackson	Yes	BASIS to track Word/Excel to	BASIS to track (provided the	BASIS – when up and running it is ok	BASIS – when up and running

		create	State system is functioning) Word/Excel to create	Excel – very good Word – ok Personally I prefer Word Perfect	it is ok Excel – very good Word – ok Personally I prefer Word Perfect
--	--	--------	--	--	--

	4	5	6	7	8	9
Mary Jackson	No	Normally, although there is a problem with drafts and committee bills.	No	N/A	No, not useful in current format. Too unwieldy.	E-Mail and letters.
Annie Landrum	No	Not always, problem with committee aides delivering the CS to the Senate Secretary. No record of action/changes available until read into system.	Could be quicker. Impossible without going to Senate Secretary's office. Would be good to get through	N/A	Don't know what the constant list is, but I do use the Voter reg. On folio to check residency and address info. Usually build individualized mailing lists on a database program or use the POMS system.	Not at this time, but hopefully next session.
Portia Parker	I read, use leg. research & legal, leg. Journals, leg. history, (hard copies) & national think tanks	Yes	Most of the time.	Computer teleconference set up function, e-mail, message/file delivery and phone	No Mailing lists: N/A	No
Tim Benintendi	Only a self-made office roster on Word	Yes	Sometimes	Memos and e-mail	No Mailing lists: Don't use any	No

	4	5	6	7	8	9
Tom Williams	Yes, The Bill Status booklets	Yes, currently in hard copy	Not always. Would be nice if the amendments were on-line in BASIS	when providing support <b>written memo</b> of the meeting announcement distribute a <b>hard copy</b> to the SS' office as well as affected legislators. In some instances I use <b>e-mail</b> to advise Committee or Sub-Committee member's staff of items related to the schedules meeting.	No I do not build mailing lists.	Infrequently, but probably more frequently this coming session
Mary Gore	No	Yes	No	-	No Filemaker	No
Krystal Murphy	No	Yes	Often	Via e-mail	Sometimes, depending on the mailing	Yes, often
Llewellyn Lutchansky	I have files & keep notes on the hard copies of bills.	Yes	Yes	I notify through Nancy, Through pre-set e-mail lists, Hard copy delivery and Phone calls	N/A	Yes, some
Ken Erickson	As a senior staffer in several leadership offices we constantly keep manual lists....this could not be duplicated by computer as these lists were closely held...	Pretty much...to the end of session we depend more on manual systems....	Usually, the sooner we get them the better.	I've used public notices and contacted the SS & CC.	Yes...and other sources. .....	No .....
	Leg.Legal	Current BASIS is difficult to read on the screen and worse after printing	Seldom	-	-	Rarely, because he has never had a reliable network connection

	4	5	6	7	8	9
Lisa Torelksen	Weekly bill status book Especially during interim as accessing the computer is useless considering the time it takes to get to the system	Pretty much	Not sure where I'd find them without calling the writer of the amendment	N/A .....	Yes Mostly individual mailings.... We rarely do mass mailings ..... During interim, easier to call Elections for addresses  File Maker Pro	Yes
Marieke Nordlinger	Yes, We have developed a bill tracking board which is a visual help... ...Printed version of bills updates...	Always	Yes	Resource always meets at the appointed time ...(on a change) ....follow up call to all the aide's ...weekly agenda to all committee members ....post one outside the committee ....FAX one to news media	Yes ...to verify constituents ... ...to find addresses/ phone numbers	No
Paula Terrel	Hard copy of Bill status Journals Journal histories Legislative summaries or Legislation	Yes	Not as readily or as clearly as I would prefer and this is often a problem	N/A	Not for mailings but for information Filemaker Pro	Yes, She is just beginning to do so. She uses e-mail primarily for now. Will probably start using BASIS this year.
Patti Swenson	I use a manual system to create legislation and the computer to track the legislation	Yes	No, I'd like to see them a day before they are on the floor or in committee (dreaming)	-	No....not sure how often it is updated...use it for other things....	No

	4	5	6	7	8	9
Kristy Tibbles	...Documents are used....	Yes	-	-	No ...to verify addresses and constituency often	Yes
Janet Seiltz	Only when BASIS, Folio & Internet are down! Then I use printed bill histories .....	Yes, but they do not print out ...in a form that can be sent to a constituent ....	No	...telephone... ...mail does not work really well ...since it relies on a person checking their mail ....and not all do so	Yes Filemaker Pro	Yes
Karisse Ackerman	Bill books	Yes	Yes Sometimes committee minutes are not in the system when needed	-	Use ...to check names and addresses and occasional mailing Filemaker Pro	Rarely
Mary Grisco	Yes	No – not on computer anyway	No, not on computer fast enough	N/A	No Own, not on system	Yes
Eleanor Roser	No	Not always	Generally, depends on where they initiated	Memos Phone calls	Occasionally Filemaker	No
Mary Jackson	No – occasionally refer to bill status document, generally during meetings when the computer is unavailable	Most of the time, big problem with draft bills or committee bills unless you're a member.	Not readily, unless your legislator is a member of that committee – have to run around to get it	N/A	No...too cumbersome, can't pull specific districts Purchase Vreg mailing list then import into FMPro...	Yes Mostly for e-mail access draft letters in Word

***Software in use******BASIS***

This is one of the primary systems in use, and the primary focus of the design effort. This application, the Bill Action and Status Inquiry system, provides full status and tracking of legislative documents and processes. The system also provides the ability to display the text of documents, as well as full history of the document as it has moved through the legislative process. This application is available as both a mainframe application and as an Internet-based system which may be accessed by the public for legislative information.

***POMS***

The Public Opinion Message System permits citizens to send messages to any legislator. This system is used by the twenty-one LIO offices around the state and permits the staff to enter information about constituent concerns into the mainframe database for download.

***ALECSYS Infobases***

This is a collection of current and historical legislative data. The infobases are created using Folio View 3.1, and are used to access, search and retrieve information by the various staffs. The infobases are created nightly, weekly, monthly, quarterly, biannually, annually and as needed, and are stored on each LAN server as well as on the principal server in the Governor's office. Current Infobases include:

- Bill Tracking
- Legislative Measures
- Journal
- Committee Minutes
- Administrative journals
- Voter Registration
- Administrative Code
- Directory of State Officials
- Alaska Statutes
- Session Laws
- Legislative Resolves
- Citations

- Legislative Research Requests

***cc:Mail***

This is the principal email program used by the legislature.

***Desktop Applications***

Current application may vary between offices, but include, principally:

- Word
- FileMaker
- Excel
- PageMaker
- Claris Works
- Now-up-to-date
- DOS
- Windows 3.1
- Windows 95
- WordPerfect
- MS Office

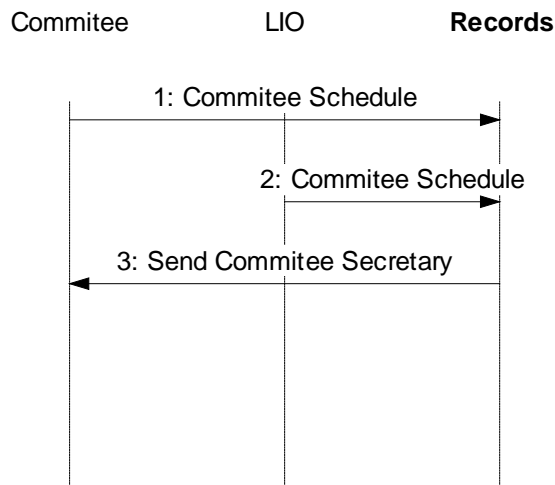
**Records**

The House and Senate Records offices are responsible for recording and transcribing the minutes of committee meetings into the current system. Their duties include attending the meetings, recording the minutes, interfacing with LIO for information, and updating BASIS with the minutes.

**Input and Output Information for the Actor**

The following diagram indicates only the interfaces between this agency and all other agencies. This current diagram does not attempt to describe the internal process of the agency, but instead documents how information flows between actors in the current system.

**Input / Output Information for (House/Senate) Records**



**Scenario Diagrams of Actor**

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### ***Interviews***

The following pages contain material garnered in the initial research phase of this project. For the purpose of this rough draft, we are information both in its raw and processed state. This information, as well as documents provided by the agencies, form the basis for the formal Requirements Analysis which will serve to provide data for design efforts.

<b>Project</b>	Alaska
<b>Sub-Project</b>	
<b>Subject</b>	House Records Senate Records
<b>Date</b>	11/19/1997
<b>File Name</b>	Record01.doc
<b>Customer Participants</b>	Cathy Wood Lorene Godkin
<b>PYTHIA Participants</b>	Eric Carpenter Timos Labrinopoulos

## **Committee Records**

### ***Duties***

Primary duty is recording and transcribing committee meetings minutes.

A record also enters the minutes into the BASIS system from the transcribed notes.

### ***Staff***

House

Seven people currently act as committee secretary's for the sixteen committees.

Work for all committees except Finance.

### ***Tools used***

Word Processing—WordPerfect 5.1

BASIS

Upload minutes

Locate data

Verify uploaded information

## Committee Scheduling

ALT-B—to pull document data in from BASIS.

Committee Action

Bill Titles

Bill History

Bill Short Titles

Need to manually process most of the data pulled in to put it in the proper format.

## Other Resources

Phone Books

Attorney directories

Place name books

Acronyms

Language terms

Legal cases

Terminology

Acts

Agencies

**Other Agencies**

LIO—Supplies attendance lists for the teleconferences.

The list must be manually entered.

This is often inaccurate with misspellings or names left off of lists.

The office must double check using phone books/calls and other sources to verify proper spelling of names and correct attendance.

## Chief Clerk/Senate Secretary

Contact if errors exist in history/status

Aide sends committee reports to CC/SS.

Data Processing—Must enter some information themselves because current programs are off line. Currently entering minutes because of system set-up, but office will enter minutes during session.

**Process**

## Meeting schedule

Must depend on the Chief Clerk/Senate Secretary's/BASIS scheduling programs for meeting schedules. Information coming from other sources (Aides, LIO, etc.) isn't official.

Track meeting schedules in the office on a manual calendar.

Also track postponements/cancellations on the same calendar to keep a history.

#### Meeting activities

Staff primarily records information at the meetings. Transcription is done later in the office.

This has changed from previous years: each committee used to have a secretary who would prepare the minutes and then send them to records for updating.

#### Transcription

Once the meeting is complete, the staff must transcribe all events/speeches into a document that will be uploaded into BASIS.

Document contains

*Members Present*

*Members Absent*

*Synopsis of actions*

*Bill Number*

*Bill Title*

*Action taken*

*Bill histories for all documents to be discussed.*

*House: The entire bill history is loaded from BASIS and edited manually.*

*Senate: Files for each document are stored on diskette and track all committee events. Only the committee history is put in the minutes. Only Senate committee occurrences are tracked for House Bills.*

*Witness register*

*Name of witness*

*Organization represented*

*Position*

*Address*

*Telephone*

*Position Statements*

*Procedural Minutes*

*For example: CO-CHAIRMAN Bill Hudson called the House Resources Standing Committee meeting to order at 1:15 p.m. members present at the call to order were*

*Representatives Hudson, Ogan, Dyson, Green and Williams; there was a quorum. Representative Joule arrived at 1:18 p.m. Representatives Masek, Barnes and Nicholia were absent.*

*Document Discussion*

*Document Number*

*Short title*

*Procedural Notes*

*Calling documents*

*Amendments*

*Votes*

*Sponsor Statements*

*Discussion*

*Including tape counter points at major intervals.*

*Disposition of document at end of discussion.*

*Tape Numbers/sides*

*Including at what point the tape was replaced/started.*

*Adjournment*

**Document creation**

*Although the document is created in WordPerfect tag codes must be entered for BASIS to properly display the text.*

*The Pound sign is a special tag code. The pound sign indicates the bill number that is being discussed from that point on until the next pound sign.*

*When uploaded, BASIS will scan for the pound sign, and create a bookmark to be accessed.*

*BASIS also updates the document history by inserting a line in the history remarking there is a minute entry for that document in the specified committee. The actual content of the minutes or events are not listed in the history, but may be accessed separately.*

*All layout is created manually. Tabs and other layout methods cannot be used (BASIS cannot understand them).*

*If a document being considered is a Senate bill, the proper version (Committee Substitute, etc.) will be entered manually for the short title only.*

House—The Document cannot continue in the legislative process until the minutes of the meeting are transcribed and entered in BASIS.

Senate—The Document may continue in the process before the minutes are transcribed.

If a meeting is canceled, a cover sheet for the meeting is still created and uploaded to BASIS. Not the best process, it could be improved.

#### Document Review

*The staff will check BASIS the next day to make certain the proper text was created in BASIS, and that the Bill histories reflect the events that occurred.*

#### Committee Aides

Aides will review minutes and make corrections.

#### Chief Clerk/Senate Secretary

When a document moves out of a committee, the committee submits a report that is sent to the Chief Clerk/Senate Secretary's office.

The Chief Clerk/Senate Secretary's office creates the bill history entry noting the final disposition of the document once the report is read on the floor.

Fiscal Note events are entered by the Chief Clerk/Senate Secretary from the Committee Report.

### **System Problems**

#### Improper order of history

Sometimes the Rules are waived and a document will be considered by several committees in the same day.

When this occurs, BASIS will not necessarily keep the history events in chronological order—the committees and events may be placed in any order.

Only legislative bills and resolutions can be Pounded (see pound sign discussion).

Other documents (i.e. Executive Orders) have events occur as well, but cannot be updated from the committee minutes.

Can't correct errors in BASIS. Must call Chief Clerk/Senate Secretary/DP to correct.

Senate—The ability to send minutes through e-mail could assist in the disbursement of minutes to people that request them.

***Storage***

Files are created for every document and every committee.

Tapes are stored in files until transcribed, then they are sent to the Library

Staff maintains minute binders for each committee which are also stored in the library.

***Software in use******ALT-B***

This application enables the Chief Clerk, Senate Secretary, Division of Legal and Research Services, House and Senate Finance Committees, House and Senate Records, Governor and Department of Law to extract information from various databases and files to include in WordPerfect documents. This application works only for WordPerfect and is primarily used in the House Chief Clerk and Senate Secretary offices, and provides an interface of PC, LAN, and mainframe resources. ALT-B allows retrieval of:

- Bill Titles
- Journal Text
- Legislative Calendars
- Conference Committees
- Limbo List
- BASIS
- Scheduling
- Short Titles
- Sponsors
- Statutes

***BASIS***

This is one of the primary systems in use, and the primary focus of the design effort. This application, the Bill Action and Status Inquiry system, provides full status and tracking of legislative documents and processes. The system also provides the ability to display the text of documents, as well as full history of the document as it has moved through the legislative process. This application is available as both a mainframe application and as an Internet-based system which may be accessed by the public for legislative information.

***BASU***

This is the BASIS update system and is only available to the Division of Legal Research Services and to the Chief Clerk and Senate Secretary. This is the application that allows real-time entry of chamber floor activity into BASIS.

***TELE***

This application permits inquiry into teleconference meetings schedules set up by the Legislative Information Office.

***cc:Mail***

This is the principal email program used by the legislature.

***Desktop Applications***

Current application may vary between offices, but include, principally:

- WordPerfect

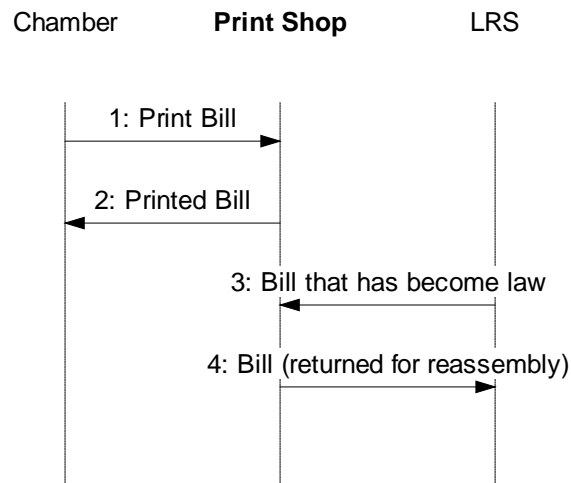
## ***Print Shop***

This agency, as the names suggests, is primarily responsible for printing official copies of documents as required by the chambers and other agencies. The Print Shop is the only actor that can produce official hard copies of documents.

### ***Input and Output Information for the Actor***

The following diagram indicates only the interfaces between this agency and all other agencies. This current diagram does not attempt to describe the internal process of the agency, but instead documents how information flows between actors in the current system.

### **Input / Output Information for the Print Shop**



### ***Scenario Diagrams of Actor***

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### ***Interviews***

The following pages contain material garnered in the initial research phase of this project. For the purpose of this rough draft, we are information both in its raw and processed state. This information, as well as documents provided by the agencies, form the basis for the formal Requirements Analysis which will serve to provide data for design efforts.

<b>Project</b>	Alaska
<b>Sub-Project</b>	
<b>Subject</b>	Print Shop
<b>Date</b>	11/17/97
<b>File Name</b>	Intv_PrintShop01.doc

<b>Customer Participants</b>	Harold Pense, Marshall Slater
<b>PYTHIA Participants</b>	Timos Labrinopoulos

## **Print Shop Function**

### ***General***

The function of the Print Shop is to print documents provided by:

Chief Clerk's office

Senate Secretary's office

Legislators – An 80% of their printed documents is done at the Print Shop.

Other Agencies

The print shop comprises more than one physical areas where printing may be done.

### ***Interaction with the Chief Clerk's and Senate Secretary's office***

The process is as follows:

The Chief Clerk and Senate Secretary provide a list with bills and resolutions that need to be printed.

The Print Shop validates (using ALDEX) that all the listed documents are accessible for printing. If they do not find a document, they notify they notify the Chief Clerk or Senate Secretary about the missing document.

The documents are printed.

The Chief Clerk and Senate Secretary would like to avoid sending the document list. In this case however, Print Shop would have no way of knowing if a document that must be printed is not in the directory containing the documents.

### ***Form of Received Documents***

Documents may be delivered by hand or electronically.

A PC is connected to the network.

In order to be printed by the Print Shop's programs, the document must be in

*Postscript format and*

*8½" by 11" size*

The Chief Clerk and Senate Secretary may print directly to the Print Shop's Printer if they need to (this is how the Journal is printed) and the Print Shop may access shared areas of the Network to get documents for printing (either through ALDEX or not).

### ***Kind of Documents Printed***

Bills (Electronically sent).

Bills (and Resolutions) may be printed in two ways:

*In the given 8½" by 11" format or*

*By putting two pages of the document in one physical page, that is in a 11" by 17" format. A VB program that the Print Shop has accomplished this by processing directly the postscript file. This is the ONLY case that Print Shop alters the formatting of a document.*

Only introduced bills are usually printed. However, there are cases where a bill may be hand carried for printing. The ability to print that by accessing it electronically exists if the document is accessible from the network.

Resolutions (Electronically sent)

Journal (Electronically sent)

Session Laws (hand carried)

Executive Orders (hand carried from the CC or SS)

Citations (hand carried)

Cover Letters (hand carried) etc. coming from legislators.

***Software in use******BASIS***

This is one of the primary systems in use, and the primary focus of the design effort. This application, the Bill Action and Status Inquiry system, provides full status and tracking of legislative documents and processes. The system also provides the ability to display the text of documents, as well as full history of the document as it has moved through the legislative process. This application is available as both a mainframe application and as an Internet-based system which may be accessed by the public for legislative information.

***Bill Print***

This application allows the Print Shop to print bills on postscript printers.

***cc:Mail***

This is the principal email program used by the legislature.

***Desktop Applications***

Current application may vary between offices, but include, principally:

- Word
- FileMaker
- Excel
- PageMaker
- Claris Works
- Now-up-to-date
- DOS
- Windows 3.1
- Windows 95
- WordPerfect
- MS Office

***Data Processing***

This agency is the real infrastructure for the electronic system. While they are not officially connected to the legislative process, they are, essentially, the heart of the electronic system. This organization supports, creates and updates all applications currently used in the system. In addition, this agency creates and supports all databases and other information structures used by those applications.

***Input and Output Information for the Actor***

The following diagram indicates only the interfaces between this agency and all other agencies. This current diagram does not attempt to describe the internal process of the agency, but instead documents how information flows between actors in the current system.

***Scenario Diagrams of Actor***

Scenario process diagramming the full internal processes will be included in the final draft of this document.

### ***Interviews***

The following pages contain material garnered in the initial research phase of this project. For the purpose of this rough draft, we are information both in its raw and processed state. This information, as well as documents provided by the agencies, form the basis for the formal Requirements Analysis which will serve to provide data for design efforts.

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	Folio Views
<b>Date</b>	11/03/97
<b>File Name</b>	Intv_IS01.doc

<b>Customer Participants</b>	<u>Kristinne Lewis</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### **Questions asked during the interview**

**1. Describe the process used to create an Infobase.**

*See under the title Folio Views.*

**2. What kind of information is stored and where (which platform) for the use of Folio Views?**

*The whole set of Infobases exists in eight (8) different servers. The Servers are:*

- i) LAA\_ANC*
- ii) LAA\_CAP*
- iii) LAA\_FBK*
- iv) LAA\_JNU*
- v) LAA\_LDP*
- vi) LAA\_LIO*
- vii) LLS*

viii) *CAP*

ix) *GOV\_JEO*

*For more information on those check the interview given by Bill Ellis.*

**3. Please provide some performance characteristics of the product.**

*See answer under Performance Issues of the same title.*

**4. Please provide information regarding:**

**The incremental update**

*See answer under Update Process of the same title.*

**Search capability across Infobases**

*See answer under Search capability of the same title.*

**5. What information is contained in the Votes Registration file provided by the Division of Election (under the Lieutenant's Governor's Office)?**

*The file contains a list of the registered votes in the State with names and addresses. More specifically:*

a) *Full Name*

b) *Mail Address*

c) *District*

d) *Party*

e) *Sex*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	
<b>Date</b>	11/03/97
<b>File Name</b>	Intv_IS02.doc

<b>Customer Participants</b>	<u>Bill Hawk</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions asked during the interview

1. What kind of information is stored and where (which platform) for the use of the following applications:

b) **BASIS (Bill Action and Status Inquiry System - mainframe)**

*Documented in the Erwin diagram representing the current system.*

c) **BASU (the BASIS update system - mainframe)**

d) **SCHU (committee agendas - mainframe)**

e) **SCHD (inquiry to SCHU - mainframe)**

*Documented in the Erwin diagram representing the current system.*

2. **Other information Provided**

a) *When a bill is referred to a committee, they do not make available the voting results until the bill is out of the committee. There is a programming mechanism to allow this to occur. The sequence of events is as follows:*

*i) Committee voting takes place*

*ii) Voting results are announced to the floor*

*iii) The fact that the bill is out of the committee and the results is allowed to be displayed*

*iv) The status of the bill changes*

b) *There may be more than one primary sponsor. An example was retrieved showing four. They capitalize their names in the Bill Status information.*

c) *The committee process in coarse lines is as follows:*

*i) Committee scheduling is done by the Chief Clerk and Senate Secretary*

- ii) Committee meets*
- iii) There is a different way that the committee minutes are processed:*
  - (1) Finance Committee The session is taped. Secretaries type the committee minutes in the corresponding committees.*
  - (2) Minutes for other committees are recorded on tape and sent for typing in the House and Senate Records.*
- d) Committee scheduling that has to do with teleconferencing is done by the following process:*
  - i) The committee secretary requests from the LIO to schedule a teleconference.*
  - ii) The LIO checks for available lines during the date/time requested.*
  - iii) The teleconferencing scheduling system (LTNS) is used to schedule participating sites.*
  - iv) The Chief Clerk or Senate Secretary are notified about the date/time of the teleconference.*
  - v) They update the Committee Scheduling system.*
- e) Only one body does scheduling for sub-committees. – Need to check which one.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	Network
<b>Date</b>	11/10/97
<b>File Name</b>	Intv_IS03.doc

<b>Customer Participants</b>	Bill Ellis
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions asked during the interview

1. What dictated the replication of the Infobases? The same sets of Infobases currently exist in eight different servers.

*Two factors may have contributed to this approach:*

*f) A licensing problem.*

*g) The problems resulting when a Novell 3.1 user tries to access a Novell 4.1 Server.*

*The people responsible for these decisions do not work in LAA anymore.*

2. What are the user groups and their associated rights regarding the ALDEX system?

*This information was provided as the groups of users existing in Novell and the permission each group has over Server directories (Look at [item 68](#) under the title "Material Provided by the Customer"). To have the actual information, one must combine the application behavior with the information above.*

<b>NetWare Trustee Directory Assignments</b>			
<b>(related to ALDEX and the Bill Drafting Process)</b>			
Server	Group	Volume:Directory	Rights
LLS	ALDEX_GROUP	ALD:DTA	[ RWCE F ]
LLS	ALDEX_GROUP	ALD:PGM	[ R F ]
LLS	ALDEX_GROUP	USR:WRK/ALDEX	[ RWCEMFA ]

<b>NetWare Trustee Directory Assignments</b>			
<b>(related to ALDEX and the Bill Drafting Process)</b>			
Server	Group	Volume:Directory	Rights
LLS	ATTORNEYS	ALD:REF	[ R F ]
LLS	ATTORNEYS	DOC:FNL	[ R F ]
LLS	ATTORNEYS	DOC:REF	[ R F ]
LLS	ATTORNEYS	USR:17	[ R F ]
LLS	ATTORNEYS	USR:18	[ R F ]
LLS	ATTORNEYS	USR:19	[ R F ]
LLS	ATTORNEYS	USR:WRK/61MACROS	[ R F ]
LLS	FRONT_DESK	ALD:REF	[ RWCEMFA ]
LLS	FRONT_DESK	DOC:DFT	[ C ]
LLS	FRONT_DESK	DOC:FNL	[ C ]
LLS	FRONT_DESK	DOC:REF	[ RWCEMFA ]
LLS	FRONT_DESK	DOC:XFR	[ C ]
LLS	FRONT_DESK	USR:WRK/LLSCDMO	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCGEM	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCGPL	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCJBC	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCJPC	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCMFF	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCPAM	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCRAG	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCTBC	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCTER	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCTLS	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSCTML	[ R EMF ]
LLS	FRONT_DESK	USR:WRK/LLSFRNT	[ RWCEMFA ]
LLS	LEGAL_GROUP	ALD:REF	[ R F ]
LLS	LEGAL_GROUP	DOC:DFT	[ R F ]
LLS	LEGAL_GROUP	SYS:SOFTWARE	[ R F ]
LLS	LEGAL_GROUP	USR:WRK/ALDEX	[ R F ]
LLS	LEGAL_GROUP	USR:WRK/LLSCJHB/SK	[ R F ]
LLS	LEGAL_GROUP	USR:WRK/MACRO60	[ R F ]
LLS	LEGAL_GROUP	USR:WRK/MACROS	[ R F ]
LLS	LEGAL_GROUP	USR:WRK/PRODMAC	[ R F ]
LLS	LEGAL_GROUP	USR:WRK/XFER	[ RWCEMFA ]

<b>NetWare Trustee Directory Assignments</b>			
<b>(related to ALDEX and the Bill Drafting Process)</b>			
Server	Group	Volume:Directory	Rights
LLS	PRODUCTION	ALD:REF	[ R F ]
LLS	PRODUCTION	DOC:DFT	[ RWCEMFA ]
LLS	PRODUCTION	DOC:FNL	[ RWCEMFA ]
LLS	PRODUCTION	DOC:REF	[ R F ]
LLS	PRODUCTION	DOC:XFR	[ RWCEMFA ]
LLS	PRODUCTION	USR:17	[ R F ]
LLS	PRODUCTION	USR:18	[ R F ]
LLS	PRODUCTION	USR:19	[ R F ]
LLS	TYPISTS	USR:17	[ R F ]
LLS	TYPISTS	USR:18	[ R F ]
LLS	TYPISTS	USR:19	[ R F ]
LLS	TYPISTS	USR:WRK/LLSCDMO	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCGEM	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCGPL	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCJBC	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCJPC	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCMFF	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCPAM	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCRAG	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCTBC	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCTER	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCTLS	[ R EMF ]
LLS	TYPISTS	USR:WRK/LLSCTML	[ R EMF ]
LLS	XFR_GROUP	DOC:FNL	[ R F ]
LLS	XFR_GROUP	DOC:XFR	[ RWCEMFA ]
CAP	ALDEX_GROUP	( none )	
CAP	BLPXFER_GROUP	MEA:\	[ R F ]
CAP	BLPXFER_GROUP	MEA:FLATBILL	[ RWCEMFA ]
CAP	BLPXFER_GROUP	MEA:PSBILL	[ RWCEMFA ]
CAP	BLPXFER_GROUP	MEA:XFR	[ RW F ]
CAP	CC_GROUP	DOC:CITE	[ RWCEMF ]
CAP	CC_GROUP	DOC:GW2000/XFR	[ RWCEMFA ]
CAP	CC_GROUP	DOC:LCC/XFR	[ RWCEMFA ]
CAP	CC_GROUP	MEA:\	[ RWCEMFA ]

<b>NetWare Trustee Directory Assignments</b>			
<b>(related to ALDEX and the Bill Drafting Process)</b>			
Server	Group	Volume:Directory	Rights
CAP	CC_GROUP	MEA:XFR	[ RW F ]
CAP	CC_GROUP	SYS:CCMAIL/DATA	[ RW F ]
CAP	CC_GROUP	SYS:JRN	[ RWCEMFA ]
CAP	CC_GROUP	SYS:WRK/CCOFFICE	[ RWCEMF ]
CAP	CC_GROUP	SYS:WRK/EXC	[ R F ]
CAP	CC_GROUP	SYS:WRK/EXC/HSEDATA	[ RWCEMFA ]
CAP	CC_GROUP	SYS:WRK/SHARE	[ RWCEMF ]
CAP	DOCUMENTS_GROU P	MEA:\	[ R F ]
CAP	LW_GROUP	MEA:\	[ R F ]
CAP	SS_GROUP	DOC:CITE	[ RWCEMF ]
CAP	SS_GROUP	DOC:GW2000/XFR	[ RWCEMFA ]
CAP	SS_GROUP	DOC:LSS/XFR	[ RWCEMFA ]
CAP	SS_GROUP	MEA:\	[ RWCEMFA ]
CAP	SS_GROUP	MEA:XFR	[ RW F ]
CAP	SS_GROUP	SYS:CCMAIL/DATA	[ RW F ]
CAP	SS_GROUP	SYS:JRN	[ RWCEMFA ]
CAP	SS_GROUP	SYS:WRK/EXC	[ R F ]
CAP	SS_GROUP	SYS:WRK/EXC/SENDATA	[ RWCEMFA ]
CAP	SS_GROUP	SYS:WRK/SHARE	[ RWCEMF ]
CAP	SS_GROUP	SYS:WRK/SOFOFFICE	[ RWCEMF ]
CAP	XFR_GROUP	MEA:\	[ R F ]

3. Which are the servers participating in the LAN and what information each has? Please provide the existing user groups and the rights they have in accessing information. NOTE: the LEGIS\_ALASKA\_TREE diagram included in the help desk manual is up to date regarding the existing servers?

*The diagram is not up to date. A new set of diagrams has been supplied. Look at Interview related to Platforms and network.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	Information stored on the Mainframe and other issues
<b>Date</b>	
<b>File Name</b>	Intv_IS04.doc

<b>Customer Participants</b>	<u>Marshall Slater</u>
<b>PYTHIA Participants</b>	Jim Clark, Timos Labrinopoulos

### Questions asked during the interview

1. Please explain the Voting Table information (VOT table on the 202 database).

*Information documented in the Erwin Diagram under the Voting subject area for review and revision.*

*At vote close in the chamber (lock and store function of the voting system), the vote information is written to a network file and printed for the chamber. When building the Journal, the network file is read into a WordPerfect macro and can be edited at this time if necessary.*

*When Journal is complete and sent to the mainframe, the vote sections are extracted and loaded into BASIS databases. The final vote reports at the end of session are done from this BASIS database.*

*Vote program is in DOS. VotePC will be upgraded to Win95, but still use the DOS program.*

**How is an electronic copy of a drafted amendment is transferred to the Chief Clerk and House Secretary? There was a comment from Nancy Quinto that it was changed last year.**

*After a phone call, an electronic copy of the file is done from the server that LRS has to the server of the Chief Clerk or Senate Secretary.*

**Please provide information relating to the following tables**

**WOX table**

**Inv\_hs\_date**

**Inv\_hs\_time**

**Unique**

*These fields are not used at all.*

**WOT in LRS BASIS update**

**WONO**

**LINE**

**TEXT**

*These fields are not used at all.*

**Please provide information about the tables used to maintain the EXC system and the process that the system supports.**

*This is a LAN based application, which runs on the Chief Clerk's and Senate Secretary's machines. This is the chamber attendance program.*

**Please provide information about the Bill Printing process.**

*Once the bill gets to the Chief Clerk or Senate Secretary, whatever information is missing from the document (like Bill number etc.) is added. The document is flagged to be ready for printing. Security is based on the physical location on the LAN.*

**Please provide information about the Session laws and Alaska Statutes. How is that information stored on the mainframe and who uses it?**

*a) The Alaska Statutes*

- i) A magnetic tape is send by the MICHIE company to Data Processing.*
- ii) The tape is loaded to the mainframe and run against several programs.*
- iii) The file is copied to the LAN.*
- iv) Statutes related tables are loaded to the mainframe. Statutes on the mainframe are currently accessed only by the Ombudsman's office.*
- v) The LAN file is processed to provide:*
  - (1) An ASCII file of the Statutes.*
  - (2) A copy to be loaded as a Folio database.*
  - (3) One file per section of the Alaska Statutes. These files are copied to two servers:*
    - (a) The LRS's.*

*(b) The Chief Clerk's and Senate Secretary's.*

- vi) In case there is an error a memo is produced by the Revisor and sent to MICHIE company and LRS (Stew Roland) in order to make the corrections.*
- vii) The updated Statues come towards the end of the year. October or November— 90 days from submittal to MICHIE.*
- b) Administrative code goes through the same process as the Alaska Statutes do.*
- c) Session Laws*
  - i) It is mostly a manual process.*
  - ii) A copy of the bills that became laws is provided in electronic form to create the Session Laws to Help Desk.*
  - iii) Then these files are loaded in a Folio database.*

**Please provide information about the Constitution. How is that information stored on the mainframe and who uses it?**

*There has not been a change to the Constitution for the last ten years. A change that once occurred, resulted in a change in the Word Perfect document containing the Constitution. The files are maintained in Legal.*

**Please provide information about the Uniform Rules. How is that information stored on the mainframe and who uses it?**

*Uniform Rules are used by:*

- a) The Legal Services*
- b) The Chief Clerk*
- c) The Senate Secretary*

*It is stored in a Word Perfect Document. It has not changed for many years. When it does change, the Word Perfect document is updated and transferred where is required..*

**In ALT-B there is an option for LIMBO LIST (HOUSE), and one for SENATE. What are those? What information do they provide?**

*A bill is in a LIMBO list in one of the following cases:*

- a) When it has passed the 1<sup>st</sup> Chamber but not sent to the 2<sup>nd</sup> Chamber.*
- b) When two different versions of the bill exist in the two Chambers.*
- c) When it has passed the 2<sup>nd</sup> Chamber but the 1<sup>st</sup> Chamber has not been notified of the fact.*

*ALT-B displays a set of options that determine what kind of information is retrieved for each (like: the title of the bill if there are two different versions etc.).*

**Who has ability to access what regarding the mainframe data? Is it possible to get a list by option (e.g. who may access BASU)?**

*The behavior of the programs running on the mainframe is dependent on the user that uses the program. One user may for example not see at all the information that another one sees where the same program is run.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	Other systems except Folio databases
<b>Date</b>	11/10/97
<b>File Name</b>	Intv_IS05.doc

<b>Customer Participants</b>	<u>Kristine Lewis</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions asked during the interview

1. What kind of information is stored and where (which platform) for the use of the following applications:
  - a) LCR (Legislative Compensation Reporting system)
  - b) LPERs (Personnel Reporting system)
  - c) BoxTrack

2. Please provide explanations on the following query syntax options of Folio Infobase:

- d) Ordered proximity may be stand alone (i.e. without a second word, as in the example)?

*Ordered proximity is not used as un-ordered proximity.*

*An example of an ordered proximity search: "vehicle license"/10*

*This query will return results if the word "license" is found within a ten-word distance from the word "vehicle".*

- e) Stem (Word form)

*Return all the different forms of a word.*

*Example: Run% - It will return running, runner, etc.*

- f) In Highlighters

*It is an option that has to do with the personalization of data. A user may use this option to mark a portion of the text to be "in highlighter". A query may subsequently search in these marked areas. Same philosophy applies to notes and pop ups. However these options are not usually used. Since the Infobases are re-created (and not updated) this information is lost in the next update. Since nobody seems to use these options a work-around was not investigated so far.*

# DOCUMENTATION FOR THE FOLIO VIEW PROCESSES

by Kristine Lewis

November 11, 1997

## ***Introduction***

Folio Views is the product used to create the ALECSYS infobases. Currently we are using version 3.11 to create and maintain each infobase. Folio Bound Views 3.1 is the product used by legislative staff, the executive branch, and CD purchasers to access the infobases. Folio siteDirector 3.1 is used to serve the infobases on the legislative web server.

Each legislative file server has a Views volume: LAA\_JNU, LLS, CAP, LAA\_CAP, LAA\_ANC, LAA\_FBK. A copy of each infobase is stored in the root directory of the Views volume, except for LAA\_LDP. Additionally, a copy of each infobase and the Bound Views software is placed on a file server maintained by the Office of the Governor (GOV\_JEO) for executive branch users to access.

LAA\_LDP/Views\_Dev: is the development volume used to store the ASCII data and Views files used in the create process. The LAA\_LDP/Views\_Pub:\31 volume and subdirectory stores the latest versions of each infobase used in the publish process and LAA\_LDP/Views\_Pub: root directory is used in the publish process as the location of published program files and infobases.

Each infobase is created using a batch file that runs Folio Search and Replace programs (FSR.EXE), create programs (WCREATE.EXE), and bind programs (GOLDBIND.EXE). Infobases are created and updated using the Folio Views 3.1 program and then 'bound' for use with Folio Bound Views3.1. After they are bound, infobases are copied to each file server s Views volume.

What is an Infobase? An infobase is a single-file electronic repository for large volumes of dynamic reference information that is primarily free-format or semi-structured and not well suited for traditional databases. An infobase is to free-formatted information what a database is to structured data.

Infobases can contains links to points within itself as well as links to portions of other infobases. Many of the ALECSYS Infobases do link within themselves and to other infobases.

Infobases may contain Levels, Fields, and/or Groups, all of which can be searched.

Infobases may be personalized by an individual and the individual's changes, notes, or highlighters can be stored in their own shadow file. (This is only useful for static infobases.) A shadow file is a file linked to an infobase that contains only the individual's notes, changes, and/or highlighters.

#### The LAA\_LDP/Views\_Dev: Volume

This is used to create and maintain all infobases. All batch files used refer to this volume as drive R:. Each Infobase has its own subdirectory off the root, using the infobase name as the subdirectory name in most cases. All files relating to each infobase is stored in its subdirectory.

#### The Folio Flat File

During the Folio Search and Replace process, files with the extension FFF are created. These FFF files contain Views codes which enable the create process and are put in the ASCII FFF file by the search and replace. The FFF file is specified during the create process which names the final infobase with an extension of NFO. It is the NFO file which is specified during the bind process.

#### Current Infobases:

AAC.NFO	The Alaska Administrative Code
ACON.NFO	The Alaska Constitution, Includes Annotations
ACONTXT.NFO	The Alaska Constitution, Text Only
ADJR.NFO	The Alaska Administrative Code
BILLT19.NFO	Bill Tracking and Information, 1995-1996 (19th Leg.)
BILLT20.NFO	Bill Tracking and Information, 1997-1998 (20th Leg.)
CIT.NFO	Legislative Citations
CMPR.NFO	Legislative Committee Minutes, 1982-1986 (82, 14th Leg.)
CM15.NFO	Legislative Committee Minutes, 1987-1988 (15th Leg.)
CM16.NFO	Legislative Committee Minutes, 1989-1990 (16th Leg.)
CM17.NFO	Legislative Committee Minutes, 1991-1992 (17th Leg.)
CM18.NFO	Legislative Committee Minutes, 1993-1994 (18th Leg.)

CM19.NFO	Legislative Committee Minutes, 1995-1996 (19th Leg.)
CM20.NFO	Legislative Committee Minutes, 1997-1998 (20th Leg.)
DOSO.NFO	Directory of State Officials
EXOR.NFO	Alaska Executive Orders
JR15.NFO	Legislative Journal, 1987-1988 (15th Leg.)
JR16.NFO	Legislative Journal, 1989-1990 (16th Leg.)
JR17.NFO	Legislative Journal, 1991-1992 (17th Leg.)
JR18.NFO	Legislative Journal, 1993-1994 (18th Leg.)
JR19.NFO	Legislative Journal, 1995-1996 (19th Leg.)
JR20.NFO	Legislative Journal, 1997-1998 (20th Leg.)
LLIB.NFO	Legislative Library Card Catalog
LRAL.NFO	Legislative Research Agency Card Catalog
LRAR.NFO	Legislative Research Agency Requests, Public
LRRP.NFO	Legislative Research Agency Requests, Private
LRPR.NFO	Legislative Resolves, 1983-1996
LR97.NFO	Legislative Resolves, 1997
ME13.NFO	Legislative Measures, 1983-1984 (13th Leg.)
ME14.NFO	Legislative Measures, 1985-1986 (14th Leg.)
ME15.NFO	Legislative Measures, 1987-1988 (15th Leg.)
ME16.NFO	Legislative Measures, 1989-1990 (16th Leg.)

ME17.NFO	Legislative Measures, 1991-1992 (17th Leg.)
ME18.NFO	Legislative Measures, 1993-1994 (18th Leg.)
ME19.NFO	Legislative Measures, 1995-1996 (19th Leg.)
ME20.NFO	Legislative Measures, 1997-1998 (20th Leg.)
REF.NFO	Legal Services Reference Documents (Private, only on LLS server)
SLPR.NFO	Session Laws, 1981 - 1996
SL97.NFO	Session Laws, 1997
STAT1993.NFO	Alaska Statutes, Annotated, 1993
STAT1994.NFO	Alaska Statutes, Annotated, 1994
STAT1995.NFO	Alaska Statutes, Annotated, 1995
STAT1996.NFO	Alaska Statutes, Annotated, 1996
STAT1997.NFO	Alaska Statutes, Annotated, 1997
STATTX93.NFO	Alaska Statutes, Unannotated, 1993
STATTX94.NFO	Alaska Statutes, Unannotated, 1994
STATTX95.NFO	Alaska Statutes, Unannotated, 1995
STATTX96.NFO	Alaska Statutes, Unannotated, 1996
STATTX97.NFO	Alaska Statutes, Unannotated, 1997
UNIR.NFO	Uniform Rules
VOTEREG.NFO	Voter Registration

#### AAC.NFO - The Alaska Administrative Code

Directory - LAA\_LDP/Views\_Dev:\aac

The Admin. Code is the property of the Lt. Governor's office. It is updated quarterly and is sent on tape from MICHIE/Butterworth's. Marshall uploads the data to the mainframe, then downloads it to the PC in ASCII format with some markup using FTP to send to the production web server.

Note: The AAC ASCII data may be sold to private organizations who request it by the Lt. Governor's office. We send the copy along with a disclaimer note attached.

Files:

AAC.DI	The definition include file: contains tab settings and the infobase definition filename
AAC.DEF	The infobase definition file: contains level and field names, styles, etc.
AAC.BAT	Contains the commands to run the fsrs, create and bind
AACP.FSR	The first search and replace file run against the ASCII data, it contains level and field codes as well as cleanup actions.
AAC.FSR	The second search and replace file run against the ASCII data, it contains the jump link codes.
AACPERM.ASC	The ASCII data containing the permanent regulations.
AACEMER.ASC	The ASCII data containing the emergency regulations.

To create the infobase, map drive r: to LAA\_LDP/Views\_Dev:\aac and run the AAC batch file.

Levels Defined during FSR:

Regulation (either Permanent or Emergency), Title, Chapter, Article, Section

Fields Defined during FSR:

Authority, Catch, Editor s Notes, History, Maintenance Information, Publisher s Notes, and Text

This infobase links to the Alaska Statutes and within itself to different section of the AAC.

ACON.NFO - The Alaska Constitution

Directory - LAA\_LDP/Views\_Dev:\acon

The constitution is not updated very often, only when a reapportionment occurs (every 10 years) or a constitutional ballot measure passes. We will receive a tape from some company (MICHIE, Butterworth, etc.) and Marshall will upload and download from the mainframe to a PC ASCII file.

Files:

ACON.DI	The definition include file: contains tab settings and the infobase definition filename
ACON.DEF	The infobase definition file: contains level and field names, styles, etc.
ACON.BAT	Contains the commands to run the fsrs, create and bind
ACON.FSR	The first search and replace file run against the ASCII data.
ACON-2.FSR	The second search and replace file run against the ASCII data.
ACONJUMP.FSR	The third search and replace file run against the ASCII data, it contains jumplink codes.
ACON.ASC	The ASCII data containing the constitution and annotations.

To create the infobase, map drive r: to LAA\_LDP/Views\_Dev:\acon and run the ACON batch file.

Levels defined during FSR:

**Constitution, Article, Section, Annotations**

Fields defined during FSR:

**AG Opinions, Amendment Notes, Article Notes, Catch, Collateral References, Decisions, Editor s Notes, Effective Date Notes, History Reports, Revisor s Notes, Text, and Cross References.**

This infobase links to the Alaska Statutes.

A subdirectory off the ACON directory is called ACONTXT. This subdirectory contains the files necessary to make the ACONTXT infobase (constitution, Unannotated - text only) which was requested by Legal Services. See the next section for information.

ACONTXT - The Alaska Constitution, Text Only

Directory - LAA\_LDP/Views\_Dev:\acon\acontxt

Legal Services requested that there be a text only constitution infobase. Off of the ACON directory is an ACONTXT subdirectory where necessary files are stored. This infobase is updated whenever the Constitution is updated.

Files:

ACONMTXT.DI	The definition include file: contains tab settings and the infobase definition filename
ACONMTXT.DEF	The infobase definition file: contains level and field names, styles, etc.
ACONMTXT.BAT	Contains the commands to run the fsrs, create and bind
ACONM.FSR	The first search and replace file run against the ASCII data. Deletes the annotations.
ACONM-2.FSR	The second search and replace file run against the ASCII data.

ACONJUMP.FSR	The third search and replace file run against the ASCII data, it contains jumplink codes.
ACON.ASC	The ASCII data containing the constitution and annotations.

To create the infobase, map drive r: to LAA\_LDP/Views\_Dev:\acon\acontxt and run the ACONMTXT batch file.

Levels defined during FSR:

Constitution, Article, and Section

Fields defined during FSR:

Catch and Text

This infobase links to the Alaska Statutes.

**ADJR.NFO - The Administrative Journal**

Directory - LAA\_LDP/Views\_Dev:\adjr

The Admin Journal is maintained by the Lt. Governor’s office. It is updated weekly, either on Fridays or Mondays, depending on when we receive the week’s data from the Lt. Governor’s office (Carol Collins). The Lt. Governor’s office sends the weeks data to me attached to a cc:Mail message. The attachment is saved to the LAA\_LDP/USR:\LDPCKAL directory using the filename ‘aaj.asc.’ The aaj.asc file is edited to remove the last section regulations until we can devise a good format for this table.

This infobase is processed slightly differently than other infobases in order to speed up the infobase creation. The new data is copied from the LAA\_LDP/USR:\LDPCKALj directory. The current ADJR.nfo infobase is exported to a flat file named adjr.asc. The search and replace files are run against both files, appending the old infobase to the new data and the infobase is re-created.

Files:

ADJR.DI	The definition include file: contains tab settings and the infobase definition filename
---------	---

ADJR.DEF	The infobase definition file: contains level and field names, styles, etc.
ADJR.BAT	Contains the commands to run the fsrs, create and bind
ADJR.FSR	The first search and replace file run against the ASCII data. Deletes the annotations.
ADJR-2.FSR	The second search and replace file run against the ASCII data.
AAJ.ASC	The current week's ASCII file copied from a cc:mail message sent by the Lt. Governor's office.
ADJR.ASC	The Folio flat file created during the batch file's export.

To create the infobase, map drive r: to LAA\_LDP/Views\_Dev:\adjr and run the ADJR batch file.

Levels defined during FSR:

Catch

Fields defined during FSR:

Text

### **BILLT19.NFO - Bill Tracking and Information 19th Legislature**

### **BILLT20.NFO - Bill Tracking and Information 20th Legislature**

The 19th Legislature Bill Tracking is static. The 20th Legislature Bill Tracking infobase is updated nightly. The data (4 ASCII files: history.bas, multbill.bas, schedule.bas, subjects.bas) is downloaded from the mainframe BASIS nightly via FTP to the production web server. The files are FTPed to the LAA\_LDP file server and the infobase is created.

Levels defined during FSR:

MainMenu and Category

Fields defined during FSR:

Text

These infobases link to the measures, the journals, the committee minutes, and within itself.

### **CIT.NFO - Legislative Citations**

Directory - LAA\_LDP/Views\_Dev:\cit

The citations infobase is created yearly, after the end of session or before session starts. Ask Lucy (or citations person) for the completed citations for the just completed session. She usually has them on floppy disk. There are subdirectories off the cit directory with the name of the year. Make a subdirectory for the year and copy the WordPerfect files into that subdirectory. Make dirlist and cit search and replace files and modify the batch file to include the new year.

Since the data originates as WordPerfect document files, this infobase is created first using a WordPerfect filter, then exporting the resulting infobase. FSR's are then run against the flat file to place record codes where we want them, then re-created into an infobase.

Levels defined during FSR:

Year, DocName

Fields defined during FSR:

Text

### **CM15.NFO - Legislative Committee Minutes**

**CM16.NFO**

**CM17.NFO**

**CM18.NFO**

**CM19.NFO**

**CM20.NFO**

Directories - LAA\_LDP/Views\_Dev:\cm15

LAA\_LDP/Views\_Dev:\cm16

LAA\_LDP/Views\_Dev:\cm17

LAA\_LDP/Views\_Dev:\cm18

LAA\_LDP/Views\_Dev:\cm19

LAA\_LDP/Views\_Dev:\cm20

Except for CM20.NFO, these infobases are static and each directory contains ASCII files of the standing committee minutes, finance committee minutes, budget and audit committee minutes, and legislative

council minutes for that legislature as well as the FSRs and batch files to create them. CM20.nfo is updated nightly from data download via FTP from the mainframe to the production web server.

Levels defined during FSR:

Chamber, Year, Source, Date, Time

Fields defined during FSR:

Chamber, Year Source, Date, Time, Text

These infobases jump to the Alaska Statutes, the measures and the executive orders infobases.

Since Views and Bound Views require significant memory to display long records (and committee minutes are notoriously long), committee minutes are further broken into smaller records by the heading required when a bill is discussed. These record breaks are un-named.

### **DOSO.NFO - The Directory of State Officials**

Directory - LAA\_LDP/Views\_Dev:\doso

The Directory of State Officials is currently maintained by the Juneau Legislative Information Office in Word format.

To create the current DOSO, an infobase is created using the Views Word filter. The infobase is then exported to a Folio Flat File, FSRs are run against it and it is re-created.

Levels in the DOSO are created during the Word filter create and are called:

Heading 1, Heading 2, etc. through Heading 9.

No fields are created.

### **EXOR.NFO - Executive Orders**

Directory - LAA\_LDP/Views\_Dev:\exor

The Executive Orders infobase data comes from Legal Services when a new Executive Order has been accepted. An ASCII file of the document from Legal is created with markup manually inserted. It is appended to exor.asc.

Files:

EXOR.DI	The definition include file: contains tab settings and the infobase definition filename
EXOR.DEF	The infobase definition file: contains level and

	field names, styles, etc.
EXOR.BAT	Contains the commands to run the fsrs, create and bind
EXOR.FSR	The first search and replace file run against the ASCII data.
EXORJUMP.FSR	The second search and replace file run against the ASCII data, it contains jumplink codes.
EXOR.ASC	The ASCII data containing the executive orders.

To create the infobase, map drive r: to LAA\_LDP/Views\_Dev:\exor and run the EXOR batch file.

Levels defined during FSR:

Executive Order

Fields defined during FSR:

Text

This infobase links to the Alaska Statutes.

**JR15.NFO - Legislative Journals**

**JR16.NFO**

**JR17.NFO**

**JR18.NFO**

**JR19.NFO**

**JR20.NFO**

Directories - LAA\_LDP/Views\_Dev:\jr15

LAA\_LDP/Views\_Dev:\jr16

LAA\_LDP/Views\_Dev:\jr17

LAA\_LDP/Views\_Dev:\jr18

LAA\_LDP/Views\_Dev:\jr19

LAA\_LDP/Views\_Dev:\jr20

Except for JR20.NFO, these infobases are static. ASCII files were brought down from the mainframe. JR20.nfo data is downloaded nightly from the mainframe via FTP to the production web server.

Levels defined during FSR:

Chamber, Date, Daily Business, Index

Fields defined during FSR:

Chamber, Date, Year, Text

These infobases link to the Alaska Statutes, the measures, and the executive orders infobases.

### **LLIB.NFO Legislative Library Card Catalog**

This infobase is updated on demand. It is created from a WordPerfect document supplied by the Legislative Library personnel.

Levels defined during FSR:

CardNo

Fields defined during FSR:

Author, Category, Comment, Introduction, PubDate, Publisher, Subject, Title

### **LR97.NFO Legislative Resolves**

#### **LRPR.NFO**

These infobases are updated yearly during interim. The data comes from Legal Services in WordPerfect format. Macros are run against each document to insert markup and saved as ASCII text. Each year, the data from the previous year is incorporated into the LRPR infobase and a new infobase is created from the new resolves.

Levels defined during FSR:

Year, Resolve

Fields defined during FSR:

Resolve, SourceBill, SourceRoot, Year, Text

These infobases link to the Alaska Statutes.

### **LRAR.NFO Legislative Research Requests**

#### **LRRP.NFO**

These two infobases are updated on demand and contain basically the same data; however, the LRRP.NFO infobase contains confidential information which is not released to the public. LRRP.NFO is for use by Legislative Research only. The ASCII data is saved from the LRAR

COBOL program used by Research staff and retrieved from the LLS file server.

Levels defined during FSR:

File Number, Title

Fields defined during FSR:

Analysts, Attachment, Comments, DueDate, FinishDate, Keywords, Pages, RecordNo, Release, RequestDate, Requester, Status, Subject Description, SubjectNo, Title

### **LRAL.NFO Legislative Research Library Card Catalog**

This infobase is updated on demand from the Legislative Research staff. The ASCII data is saved from the LRAL COBOL program used by Research staff and retrieved from the LLS file server.

Levels defined during FSR:

Card Number, Title

Fields defined during FSR:

Author, Category, Comments, Publish Date, Publisher, Subject, Title

### **ME13.NFO Measures**

### **ME14.NFO**

### **ME15.NFO**

### **ME16.NFO**

### **ME17.NFO**

### **ME18.NFO**

### **ME19.NFO**

### **ME20.NFO**

Except for ME20.NFO, these infobases are static. ME20.NFO is updated nightly during session. The data is stored during the day on the CAP/MEA:\FLATBILL file server and directory. These ASCII files are processed during the day as the House Chief Clerk and Senate Secretary number and send to the mainframe. The infobase is run nightly.

Levels defined during FSR:

Root, Bill

Fields defined during FSR:

FundingInfo, Heading, Introduced Date, Referred, Sponsor, Text

Groups defined during FSR:

House Bills, House Resolutions, House Measures, Senate Bills, Senate Resolutions, Senate Measures

**SL97.NFO Session Laws**

**SLPR.NFO**

These infobases are updated yearly during interim. The data comes from Legal Services in WordPerfect format. Macros are run against each document to insert markup and saved as ASCII text. Each year, the data from the previous year is incorporated into the SLPR infobase and a new infobase is created from the new resolves.

Levels defined during FSR:

Year, Chapter

Fields defined during FSR:

Chapter, ActionDate, EffectiveDate, Source, Year, Text

These infobases link to the Alaska Statutes.

**STAT1993.NFO Alaska Statutes, Annotated**

**STAT1994.NFO**

**STAT1995.NFO**

**STAT1996.NFO**

**STAT1997.NFO**

These infobases contain the Alaska Statutes for each year. Many different infobases link to them, for example, the measures. They are static. Each year, a mainframe tape arrives from MICHIE/Butterworth with the data. It is uploaded to the mainframe, marked up and downloaded via FTP to the production web server in ASCII format. FSRs are run against the ASCII data and an infobase is created. The infobase is updated on an irregular basis by the Legal Services Division.

Levels defined during FSR:

Title, Chapter, Section

Fields defined during FSR:

AG Opinions, Amendment Notes, Article Notes, Catch, Collateral References, Decisions, Delayed Action, Editor s Notes, Effective Date Notes, History, History Reports, Revisor s Notes, Text, and Cross References

Groups defined during FSR:

Each Title is a group (title01 through title47), each Chapter is a group (chapter0101 through chapter4799) and each Section is a group (section0101001 through section4799999).

These infobase link within themselves.

**STATTX93.NFO, STATTX94.NFO, STATTX95.NFO, STATTX96.NFO, and STATTX97.NFO** are infobases created from the statute data which are unannotated. These are the infobases we put on the Folio web server and give in ASCII format to members of the public who request it. A Folio FSR is run against the statute ASCII data which removes all annotations and marks the flat file with Folio codes. The text-only statutes infobase is then created.

Levels defined during FSR:

Title, Chapter, Section

Fields defined during FSR:

Catch, Text

Groups defined during FSR:

Each Title is a group (title01 through title47), each Chapter is a group (chapter0101 through chapter4799) and each Section is a group (section0101001 through section4799999).

These infobase link within themselves.

Sections of the statutes are used with the ALT-B program which Legal uses to automatically insert sections in WordPerfect documents. These sections are originally gotten from the STATTX97.NFO infobase.

Anytime the statutes are updated (either with a new tape or after Legal makes any changes):

Open the STATTEXT infobase in Views.

Block and highlight the entire infobase.

Choose File, Save As. Select the File Type of Generic Text (\*.\*). Select drive s: (the LAA\_JNU/Views: volume) and the directory \flatstat. Type the filename 'stattext.txt.' Click OK.

It will take some time for Views to export the infobase. When it is done, you will need to run the Breakup.exe program to extract each section to its own ASCII file. This is a Windows program which copies from stattext.txt each section into its own file on the LAA\_JNU/Views:\flatstat server and directory. When breakup.exe has finished, copy the files to the flatstat directory on the Views volumes on both the LLS and CAP file servers.

**UNIR.NFO Uniform Rules**

This information is rarely updated. Originally, it came from the mainframe in ASCII format.

Level defined during FSR:

Rule

Fields defined during FSR:

Catch, Text

**VOTEREG.NFO Voter Registration List for the State of Alaska**

This data is provided to the legislature from the Division of Elections. It is downloaded from the mainframe in ASCII format. A C program is run against it to reformat it, then FSR are run to provide Folio markup and the infobase is created.

Each individual is a record containing the full name, mailing address, district, party, and sex.

Fields defined by FSR:

Party, District, Sex

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	
<b>Date</b>	11/05/97
<b>File Name</b>	Intv_IS06.doc

<b>Customer Participants</b>	<u>Bill Hawk</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions asked during the interview

1. What kind of information is stored and where (which platform) for the use of the following applications:

a) TELE (inquiry/display of LIO hearings, constituent meetings, non-legislative teleconferences - mainframe)

*Documented in the Erwin diagram representing the current system. Also look under the title teleconference.*

b) LTNS (teleconferencing update system – mainframe)

*Documented in the Erwin diagram representing the current system. Also look under the title teleconference.*

c) POMS (Public Opinion Message System – mainframe)

*Documented in the Erwin diagram representing the current system. Also look under the title Public Opinion Message System.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	
<b>Date</b>	11/06/97
<b>File Name</b>	Intv_IS07.doc

<b>Customer Participants</b>	<u>Bill Hawk</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions asked during the interview

#### 1. SQL scripts related questions

##### a) Teleconference tables missing from script:

- i) LAC
- ii) LHP
- iii) LID

*Not all tables exist in the Internet version since that version provides only browsing for the time being and no updating.*

##### b) BASIS tables

##### i) STA – need it in the BIL table documentation

*Not all tables exist in the Internet version since that version provides only browsing for the time being and no updating.*

##### ii) BIL

##### (1) flg1 & 2 – not in pg. 4 of blue manual

*A photocopy of the documentation was delivered.*

##### (2) What is status-sum-code ????

*It is not Used.*

##### c) Is there one for POMS?

*File e-mailed – Only Internet files contained since no update is currently done from the Internet.*

**2. What kind of information is stored and where (which platform) for the use of the following applications:**

**a) EXC (excused absences for legislators - mainframe)**

*Need to ask Marshall Slater.*

**b) ALT-B (cut & paste program) – does it store any data?**

*No, the program just retrieves data stored by other programs. There are two versions of that program:*

- i) The version accessing information from the mainframe.*
- ii) The version accessing information from the LAN. LRS uses a limited version of ALT-B that gives them access only to:*
  - (1) Alaska Statutes*
  - (2) Bill Title*
  - (3) Constitution*

*From the process point of view ALT-B provides the following options:*

	<b>Mainframe</b>	<b>LAN</b>
<i>Alaska Statutes</i>	<i>See Interview 12</i>	<i>See Interview 12</i>
<i>Bill Title</i>	<i>From the BIL table.</i>	<i>Extracted from the file FSR utility prepares to create the Folio DB.</i>
<i>Journal Text – Backup</i>	<i>Entered in this platform</i>	<i>Copied from mainframe</i>
<i>Legislative Calendar</i>	<i>Entered in this platform</i>	<i>Copied from mainframe</i>
<i>Conference Committee</i>	<i>Entered in this platform</i>	<i>Copied from mainframe</i>
<i>Short Title Extract</i>	<i>Entered in this platform</i>	<i>Copied from mainframe</i>
<i>Journal / Calendar</i>	<i>Entered in this platform</i>	<i>Copied from mainframe</i>
<i>Limbo list (Senate)</i>	<i>See Interview 12</i>	<i>See Interview 12</i>
<i>Constitution</i>	<i>See Interview 12</i>	<i>See Interview 12</i>
<i>Uniform Rules</i>	<i>See Interview 12</i>	<i>See Interview 12</i>
<i>Sponsor of Bills</i>	<i>Entered in this platform</i>	<i>Copied from mainframe</i>

<i>Senate ALT-B H-JRNL - This is an option that allows the Senate to extract information from the House's Journal.</i>	<i>Entered in this platform</i>	<i>Copied from mainframe</i>
<i>Schedule Announcements</i>	<i>Entered in this platform</i>	<i>Copied from mainframe</i>
<i>Limbo List (House)</i>	<i>See Interview 12</i>	<i>See Interview 12</i>
<i>Statute Retrieval</i>	<i>See Interview 12</i>	<i>See Interview 12</i>
<i>BASIS to P/C Print</i>	<i>Prints screen information on the printer</i>	

*In the table above the first column contains the ALT-B options and the second and third the platform where the data originated from.*

**c) Bill Print**

*Need to ask Marshall Slater. In general however the following holds: The Print shop uses proprietary equipment that accept as input a non-upgradable postscript format. The also use a VB program in order to make easier the selection of bills.*

**3. Are the following programs accessing information which is not discussed in the following systems: BASIS, BASU, SCHU, SCHD, POMS, LTNS?**

**a) House/Senate Journals**

*The original information is stored in Word Perfect. Using a WP macro the information is converted in a format used to load it in the mainframe. The data are stored in the BASIS tables (documented in the Erwin diagram of the current system).*

**b) Committee Minutes**

*The original information is stored in Word Perfect. Using a WP macro the information is converted in a format used to load it in the mainframe. The data are stored in the BASIS tables (documented in the Erwin diagram of the current system).*

**c) Weekly Status Reports**

*Information comes from the BASIS tables (in the mainframe).*

**d) Final Status/Bill History reports**

*Information comes from the BASIS tables (in the mainframe).*

**e) Voting History report**

*Information comes from the BASIS tables (in the mainframe).*

**f) Session laws/Alaska Statutes**

*Need to ask Marshall Slater.*

- 2. In the ALDEX workflow the Revisor has to update the mainframe tables using BASU. So, subject entries, title and sponsor are updated before the final copy is given to the Chief Clerk or Senate Secretary. Why then ALT-B does not do this?**

*In that case the scenario works fine. However when the title of the bill is amended, there is a two to three day time interval before LRS makes an update to the bill title using BASU. In that case the Chief Clerk and Senate Secretary have the old bill title and if this is not noticed on time, the Journal may be produced with wrong information.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	Miscellaneous
<b>Date</b>	11/18/97
<b>File Name</b>	Intv_IS08.doc

<b>Customer Participants</b>	<u>Bill MacCauley</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions asked during the interview

#### 1. What is the policy on machines to support the Chamber?

*There is no policy on PCs to support the Chambers. Within the last several years there have been a couple of attempts to do so, but our Legislators were not interested in spending the money.*

#### 2. Is there a plan or a separate machine on the Chamber, the Committee, the office OR for one laptop that may be carried to any place needed?

*There is no PLAN to implement notebook PCs anywhere in the Legislature. A few Legislators have purchased notebook PCs with funds available through their leadership funds (Senate President, House Finance Co-Chairs, etc.). They have done this individually and we support those notebook PCs.*

#### 3. What applications are to be implemented in the near future?

*The Top Priority is to fully remove all mainframe applications and replace them with WAN/LAN based applications. This means BASIS, POMS and the Teleconferencing System.*

*Future applications are to be integrated -if at all possible- into one environment. Among these would be:*

*1. Committee Processing (Scheduling, bill tracking, hearing management, public interface)*

*2. Bill Packets*

*3. Document Distribution*

**4. In which platform are they going to be?**

*I envision all future applications to be consolidated into a single platform and database environment to be determined within the current fiscal year (MS SQL, NetWare?, Windows NT?, UNIX?).*

*Information delivery should be independent of desktop platform. It appears that Netscape Communicator is an excellent universal client software.*

**5. What will be the source of data for new applications?**

*Sources of data by application (this is my first attempt at listing the sources - there will probably be others):*

*1. Committee Processing:*

*Committee Chair, Committee members, Committee Aides (Committee Secretary), LIOs, Chief Clerk & Senate Secretary.*

*2. Bill Packets:*

*Bill Sponsors, Legal Services bill drafting, Journal, Committee Hearings*

*3. Document Distribution:*

*All documents should be provided in a portable format for delivery to others, including the public.*

**6. Is there a report plan that documents what kind of reports need to be run and how often (weekly, monthly, yearly and at the beginning and end of session)?**

*There is no report plan. See Marshall Slater, Bill Hawk, Suzi Lowell and Nancy Quinto, and Legal Services for all such reports.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	
<b>Date</b>	
<b>File Name</b>	Intv_IS09.doc

<b>Customer Participants</b>	<u>Bill Hawk</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions asked during the interview

#### 1. SQL scripts related questions

##### BASIS tables

##### i) COM

(1) What is the com\_days attribute? It is not in the mainframe table definition.

*This attribute contains the days of the week that the committee meets. Example: "M\_W" for Monday and Wednesday.*

##### ii) WOX

(1) Wo-date: The date the work order information arrived to be entered in the system. Is that true?

*Yes.*

##### iii) ACT

(1) What is the act\_class?

*If an action occurs, there is special handling regarding the action. This attribute is fully documented in page 7 of the "BASIS UPDATE SYSTEM" photocopy of the documentation provided (item 51).*

##### iv) WOT

(1) What kind of information does the table contain?

*Not used.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	Information stored on the Mainframe and other issues
<b>Date</b>	11/11/97 & 11/17/97
<b>File Name</b>	Intv_IS10.doc

<b>Customer Participants</b>	<u>Marshall Slater</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions asked during the interview

1. Please provide information about the processing done on the tape containing the Alaska Statutes when delivered by MICHIE Co. It does not contain the STAIRS markup that FSR uses to translate to Folio markup?

*No, the initial format is NOT in STAIRS. As an example three asterisks at the beginning of the line may denote that the line contains markup information. Samples for both cases (MICHIE and STAIRS exist in the given documentation).*

2. How is an electronic copy of a drafted amendment is transferred to the Chief Clerk and House Secretary? There was a comment from Nancy Quinto that it was changed last year.

*When there is time pressure, the copy is done manually and not using ALDEX, no matter what document must be transferred. In the case of an AMENDMENT drafted by LRS the exact process is not known.*

3. What are the communication speeds on the Network (ATM, X25, ISDN, T1, DialUp)

*There is no ATM.*

*Currently they are connected at 100Mbit/sec to DIS. There is a T3 line going from DIS to Anchorage and Fairbanks but the topology is not verifiable at this point.*

*They use a 56Kbps from every other LIO to Anchorage and Fairbanks.*

*However, both T3 and these 56Kbps lines are not dedicated to legislative purposes. Other Agencies use them too.*

*They do NOT use any ISDN or X.25 connections. In Juneau, Anchorage, and Fairbanks they run the NetWare Connect software from Novell. Each site has (4) 33.6 modems for both dial-in and dial-out capability.*

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	Other systems except Folio databases
<b>Date</b>	11/10/97
<b>File Name</b>	Intv_IS12.doc

<b>Customer Participants</b>	<u>Kristinne Lewis</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions asked during the interview

1. If someone wants to use an Infobase, is it necessary to copy that to the local machine or it may be accessed from the server?

*A copy is not necessary. One may access that from a share drive of the network. Also, there is no limitation regarding the number of the users accessing the Infobase except from those imposed by the network.*

2. Questions regarding the given documentation:

- a) General comment: the “catch’ is a term depending on the context?

*It is another name for the title. It is the short explanation, usually a single phrase, explaining the content of a title, chapter, article or section of the Statutes, the Administrative Code or the Constitution.*

- b) Alaska Constitution – AG notes (pg.5)

*AG stands for Attorney General.*

### **ALDEX SIGN-ON & SECURITY TABLE**

03 TO BE MAINTAINED BY THE LEGAL SERVICES SYSTEM ADMINISTRATOR

05 The sign-on must be in the table to have any access at all to ALDEX.

10 The 2nd & 3rd position of the sign-on specifies the user group.

11 LS=Legal Services

12 SS=Senate Secretary  
 13 CC=Chief Clerk  
 14 PS=Print Shop  
 15 DP=Data Processing  
 16 LW=Dept of Law (If & when they are allowed on for doc.transfers)  
 26 The access string following the sign-on's indicates the sub-group  
 27 A 1 in the respective position indicates the user is a member  
 28 Once in this table, do not delete a sign-on when the person leaves,  
 29 put a '1' in Pos12 of the access string.  
 30  
 32 Pos01=Front Desk  
 33 .Pos02=Editor  
 34 ..Pos03=Production  
 35 ...Pos04=Revisor  
 36 ....Pos05=Attorney  
 37 .....Pos06=May be Assigned to Work Orders or be A Drafter  
 38 .....Pos07=System Administrator  
 39 .....Pos08=Senate Secretary  
 40 .....Pos09=Chief Clerk  
 41 .....Pos10=Print Shop  
 42 .....Pos11=Dept of Law  
 43 .....Pos12=Disabled (1=prior access, now disabled)  
  
 ...Initials Used as a Drafter  
 . ...Last Name(14)  
 . . ...Fi & Mi  
 . . .  
 50 123456789012 . . .  
 ..... . . .  
 LLSC LMB 100001100000 LMB Barnes LM  
 LLSC GLC 100000000000 Collins GL  
 LLSC PLM 100000000000 Lamonica PM  
 LLSC CLB 100000000000 Brock KB

## State of Alaska

## Requirements Analysis

LLSCJDR	100000000000	Ripley	JB
LLSCPAR	011000000000	Rose	PA
LLSCJHB	011000000000	Bryson	JH
LLSCNEM	001000000000	Marshall	NE
LLSCLMR	001000000000	Reishus	LM
LLSCMAH	001000000000	Hamilton	MH
LLSCDAM	001000000000	Murphy	A
LLSCGID	001000000000	Dove	G
LLSCOIL	001000000000	Locher	O
LLSCRCT	001000000000	Turner	R
LLSCDRD	000111000000	DRD Dierdorff	DR
LLSCPAM	000111000000	PF Finley	P
LLSCJPC	000111000000	JPC Crawford	P
LLSCTBC	000011000000	TBC Cook	TB
LLSCTLS	000011000000	TLB Bannister	TL
LLSCRAB	000011000000	RAB Bradley	RA
LLSCJBC	000011000000	JBC Chenoweth	JB
LLSCRAG	000011000000	RAG Glover	RA
LLSCTER	000011000000	TC Cramer	T
LLSCMFF	000011000000	MFF Ford	MF
LLSCTML	000011000000	TML Lauterbach	TM
LLSCGEM	000011000000	GU Utermohle	GE
LLSCGPL	000011000000	GPL Luckhaupt	GP
LLSCSGR	100000000000	Rowland	SG
LLSCSTU	000011000000	Rowland	SG
LSSCXFR	000000010000	Sen Secretary	
LCCCXFR	000000001000	Chief Clerk	
LPSCXFR	000000000100	Print Shop	
WPFCXFR	000000000010	Dept. of Law	
LDPCKSG	000000000010	Dept. of Law	
LLSCDMO	111111100000	DMO Demo	LS

**Documentation on LPERs (Legislative Personnel Resource System)**

Personnel staff do duplicate data entry: once into AKPAY, once into LPERS.

\* Employee Name (Legislators' names included in LCR)

\* Social Security Number (Legislators' social security numbers included in LCR)

Status (Active, Inactive)

Merit Anniversary Date (1) (2) (3)

Medicare (Y/N)

Nickname

Birthdate

No. Positions

Merit Anniversary Date Maximum

Position Information

Warrant Delivery Info (this information is not entered into AKPAY)

Warrant Route

Warrant Authorization (Y/N)

Warrant Location

Leave (Y/N)

Position Percent

\* Collocation Code (used in LCR)

\* Ledger Code (used in LCR)

- Position Location
- Pay Schedule
- Employer Name (Can be a legislator name)
- Employer Address (office location)
- Employer Type (LAA, LEG, LFD, OMB)

\* Employer Phone (Can be legislator office phone number)

Employer Zip

Job Class

FR/PR/PS (full time, part time, part time seasonal)

\* Actual Title (Senator, Representative, Analyst/Programmer, etc.)

Actual Range/Step

Position Control Number

Months

Budget Title

Budget Range/Step

Employment history is maintained:

Date

Action (Appointment, Promotion, Merit Increase, etc.)

Leave (Y/N)

Range/Step

Comments

The Actual Title and Actual Range/Step and the Budget Title and Budget Range/Step come from the same table, but may be different for an individuals record.

\* Indicated information which may be duplicated in LCR or in BASIS in some instances.

***Documentation on LCR (Legislative Compensation Reporting System)***

Data is loaded into LCR from AKSAS and AKPAY, the State's accounting and payroll systems. It is required that compensation be entered into these programs.

Date downloaded from AKSAS and/or AKPAY....

\* Ledger Code (associated with a legislator)

\* Employee Name

Process Date

Account Code

Vendor Code

Vendor Name

Warrant Number

Warrant Amount

Date Processed

Transaction Code

\* Collocation Code (same collocation code used by personnel in LPERs)

Fiscal Year

Program Code

Vendor Information:

Vendor Code

Vendor Status

Vendor Name

Descriptive Vendor Name

This information is input by Accounting...

Purpose

Dates Claimed

Year Claimed

TR Number

Session Status

Travel for Legislator

Travel for Spouse

Travel for Children

Per Diem for Legislator

Per Diem for Spouse

Per Diem for Children

Mileage for Legislator

Travel info: Departure Location, Destination, Other Destination

Per Diem

Mileage

Travel

Phone

Other

\* Legislator Info:

Name

House (H/S)

Vendor Code

Social Security Number

Total Salary (per year)

Taxable Wages

Tax Plan (accountable or non-accountable)

Allowance

This information is automated by or part of the LCR program....

Edit Date

Account Description (determined by the Account Code Information Table)

Reportable Income (Y/N)

Account Code Information (a table describing account codes)

**\*\*Report Type (1=short term, 2=long term, 3=Move, 4=Session, 5=Reimbursement, 7=None)**

**\*\*Payment Type (1=Leg/LAA, 2=Leg/LB&A, 3=Leg/Leg. Finance, 4=thirdparty/LAA, 5=thirdparty/LB&A, 6=thirdparty/Leg. Finance, 7=unknown)**

**\*\* This information is determined by the Account Code....**

**\* Indicated data may be duplicated in LPERs.**

<b>Project</b>	Alaska
<b>Sub-Project</b>	Information Systems
<b>Subject</b>	Box Track & inventory System
<b>Date</b>	11/24/97
<b>File Name</b>	Intv_IS13.doc

<b>Customer Participants</b>	<u>Kristinne Lewis</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Material Provided

INVT -- Legislative Inventory System

The inventory system is used by Data Processing to track computer equipment. It is a mainframe program.

Device Type  
 Serial Number  
 State ID Number  
 Status  
 Location:  
     City  
     Building  
     Room  
 Assigned to  
 Date  
 Action  
 Tracking Number  
 Comments  
 Operator Code

BOXTRACK -- Legislative Office Move Tracking

Boxtrack is a stand-alone PC program which tracks the boxes (computers and file boxes) moved twice a year between the Capital and home offices. Each stage of the move is entered into the program.

Office Number  
 Office Name  
 Pickup Location  
 Delivery Location

Van Load At  
Van Unload At  
Total Packed  
Total Staged  
Total Loaded  
Total Off-loaded  
Total Delivered  
Step  
Van Number  
Box Number

Much of the moving process is manual labor.

1. DP staff go to each office with Box Labels containing the office number, office name, and box number. They pack the computers and label each box (both computer and file boxes). They fill out a prepared form for each office noting the number of file boxes and computer boxes. For each computer component packed, the State ID number is noted on the form beside the components' box number.

2. Supply and DP staff move the boxes to a staging area where totals are verified, then on to a van. As each box goes on the van, another form is filled out noting each box number.

3. As the van is unloaded, a form is filled out noting each box number as it comes off the van to a staging area.

4. An office form is filled out marking each box as it is delivered to the receiving office.

Every step is noted in the Boxtrack program, so that it can be tracked through the process. The office forms from steps 1 and 4 are used to perform data entry into the Inventory (INVT) program.

<b>Project</b>	Alaska
<b>Sub-Project</b>	Physical Data Configuration
<b>Subject</b>	Operating Systems Disaster Recovery plan Network Hardware
<b>Date</b>	11/10/97
<b>File Name</b>	Platforms_and_Network.doc

<b>Customer Participants</b>	<u>Bill Ellis</u>
<b>PYTHIA Participants</b>	Timos Labrinopoulos

### Questions to be asked during the interview

#### 1. NETWORK

##### a) Supply the network diagram. More specifically:

##### i) The WAN diagram including remote sites showing:

##### (1) Network equipment

*The WAN is under reconstruction, so the current diagram is obsolete.*

##### (2) Communication speeds (ATM, X25, ISDN, T1, Dial Up)

*Need to ask Marshall Slater.*

##### ii) What is the WAN's bandwidth?

*The WAN is under reconstruction so a bandwidth cannot be provided at this point of time.*

##### b) The LAN diagrams on each site showing:

##### i) Network equipment

*Two diagrams were provided showing:*

- *The LAA Juneau Ethernet Backbone (which includes the Capitol "Penthouse", the State Office building and the Goldstein Building where LAA resides).*

- *The LAA Juneau Capitol Ethernet.*

**ii) Cabling Type**

*Shown in the above diagrams.*

**iii) Users per segment**

*Question must be asked at a later stage.*

**iv) NIC card types**

*Question must be asked at a later stage.*

**c) Are there any redundant links?**

*Question must be asked at a later stage.*

**d) Network Protocols:**

**i) Is TCP/IP used?**

*Yes.*

**ii) Is IPX/SPX used?**

*Yes.*

**e) Regarding the Network load:**

**i) Is there any response time issues?**

**ii) Are there any future projects that will increase network load?**

*Each legislator's office will be upgraded from Local Talk network they have now (.2~.3 Mb/sec) to a 10Mbit/sec network. However provisions to accommodate the resulting load have been made and shown to the given diagrams. There are sixty (60) offices that will be upgraded.*

**iii) What are the plans for increasing the number of clients per location?**

*The entire network is under reconstruction. So, these questions must be asked when the new network is in place.*

**f) Regarding Network reliability:**

**i) How many network outages occurred during the last six months?**

**ii) How much was the duration of each one?**

**iii) What was the cause in every case?**

*See answer above.*

**g) Regarding Network Security.**

- i) **Alaska has 21 Proteon DNX-300 Routers, each with a CSU/DSU for frame relay. Please outline what protocols the Proteon can handle and how the TCP/IP ports are restricted if the Proteon is configured as a firewall. An example is that SQL Server uses 1433 as a port (which may change if necessary).**

*These routers are going to be replaced by Sisco routers. The Legislative Affairs Agency does not have direct access to Internet. Their access is done through DIS. The firewall allows only:*

1. *www*
2. *mail*
3. *selective Telnet*
4. *ftp*
5. *some other ports.....*

*To change any settings on the firewall one has to apply to DIS. The application takes about thirty days to process.*

*Stan Herrera (Network Services manager at DIS) provided the information regarding the firewall (may be reached at 465-57998).*

- ii) **Is the WAN side service public (i.e. "the Internet") or a leased line to the Juneau DIS?**

*?????*

## **2. DISASTER RECOVERY**

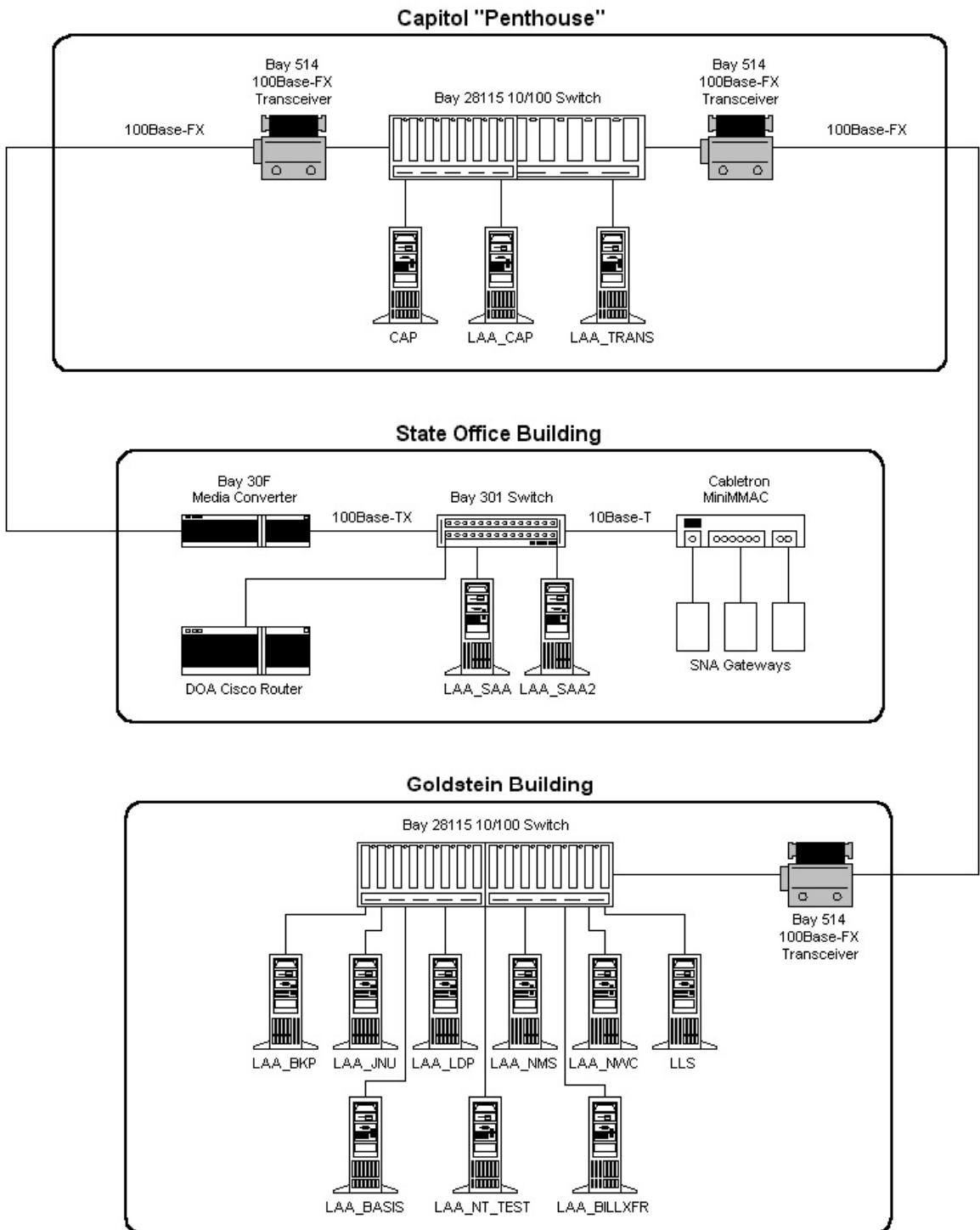
- a) **Please provide a copy of the disaster recovery plan for each site.**

*There is no such plan in Juneau.*

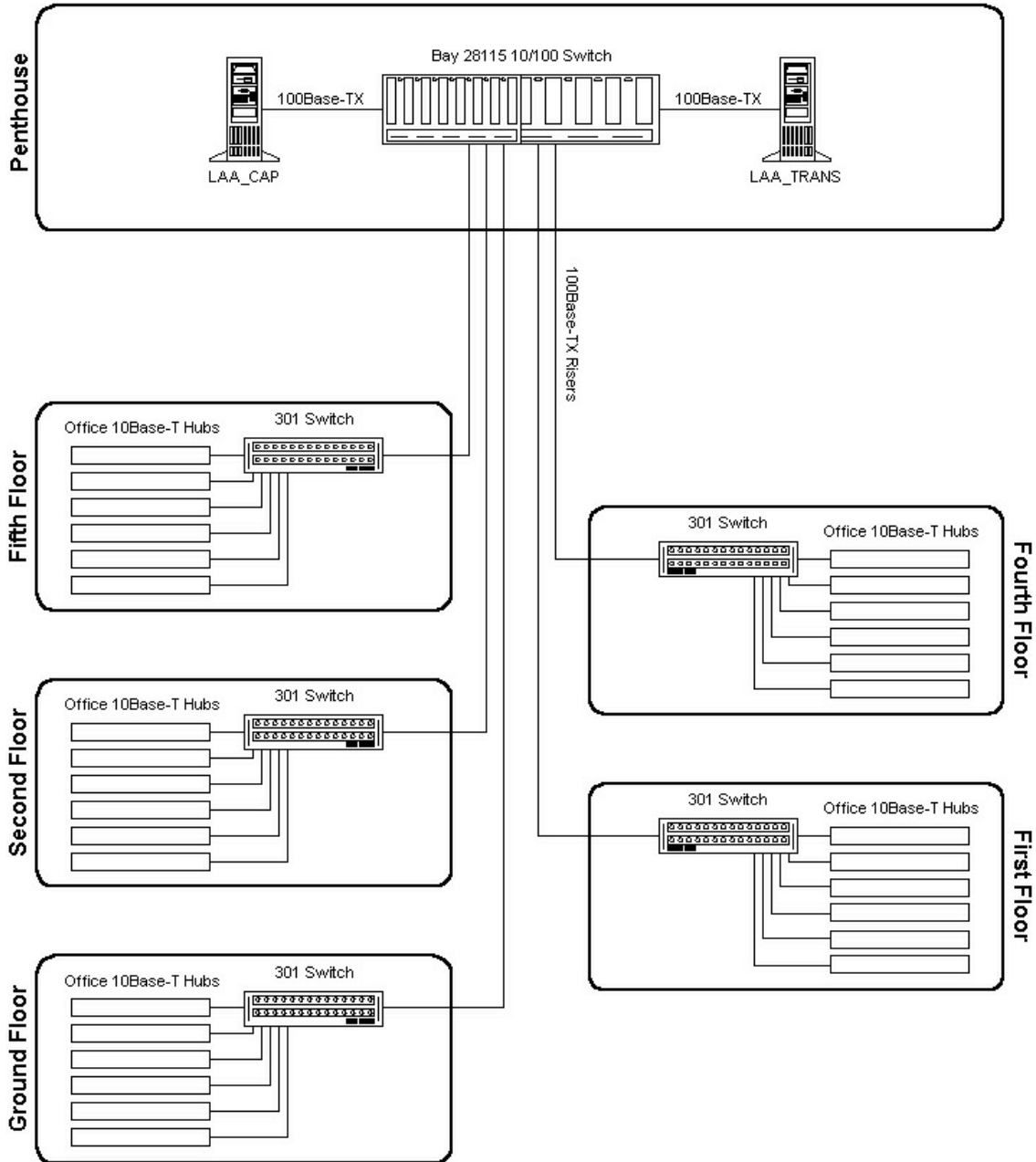
- b) **When was the last date tested?**

- c) **What were the results of the test?**

### LAA Juneau Ethernet Backbone



### LAA Juneau Capitol Ethernet



## Folio Views

### ***Definition***

What is an Infobase? An infobase is a single-file electronic repository for large volumes of dynamic reference information that is primarily free-format or semi-structured and not well-suited for traditional databases. An infobase is to free-formatted information what a database is to structured data.

Infobases can contains links to points within itself as well as links to portions of other infobases. Many of the ALECSYS Infobases do link within themselves and to other infobases.

Infobases may contain Levels, Fields, and/or Groups, all of which can be searched.

Infobases may be personalized by an individual and the individual s changes, notes, or highlighters can be stored in their own shadow file. (This is only useful for static infobases.) A shadow file is a file linked to an infobase that contains only the individuals notes, changes, and/or highlighters.

### ***Versions of the Product***

There are three versions of the software related to an Infobase:

The Folio Views is used to create an Infobase. Version currently in use: 3.11.

The Folio Bound views allows a client to access the Infobase. Version currently in use: 3.1.

Folio Site Director 3.11 is used to serve the Infobases on a web server.

### ***How an Infobase is created***

Folio Views is used to put data in an Infobase. The process is as follows:

The input (ASCII) file is processed using a search and replace utility (FSR) to produce an output file.

During that search and replace process, a set of tag codes specified by the user is incorporated in the output file to mark-up the data. The search string has regular expression like form thus making it very powerful.

The output file create above is used to create an Infobase.

The database created above is bound. This process places a token inside the Infobase in order to allow other clients (that have Folio Bound views) to use it.

### ***Performance Issues***

Examples regarding the compression done and the time it takes to create an Infobase from a data file are given below:

Data	Initial Size (Mb)	Infobase Size (Mb)	Time Required (Min)
Journal	5.5	4.9	~14 Min
Minutes	20	12.5	~ 51 Min
Voting Registration	91.5	69.8	~ 2.5 Hours

### **Search Capability**

The product has extensive search capabilities. Except the ability to search within one Infobase one may open a number of Infobases and search across all of them.

The searching capabilities are noted in the table below.

Operator or Scope	Example
And	one two    one & two    one and two
Or	Me   you    me or you
Not	^him    not him    her ^ him
Exclusive Or (XOr)	apples ~ oranges    apples xor oranges
Phrase	“to be or not”
Single Character Wildcard	Wom?n    g??b?r
Multiple Character Wildcard	Work*    h*t*
Ordered Proximity	“vehicle license”/10 This query will return results if the word “license” is found within a ten words distance from the word “vehicle”.
Unordered Proximity	“vehicle license”@10
Stem (Word form)	Run%    great% It will return running, runner, etc. for the first example.
Thesaurus (Synonym)	flying\$    alteration\$
In Highlighters	[highlighter humor:marx   stooge]
In Fields	[field weapon: knife gun (club   bat)]
In Notes	[note: “have a phrase” & word]
In Popups	[popup: ^popsicles]
In Groups	[group animal: horse ~ cow & pig] [group desserts] and “ice cream”
In Levels	[level chapter: mary & joseph & jesus] [level scene/act iii.: arrows & noble]

***Porting Capability***

An Infobase may be copied on a CD (with or without the Folio Bound Views) and viewed from there in exactly the same way as if it was viewed from a hard drive.

***Updating Process***

Appending information in an Infobase puts the information at the end. The Table of contents (TOC) is not updated as the index is. As a result the TOC shows the appended information at the end where it may not belong.

***Personalized Data***

This option is not currently in use. The most important factor contributing to that is the fact that an Infobase is usually re-created and not updated.

***Software in use***

Data Processing maintains and uses all application currently residing on both the Mainframe and the LAN.

## Material Provided

Doc #	Title	Details
1	Legislative Services Agency Organizational Structure	
1	Agency Policies and Procedures	
2	Legislator's Handbook	
3	Uniform Rules: Senate and House Rules	Uniform Rules, Alaska State Legislature (200 <sup>th</sup> Leg.—First Session) [Contains some voting rules]
4	Bill Drafting Manual	1997 Manual of Legislative Drafting (Legislative Affairs Agency) [**See Part IV., Chapters 2 and 3]
5	Bill Request Tracking Forms	
6	Bill Transport Forms	
7	Sample Bills Introduced Enrolled, and Engrossed Versions of New and Amendatory Bills.	<p>Conference CS for House Bill No. 75 (CCS HB 75, Appropriations Bill)</p> <p>CS for House Bill No. 115(JUD) (CSHB 115(JUD), Amendatory Bill (20<sup>th</sup> Legislature—First Session)</p> <p>House CS for CS for Senate Bill No. 83(FIN) am H (HCS CSSB 83(FIN) am H), Amendatory Appropriations Bill (20<sup>th</sup> Legislature—First Session)</p> <p>Senate CS for CS for House Bill No. 76(FIN) (SCS CSHB 76(FIN)) (20<sup>th</sup> Legislature—First Session)</p> <p>Senate Bill No. 44 (SB 44), Amendatory Bill (20<sup>th</sup> Legislature—First Session)</p>
8	Sample "Specialty" Bills, including Appropriations, Supplemental Appropriations, Omnibus Bills, Reviser's Bills, Codification Bills.	
9	Sample Amendments, including Substitute Amendments and Constitutional Amendments.	
10	Sample Conference Committee Reports	

Doc #	Title	Details
11	Sample Resolutions and Memorials	House Joint Resolution No. 1 (HJR1) (20 <sup>th</sup> Legislature—First Session) CS for House Concurrent Resolution No. 1(WTR) (CSHCR 1(WTR)) (20 <sup>th</sup> Legislature—First Session) House Resolution No. 1 (HR1) (20 <sup>th</sup> Legislature—First Session) House Joint Resolution No. 5 (HJR 5) (20 <sup>th</sup> Legislature—First Session)
12	Sample Fiscal Notes	Two Samples
13	Sample Committee Meeting Notices, Agendas, meeting Minutes and Reports	
14	Sample Calendars	Second Session House Calendar for 29 <sup>th</sup> Legislative Day (Thursday, Feb 15, 1996), 19 <sup>th</sup> Alaska Legislature
15	Sample Journals	House Journal, 20 <sup>th</sup> Legislature, First Session, Friday, January 31, 1997, 19 <sup>th</sup> Day House Journal Supplement, No. 7, (Letters of Disclosure), Monday, May 5, 1997 Senate Journal, 20 <sup>th</sup> Legislature, First Session, Friday, April 18, 1997, 96 <sup>th</sup> Day Senate Journal Supplement, No. 2, (Letters of Disclosure), Friday, March 7, 1997 Senate and House Joint Journal Supplement, No. 9, (Address by Senator Ted Stevens before a Joint Session of the First Session of the 20 <sup>th</sup> Alaska State Legislature), Wednesday, April 2, 1997
16	List of Motions for Senate and House	
17	Sample Bill Status Reports	Alaska State Legislature: Final Status of Bills and Resolutions (for 18 <sup>th</sup> Legislature 1993-94) (Bill status report)
18	Sample Voting History Reports	
19	Sample Constituent Tracking Reports	

<b>Doc #</b>	<b>Title</b>	<b>Details</b>
20	Sample Session Law and Session Law Index page	
21	Sample Status	
22	Statute Naming Conventions, including the Uniform Commercial Code and the State Constitution	
23	Sample Administrative Code	
24	Administrative Code Naming Conventions	
25	Training Guides for all Legislative Applications	Look at items: 51, 51a,
26	Word Processing Macro and Application Program documentation	No
27	Photo-composition Formats and/or Interface Specification	No
28	Network Configuration Drawing	Miscellaneous RFP pages showing: <ul style="list-style-type: none"> <li>• Chart of Legislative Wide Area Network</li> <li>• Chart of LAA Ethernet LAN Backbone</li> </ul>
29	Network Security Procedures	
30	Disaster Recovery Procedures	
31	Help Desk procedures	
32	“Open Records” Law and/or Guidelines for Distribution of Legislative Information to the Public	
33	Address and Phone List for all project participants	
34	Governor’s Action Letters	
35	Messages	
36	Handbook for Legislative Employees	(LAA, 20 <sup>th</sup> Leg. 1997-8) [See chapter entitled, “Legislative Process in Alaska.”]
37	1997 Index to Session Laws, Resolves and Executive Orders	
38	Request for Technology Information (RFI)	(State of Alaska Legislative Affairs Agency, dated March 18, 1993) [**see Page 12 for a description of the BASIS system]
39	Folio Bound Views 3.1A QUICK START	(ALECSYS Infobase manual) (by Help Desk of Legislative Affairs Agency)

Doc #	Title	Details
40	Handy Guide for Legislative Staff (prepared by Legislative Affairs Agency)	A large blue loose-leaf book containing information on Accounting, Data Processing, Executive Director's Office, Information and Teleconferencing, Legal and Research Services, Maintenance, Personnel, Print Shop, and Supply.
41	Samples of Alaska Statutes	Title 13, Title 4, and Title 45  Laws of Alaska 1997—Chapter 97 (Source Bill was SCS CSHB 141(RES))  Laws of Alaska 1997—Chapter 104 (Source Bill was SCS CSHB 152(RLS))  Laws of Alaska 1997—Chapter 6 (Source Bill was SCS CSHB 101(JUD))
43	Work Order Request Form	another copy with TL's notes on it on 10/29/97
44	KEY WORDS USED IN WORK ORDER & OPINION SUBJECT INDEX	Supplied by LRS – <a href="#">Interview 1</a>
45	The Constitution of the State of Alaska (April 1995)	
46	TAKING WORK REQUESTS	Supplied by LRS – <a href="#">Interview 1</a>
47	Cumulative Table of Alaska Session Laws Amended, Added, Referenced or Repealed	Supplied by LRS – <a href="#">Interview 1</a>
<b>48</b>	<b>State of Alaska – Legislative Affairs Agency – Request For Proposals Number 300 – Alaska Legislative Computer System (ALECSYS)</b>	
49	ALDEX User's Guide	Supplied by LRS – <a href="#">Interview 1</a>
50	Memo to MICHIE Co. regarding the update of the Statutes	Supplied by LRS – <a href="#">Interview 2</a>
51	BASIS – Training Manual and User's Guide	
51a	BASIS UPDATE SYSTEM Documentation	Supplied by Bill Hawk – <a href="#">Interview 9</a>
52	Public Opinion Message System Form	Supplied by Bill Hawk – <a href="#">Interview 9</a> and Juneau LIO Office - <a href="#">Interview 24</a>
53	Report from the INV_LOC table of Inventory System	Supplied by Bill Hawk – <a href="#">Interview 9</a>
54	BASU Screen printout for the Division of Legal Services	Supplied by Bill Hawk – <a href="#">Interview 9</a>

<b>Doc #</b>	<b>Title</b>	<b>Details</b>
55	LRC display – Legislative Teleconference Network – Resource Control – It contains the data contained in the LRC table.	Supplied by Bill Hawk – <a href="#">Interview 9</a>
56	Index of Released Research Reports	Supplied by Maria Gladzizewski
57	Executive Order (No 96 – 9-GH2029.A)	Supplied by B.G.Jordan – <a href="#">Interview 20</a>
58	Memo & Regulation (993-97-0089)	Supplied by B.G.Jordan – <a href="#">Interview 20</a>
59	Drafting manual for Administrative Regulations (Oct. 95)	Supplied by B.G.Jordan – <a href="#">Interview 20</a>
60	Folio Views Query Syntax Summary	Supplied by Kristinne Lewis
61	Alaska Statutes sample in the format: <ul style="list-style-type: none"> <li>- received by MICHIE Co.</li> <li>- resulting after the process of the above (STAIRS format)</li> </ul>	Supplied by Marshall Slater – <a href="#">Interview 18</a>
62	Teleconference Scheduling Book (for 1996) used by LIO in Juneau.	Supplied by Lynn C. Morley & Becky Hulse – <a href="#">Interview 24</a>
63	Handouts prepared by the LIO Office in Juneau.	Supplied by Lynn C. Morley & Becky Hulse – <a href="#">Interview 24</a>
64	LTSN Material (printouts, reports etc.)	Supplied by Lynn C. Morley & Becky Hulse – <a href="#">Interview 24</a>
65	Legislative teleconference Network – Policy and Procedures Manual – User's Guide  This document contains (among others) information regarding the structure of the LTN (Legislative Teleconference Network), topology, limitations, lines per site, types of teleconferences and scheduling considerations.	Supplied by Lynn C. Morley & Becky Hulse – <a href="#">Interview 24</a>
66	Legislative teleconference Network System – LIO STAFF USER'S GUIDE  This document contains information on how to access and use LTNS, so it contains all the screens of the application and explanation for each attribute on the screen.	Supplied by Lynn C. Morley & Becky Hulse – <a href="#">Interview 24</a>
67	Legislative teleconference Network – Legislative Staff - User's Guide	Supplied by Lynn C. Morley & Becky Hulse – <a href="#">Interview 24</a>
68	Network information (as the network should be by January 1998)  Hardware information regarding Servers (the way they are now).	Supplied by Bill Ellis – as a follow up on <a href="#">Interview 16.</a>

<b>Doc #</b>	<b>Title</b>	<b>Details</b>
69	ALECSYS Infobase Documentation	Supplied by Kristinne Lewis
70	CD with ALECSYS Infobases	Supplied by Kristinne Lewis
71	Committee Calendar reporting committee meeting cancellation	Supplied by Lorene Godkin

## Current System

### ***Data Items and Relationships in the Overall System***

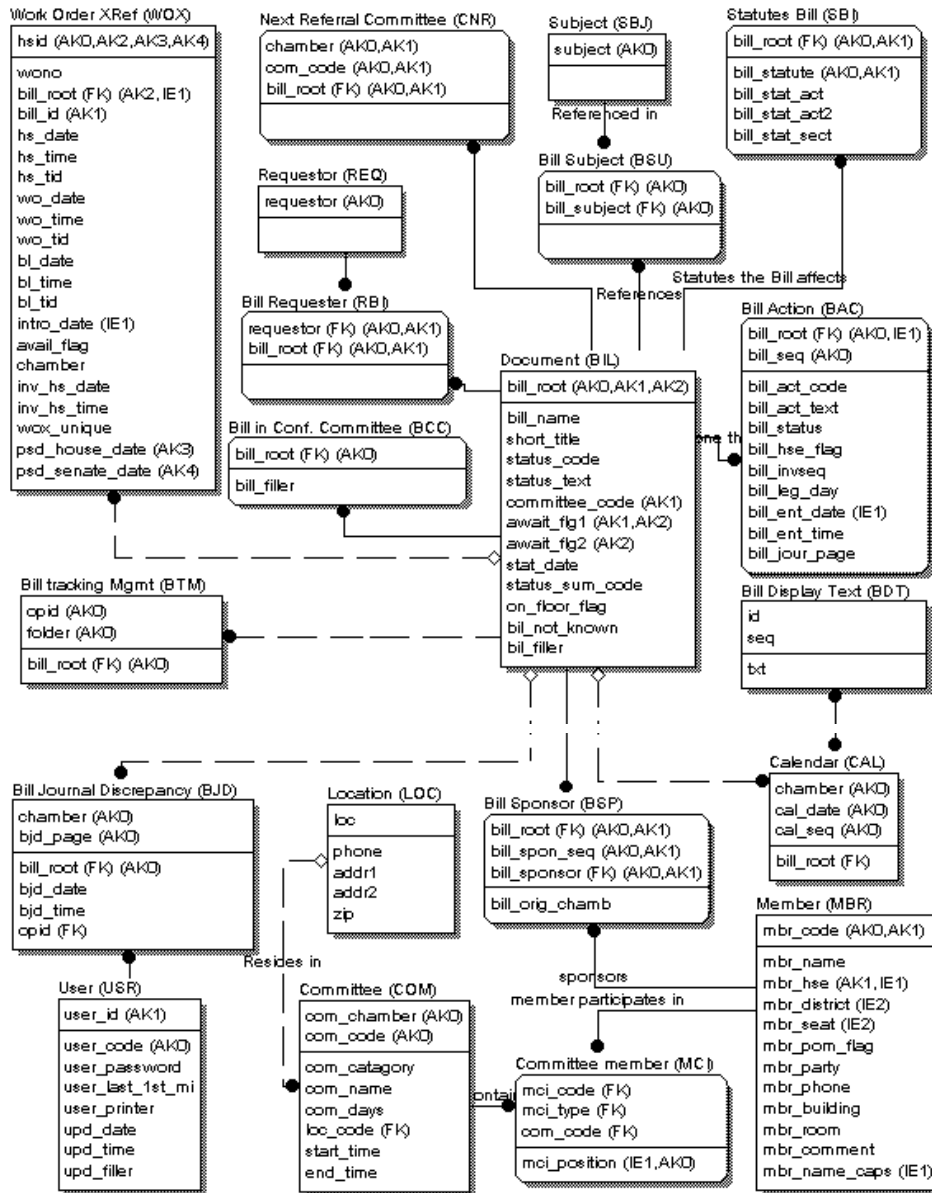
The applications that have to do with the legislative process were examined in order to find what kind of information is stored at any time in the system. The resulting documentation contains:

1. Entity Relationship diagrams showing
  - a) the data items found (attributes)
  - b) the way they are grouped together (Entities)
  - c) the relationships between them.
2. Explanation about the meaning of each Entity in the system.
3. Explanation of every attribute in the system.

The documentation is organized having in mind the current structure of the system and the way applications are designed. Information is provided in the following subject areas:

1. BASIS Main Tables
2. BASIS Update Tables
3. BASIS Update Maintenance Tables (BASU)
4. BASIS Bill Text
5. BASIS Journal Text
6. BASIS & SCHU – Committee Scheduling
7. Committee Minutes
8. Fiscal Notes and Appropriation Bills
9. Inventory
10. Public Opinion Message System
11. Teleconferencing
12. User ID System
13. Voting
14. Legislator Attendance

### BASIS Main Tables – Entity Relationship Diagram



**BASIS Main Tables – Entity Definitions**

Entity Name	Entity Definition
Bill Action (BAC)	This is the Bill Action Table.
Bill Journal Discrepancy (BJD)	It displays discrepancies between the Actions and the Journal. This may happen if some action is entered in BASIS but not the Journal or vice versa. This information is never displayed to the public. It is for the use of the Chief Clerk and the Senate Secretary only.
Bill Requester (RBI)	It is the Bill Requester Intersect. Contains information about who requested a bill. This kind of Information is provided by ALDEX, their bill drafting system.
Bill Sponsor (BSP)	Relates the Bill with its Sponsors.
Bill Subject (BSU)	IMPLEMENTATION NOTE: Caution for the new system: The subject may contain single quotes and ampersands.
Bill in Conf. Committee (BCC)	An entry in this table specifies that the Document is in a Conference Committee.
Bill tracking Mgmt (BTM)	Implements a Bill Tracking management tool. The user may define a folder and put bills in it so that they may be tracked. It is a very popular function of the system.
Calendar (CAL)	
Committee (COM)	
Committee member (MCI)	It is the Member Committee Intersect table. Contains the members of a committee.
Document (BIL)	Contains information about the Bill (Document) and its most recent version.
Location (LOC)	
Member (MBR)	Contains the Legislative Members
Next Referral Committee (CNR)	Contains only the next committee that the bill will go through. If the bill is scheduled to go through three committees only the first one is recorded here. There is no entry for the bill here if there is no next committee.
Requester (REQ)	Contains a list of all the current valid Requestors.
Statutes Bill (SBI)	It is the Alaska Statutes Bill Intersect table. Contains the Alaska Statutes portions affected by each Bill.
Subject (SBJ)	This is the BASIS subject information. This information corresponds to the ALDEX index.
User (USR)	
Work Order XRef (WOX)	Cross References the Bill information with the ALDEX information provided by ALDEX (their drafting system). It contains one entry for each version of the Bill.

**BASIS Main Tables – Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
bill_root bill_seq  bill_act_code bill_act_text  bill_status bill_hse_flag bill_invseq  bill_leg_day  bill_ent_date bill_ent_time bill_jour_page  id seq txt	Bill Action (BAC)            Bill Display Text (BDT)	A number in the range 1..9999. Identifies the sequence of actions that took place for a bill.  Copied text from the Action table (ACT). The user may change that.  Not used.  May be 'H' or 'S'.  It contains a number such that a descending order sorting may be done on the actions of the bill. The Bill_Seq provides the ascending order sort.  The legislative day the action took place. Must be in the range 1..121 according to the law.  Date and time the action took place  Journal page number where the action is recorded.
bill_root bill_filler chamber	Bill in Conf. Committee (BCC)  Bill Journal Discrepancy (BJD)	
bjd_page bill_root bjd_date bjd_time opid requester	Bill Requester (RBI)	This attribute contains the requester information as provided by the Drafting Agency. It may be: the Governor Budget and Audit Committee

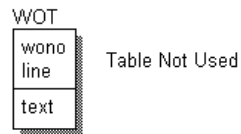
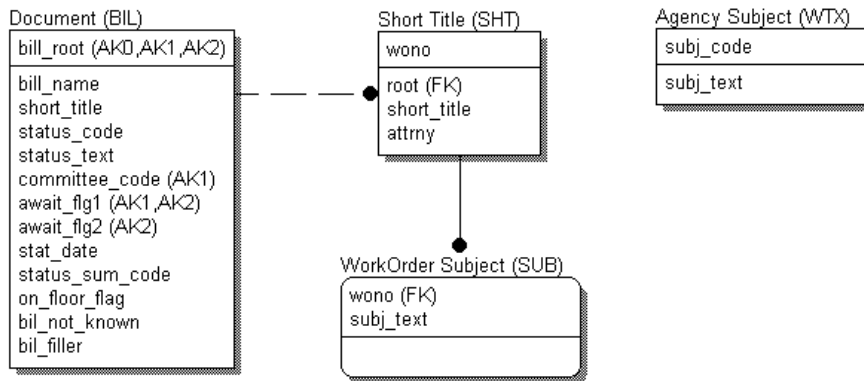
Attribute Name	Entity Header	Attribute Definition
bill_root bill_root	Bill Sponsor (BSP)	Legislative Budget and Council Legislative Ethics Committee a Legislator It is a list that may expand.
bill_spon_seq  bill_sponsor bill_orig_cham b	Bill Subject (BSU)	It is an attribute specifying the type (primary, secondary etc.) and order of the sponsor information for the bill. A note: a group of legislators may act as primary sponsor. In that case in the system, these are coded as P1, P2 etc.
bill_root bill_subject	Bill tracking Mgmt (BTM)	
opid folder bill_root chamber	Calendar (CAL)	That may be 'H' or 'S' Calendar date A sequence number for calendar items. It starts with one for each date.
cal_date cal_seq  bill_root	Committee (COM)	May be: a Bill root a pointer to a text title (from the BDT table)
com_chamber com_code com_catagory		Abbreviation of committee name. This attribute contains an alphanumeric value in order to allow sorting of the rows so that committees are printed in the following order: Standing Committees Finance Sub-Committees Joint Committees Conference Committees Special Committees
com_name		

Attribute Name	Entity Header	Attribute Definition
com_days		This attribute contains the days of the week that the committee meets. Example: "M_W" for Monday and Wednesday.
loc_code		
start_time		Contains the usual time that the committee meets. This is set once a year.
end_time		Contains the usual time that the committee end the meeting. This is set once a year.
mci_code	Committee member (MCI)	The member code.
mci_type		It is 'H' or 'S'.
com_code		It is the Committee Code.
mci_position		It is a two character code with the following values: 'CH' for Chairman 'CC' for Co-Chair 'VC' for Vice-Chair '02'...'99' for regular members.
bill_root	Document (BIL)	Contains the string that identifies a bill. Example: HB 124.
bill_name		
short_title		
status_code		FK from STA table
status_text		Copied text from the corresponding description in the STA table. The user may change it.
committee_code		It is blank or set to a committee code if the bill is in a committee.
await_flg1		See documentation of corresponding attribute (sta_await) in the Status (STA) table.
await_flg2		See documentation of corresponding attribute (sta_await2) in the Status (STA) table.
stat_date		Date that the last action took place.
status_summary_code		
on_floor_flag		It is a boolean. May be 'Y' or 'N'.
bil_not_known		Not used.

Attribute Name	Entity Header	Attribute Definition
bil_filler		
loc	Location (LOC)	It is a composite attribute. contains coded information about: the city the building the room
phone		
addr1		
addr2		
zip		
mbr_code	Member (MBR)	
mbr_name		
mbr_hse		
mbr_district		
mbr_seat		
mbr_pom_flag		Not Used
mbr_party		
mbr_phone		
mbr_building		
mbr_room		
mbr_comment		
mbr_name_caps		Capitalized name in order to facilitate search.
chamber	Next Referral Committee (CNR)	
com_code		
bill_root		
requester	Requester (REQ)	
bill_root	Statutes Bill (SBI)	
bill_statute		Contains the Alaska Statutes identification string. Example: 18.20.15.
bill_stat_act		May be: 'A' - for Amended 'R' - for Repealed
bill_stat_act2		Probable not used.
bill_stat_sect		Probable not used.
subject	Subject (SBJ)	
user_id	User (USR)	

Attribute Name	Entity Header	Attribute Definition
user_code		
user_password		
user_last_1st_mi		
user_printer		
upd_date		
upd_time		
upd_filler		
hsid	Work Order XRef (WOX)	This attribute is the concatenation of the Bill identifier (bill root) and the version identifier.
wono		
bill_root		
bill_id		
hs_date		The date the data was entered in the system.
hs_time		
hs_tid		
wo_date		The date the work-order information arrived to be entered in the system.
wo_time		
wo_tid		
bl_date		
bl_time		
bl_tid		
intro_date		Date the bill was introduced.
avail_flag		Not used.
chamber		
inv_hs_date		Not Used
inv_hs_time		Not Used
wox_unique		Not Used
psd_house_date		Date the bill passed the House.
psd_senate_date		Date the bill passed the Senate.

**BASIS Update Tables (BASU) – Entity Relationship Diagram**



**BASIS Update Tables (BASU) – Entity Definitions**

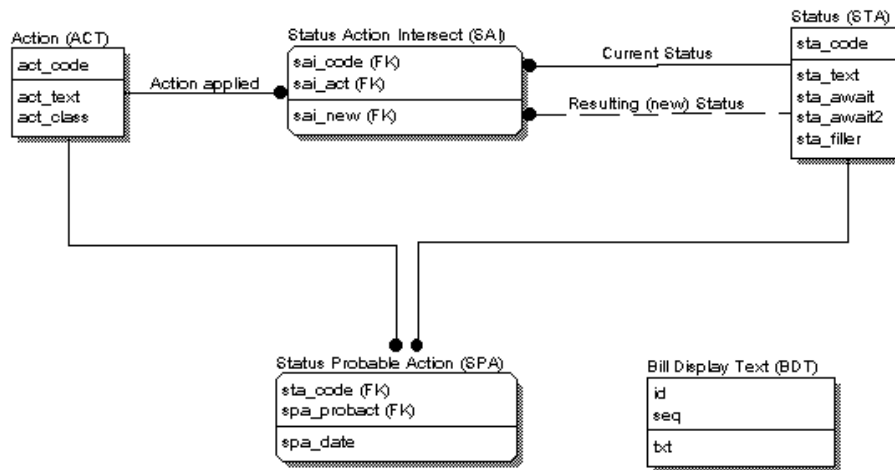
Entity Name	Entity Definition
Agency Subject (WTX)	This table contains all subjects maintained in the Agency Subject Index. It is a duplication from the ALDEX system. Information in this table is put manually and not electronically when a copy of the draft is made from the common Agency Directory to the Chief Clerk or Senate Secretary.
Document (BIL)	
Short Title (SHT)	
WOT	This is a table that is no longer used.
WorkOrder Subject (SUB)	Multiple entries may exist here for a specific Work Order.

**BASIS Update Tables (BASU) – Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
subj_code	Agency Subject (WTX)	Contains the string that identifies a bill. Example: HB 124.
subj_text	Document (BIL)	
bill_root		
bill_name		
short_title		
status_code		
status_text		
committee_code		
await_flg1		
await_flg2		
stat_date		
status_sum_code		
on_floor_flag		
bil_not_known	Copied text from the corresponding description in the STA table. The user may change it.	
bil_filler	It is blank or set to a committee code if the bill is in a committee.	
	See documentation of corresponding attribute (sta_await) in the Status (STA) table.	
	See documentation of corresponding attribute (sta_await2) in the Status (STA) table.	
	Date that the last action took place.	
	It is a boolean. May be 'Y' or 'N'.	
	Not used.	

Attribute Name	Entity Header	Attribute Definition
wono	Short Title (SHT)	The work-order number stored in the Work Order XRef (WOX) table.
root		
short_title		
attrny		The name of the attorney that worked on the draft.
wono	WorkOrder Subject (SUB)	This is the Work Order Number that the Drafting Agencies use (LRS mainly).
subj_text		Here is copied the description coded in the Agency Subject (WTX) table.
wono	WOT	
line		
text		

### BASIS Update Maintenance Tables (BASU) – Entity Relationship Diagram



**BASIS Update Maintenance Tables (BASU) – Entity Definitions**

Entity Name	Entity Definition
Action (ACT)	An Action may trigger a Status change. When being in a State a list of available actions exists.
Bill Display Text (BDT)	It is a table containing frequently used textual information. More specifically, it contains titles to separate bill information.
Status (STA)	It contains the possible statuses of a bill.
Status Action Intersect (SAI)	Contains the new Status resulting from the application of an Action to a given Status.
Status Probable Action (SPA)	this table contains one row for each probable action that may take place if a bill is on a specific status.

**BASIS Update Maintenance Tables (BASU) – Attribute Definitions**

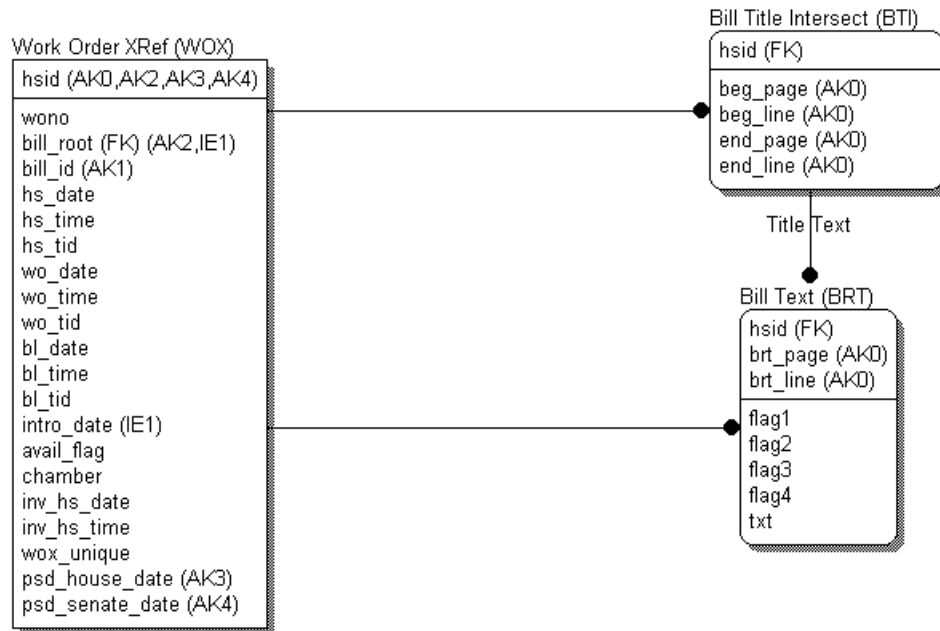
Attribute Name	Entity Header	Attribute Definition
act_code act_text act_class	Action (ACT)	The meaning of this attribute is fully documented in page seven (7) of the "BASIS UPDATE SYSTEM" photocopy provided (Item 51 in Material Provided.doc). The concept is as follows: When the user selects an action, an action class may be needed in some cases. Example: When the Action (text) is '@@@ RPT CS ...', the action class may be 'C' meaning Committee Referral.
id seq	Bill Display Text (BDT)	
txt sta_code sta_text	Status (STA)	
		The text of this attribute is acting like a template when copied to the Document Version (BIL) table. The @@@ pattern is replaced by the abbreviation of the committee the bill goes to. The (+) pattern is replaced by the current chamber the bill is in. The (-) pattern is replaced by the opposite chamber the bill is in. NOTE: RE (+)/(-) it may be the other way around.

Attribute Name	Entity Header	Attribute Definition
sta_await		<p>The attributes sta_await and sta_await2 have the same function. They determine whether a bill arriving at the new status will expect some action from a 'group' to happen. These attributes are similar except that:</p> <p>sta_await specifies that the bill is await action from the same chamber</p> <p>sta_await2 specifies that the bill is await action from the other chamber</p> <p>The information stored in those two attributes is the concatenation of two 'virtual' attributes.</p> <p>The first virtual attribute determines the 'group' from where the bill will wait action from when it will get to the new status. Let's name it 'group_to_act'. It is a four value attribute with the following possible values:</p> <p>G - Awaiting action by the Governor  X - Awaiting Joint Action by both Bodies  T - Awaiting Action in This body  O - Awaiting Action on the Other body</p> <p>These values are translated to other (specific) values in the first character of the await_flag_1 (or _2) attribute of the Document Version (BIL) table.</p> <p>Specifically:</p> <p>G - remains as G  X - remains as X (for Joint Committee)  T - is translated to 'H' if the chamber of the previous status was 'H'. Same thing for 'S'.  - - is translated to 'S' if the chamber of the previous status was 'H' and vice versa.</p> <p>The second 'virtual' attribute specifies the specific action that the bill is waiting for to occur. Let's call it 'Group_Action_Desc'. There are two sets of values for this attribute: one set for the House and one for the Senate. For the House the set of values is as follows:</p> <p>1 - Senate Legislature. Awaiting 1st reading in House.  2 - House Legislature. Awaiting Concurrence in Senate Amendment.</p>

Attribute Name	Entity Header	Attribute Definition
<p>sta_await2 sta_filler sai_code sai_act sai_new</p>	<p>Status Action Intersect (SAI)</p>	<p>3 - Senate Legislature. Awaiting Recede from Amendments.                      4 - Legislature Held in House for Reconsideration.                      5 - Legislature Temporarily Postponed in the House.                      6 - Legislature Awaiting Conference Committee Appointments by House.                      7 - House Legislature Awaiting Transmittal to Governor.                      8 - House Legislature Awaiting Next Committee of Referral.                      9 - Legislature Awaiting Action by Governor.                      In case that the bill is not waiting for an action from a body to occur, the attribute contains a blank.                      So, the logic is as follows: When the user specifies an action on a bill and that action results in a new status, the following occurs:                      The system knows the chamber that the bill is in. It also knows the chamber where the bill was introduced.                      If these two are the same, it looks in sta_await otherwise it looks in sta_await2.                      The first character of the selected attribute is examined (which corresponds to the first 'virtual' attribute). The 'translation' is done to determine the 'group_to_act' from which the bill will await action from (which results in 'H','S','G','X'). This is the first character of the resulting string to be put in the chosen 'await' attribute of the BIL table.                      Then the second character is examined which corresponds to the second 'virtual' attribute, 'Group_Action_Desc'. This is put as a second character to the chosen 'await' attribute of the BIL table.                      See documentation in previous attribute.</p>

Attribute Name	Entity Header	Attribute Definition
sta_code spa_probact spa_date	Status Probable Action (SPA)	

**BASIS Bill Text – Entity Relationship Diagram**



**BASIS Bill Text – Entity Definitions**

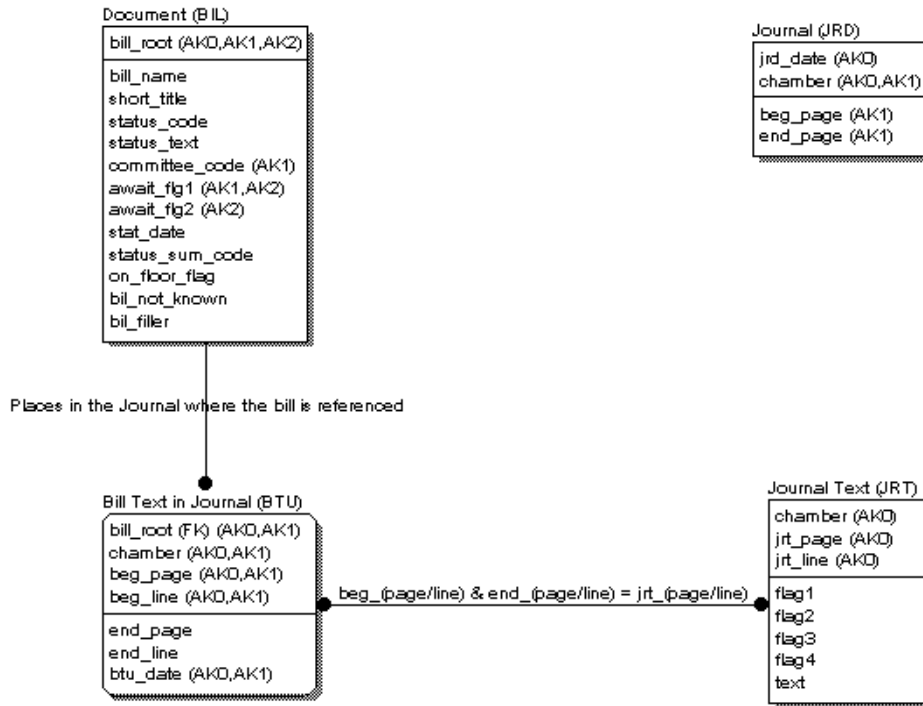
Entity Name	Entity Definition
Bill Text (BRT)	For every version of the bill, it contains one row for each line of text.
Bill Title Intersect (BTI)	There is an entry for every version of a bill in this table. It helps extract the information about the bill's title from the Bill Text (BRT) table.
Work Order XRef (WOX)	Cross References the Bill information with the ALDEX information provided by ALDEX (their drafting system). It contains one entry for each version of the Bill.

**BASIS Bill Text – Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
Hsid	Bill Text (BRT)	Page where the line text is. Line where the line text is.
brt_page		
brt_line		
flag1		
flag2		
flag3	Bill Title Intersect (BTI)	Not Used
flag4		
txt		
hsid		
beg_page		
beg_line	Work Order XRef (WOX)	This attribute is the concatenation of the Bill identifier (bill root) and the version identifier.
end_page		
end_line		
hsid		
wono		
bill_root	The date the data was entered in the system.	
bill_id		
hs_date		
hs_time		
hs_tid		
wo_date	The date the work order information arrived to be entered in the system.	

Attribute Name	Entity Header	Attribute Definition
wo_time		
wo_tid		
bl_date		
bl_time		
bl_tid		
intro_date		Date the bill was introduced.
avail_flag		Not used.
chamber		
inv_hs_date		Not Used
inv_hs_time		Not Used
wox_unique		Not Used
psd_house_date		Date the bill passed the House.
psd_senate_date		Date the bill passed the Senate.

### BASIS Journal Text – Entity Relationship Diagram



**BASIS Journal Text – Entity Definitions**

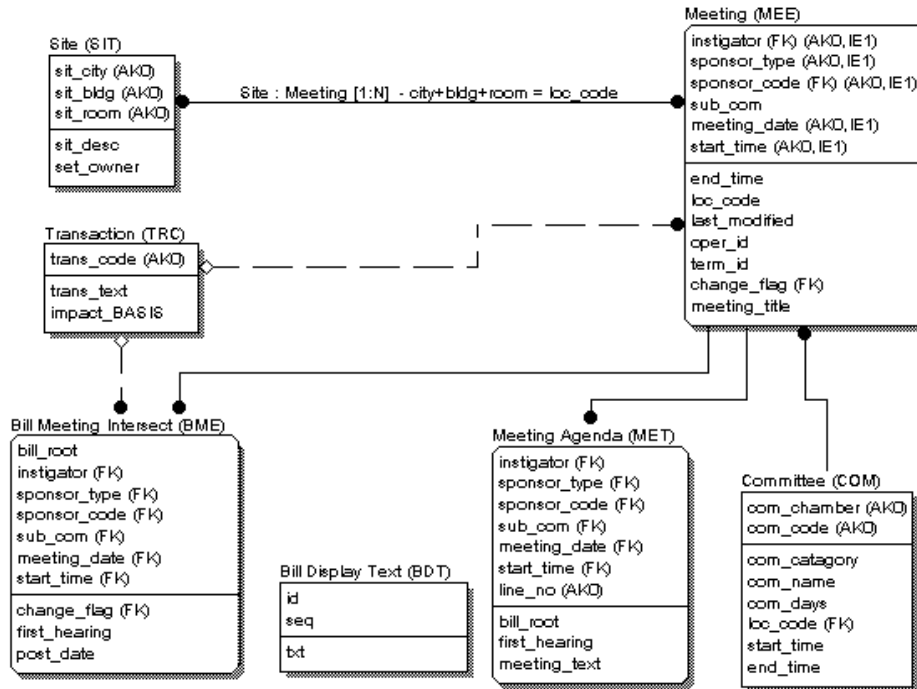
Entity Name	Entity Definition
Bill Text in Journal (BTU)	This table is the Bill Text Unit. Specifies the portions of the Journal where the bill is mentioned. Accessing this table by the bill root one may find all references the journal has on this bill.
Document (BIL)	Contains information about the Bill (Document) and its most recent version.
Journal (JRD)	There is an entry in this table for each legislative day recorded in the Journal. It also contains the starting and ending pages where the events of that day may be found in the Journal's text.
Journal Text (JRT)	This table contains the text of the Journal.

**BASIS Journal Text – Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
bill_root	Bill Text in Journal (BTU)	
chamber		
beg_page		
beg_line		
end_page		
end_line		
btu_date		The date that the information was entered in the system.
bill_root	Document (BIL)	Contains the string that identifies a bill. Example: HB 124.
bill_name		
short_title		
status_code		FK from STA table
status_text		Copied text from the corresponding description in the STA table. The user may change it.
committee_code		It is blank or set to a committee code if the bill is in a committee.
await_flg1		See documentation of corresponding attribute (sta_await) in the Status (STA) table.
await_flg2		See documentation of corresponding attribute (sta_await2) in the Status (STA) table.
stat_date		Date that the last action took place.

Attribute Name	Entity Header	Attribute Definition
status_sum_code		
on_floor_flag		It is a boolean. May be 'Y' or 'N'.
bil_not_known		Not used.
bil_filler		
jrd_date	Journal (JRD)	
chamber		
beg_page		
end_page		
chamber	Journal Text (JRT)	
jrt_page		This attribute contains the page number of the journal where the line of text is written. It starts from one at the beginning of the session.
jrt_line		This attribute contains the line number of the journal where the line of text is written.
flag1		Not used.
flag2		Not used.
flag3		Not used.
flag4		Not used.
text		One line of text for each row in the table.

## BASIS & SCHU – Committee Scheduling – Entity Relationship Diagram



**BASIS & SCHU – Committee Scheduling – Entity Definitions**

Entity Name	Entity Definition
Bill Display Text (BDT)	It is a table containing frequently used textual information. More specifically, it contains titles to separate bill information.
Bill Meeting Intersect (BME)	This table relates a Bill and a Meeting.
Committee (COM)	
Meeting (MEE)	An entry for every Meeting exists in this table.
Meeting Agenda (MET)	
Site (SIT)	This table contains the Meeting locations of the Legislative Committees.
Transaction (TRC)	This lookup table is used by the scheduling system. It contains actions related to the meeting like: - Agenda change - Meeting Canceled - Continued from date etc.

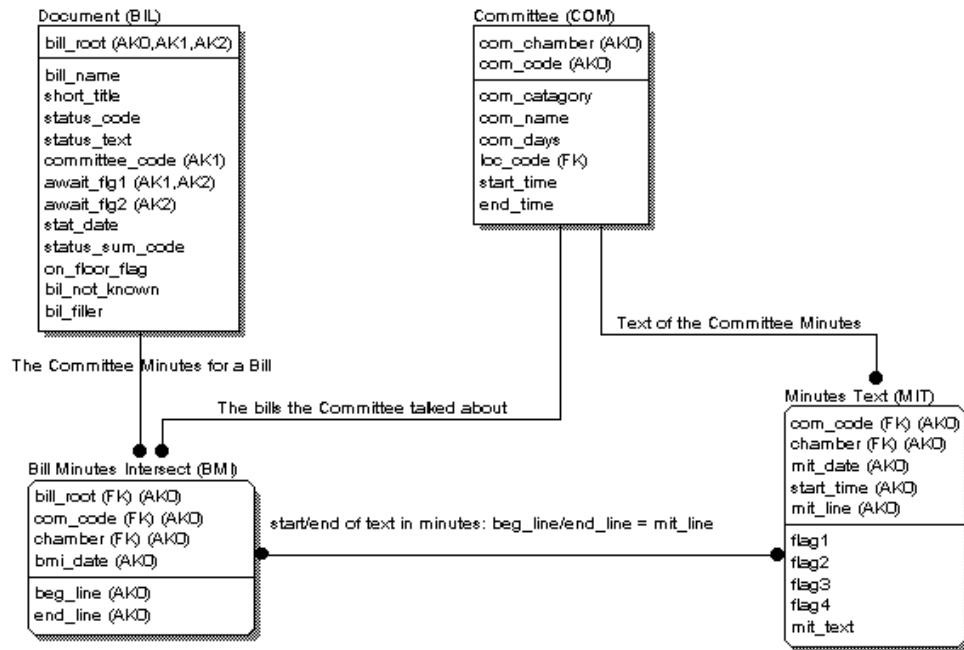
**BASIS & SCHU – Committee Scheduling – Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
id	Bill Display Text (BDT)	
seq		
txt		
bill_root	Bill Meeting Intersect (BME)	
instigator		
sponsor_type		
sponsor_code		
sub_com		
meeting_date		
start_time		
change_flag		It is the trans_code from TRC.
first_hearing		This is an attribute with four values: '**' - for the 1st time a meeting was held for a specific item. '+' - to specify that the meeting was teleconferenced. '&' - both of the above cases.

Attribute Name	Entity Header	Attribute Definition
post_date  com_chamber  com_code  com_category	Committee (COM)	' – (blank) None of the first two cases. The date this information was posted (in order to be known to the public).  Abbreviation of committee name. This attribute contains an alphanumeric value in order to allow sorting of the rows so that committees are printed in the following order: Standing Committees Finance Sub-Committees Joint Committees Conference Committees Special Committees
com_name  com_days  loc_code		This attribute contains the days of the week that the committee meets. Example: "M_W" for Monday and Wednesday.
start_time  end_time  instigator  sponsor_type  sponsor_code	Meeting (MEE)	Contains the usual time that the committee meets. This is set once a year. Contains the usual time that the committee end the meeting. This is set once a year. This may be 'H' or 'S' depending on the Chamber that wanted the meeting.
sub_com  meeting_date  start_time  end_time  loc_code		This contains the committee code.  Not used.
last_modified  oper_id  term_id		The date this record was last modified. The user that modified last this information. The terminal from which the modification was done.
change_flag  meeting_title		

Attribute Name	Entity Header	Attribute Definition
instigator sponsor_type sponsor_code sub_com meeting_date start_time line_no bill_root	Meeting Agenda (MET)	This is a sequence number unique for an Agenda. May be a bill root (pointer to a bill), but may be not. In the second case it is a pointer to the table containing the textual descriptions (Bill Display Text - BDT).
first_hearing meeting_text	Site (SIT)	Contains ONE line of text for each row.
sit_city sit_bldg sit_room sit_desc		
set_owner		May be 'H' or 'S'
trans_code trans_text impact_BASIS	Transaction (TRC)	

### Committee Minutes - Entity Relationship Diagram



**Committee Minutes - Entity Definitions**

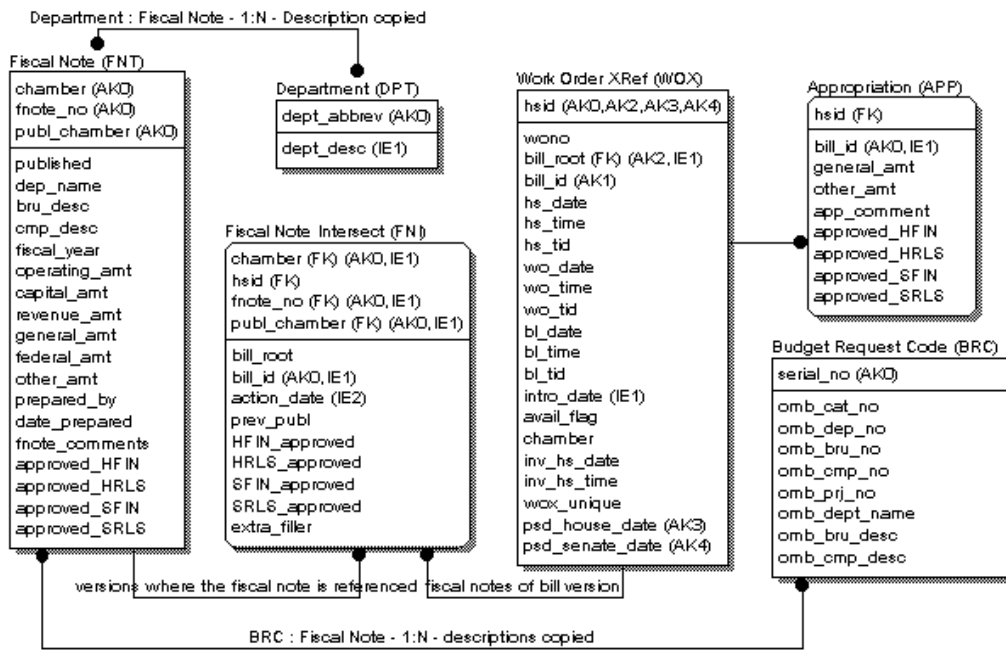
Entity Name	Entity Definition
Bill Minutes Intersect (BMI)	This table implements the relationship between the version of a bill and the Minutes. In other words, the versions of bills the committee talked about in the minutes.
Committee (COM)	Contains information about the Bill (Document) and its most recent version.
Document (BIL)	
Minutes Text (MIT)	

**Committee Minutes - Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
bill_root	Bill Minutes Intersect (BMI)	
com_code	Committee (COM)	<p>Abbreviation of committee name.</p> <p>This attribute contains an alphanumeric value in order to allow sorting of the rows so that committees are printed in the following order:</p> <p>Standing Committees  Finance Sub-Committees  Joint Committees  Conference Committees  Special Committees</p> <p>This attribute contains the days of the week that the committee meets. Example: "M_W" for Monday and Wednesday.</p> <p>Contains the usual time that the committee</p>
chamber		
bmi_date		
beg_line		
end_line		
com_chamber		
com_code		
com_catagory		
com_name		
com_days		
loc_code		
start_time		

Attribute Name	Entity Header	Attribute Definition
end_time	Document (BIL)	meets. This is set once a year. Contains the usual time that the committee end the meeting. This is set once a year.
bill_root		Contains the string that identifies a bill. Example: HB 124.
bill_name		
short_title		
status_code		FK from STA table
status_text		Copied text from the corresponding description in the STA table. The user may change it.
committee_code		It is blank or set to a committee code if the bill is in a committee.
await_flg1		See documentation of corresponding attribute (sta_await) in the Status (STA) table.
await_flg2		See documentation of corresponding attribute (sta_await2) in the Status (STA) table.
stat_date		Date that the last action took place.
status_sum_code		
on_floor_flag		It is a boolean. May be 'Y' or 'N'.
bil_not_known		Not used.
bil_filler		
com_code	Minutes Text (MIT)	
chamber		May be 'H' or 'S'
mit_date		The date the committee meeting took place.
start_time		
mit_line		Contains one line of text.
flag1		Not used.
flag2		Not used.
flag3		Not used.
flag4		Not used.
mit_text		

### Fiscal Notes and Appropriation Bills - Entity Relationship Diagram



## Fiscal Notes and Appropriation Bills - Entity Definitions

Entity Name	Entity Definition
Appropriation (APP)	This table contains a row for each appropriation Bill. An appropriation bill does not contain fiscal notes.
Budget Request Code (BRC)	The information that goes in this table comes from the Office of Management and Budget. It is supplied as a file and loaded in this table. Each Division, Subdivision or Department has a serial number and a description. This information is stored here.
Department (DPT)	This is a lookup table.
Fiscal Note (FNT)	This table contains all fiscal Notes. A set of fiscal notes is associated with a bill version. When the bill goes to the Finance Committee, a new version of the bill may be created. In that case, the new set of fiscal notes may be associated with the new version. This new set may be the same with the old one, or fiscal notes may have been added/removed/modified.
Fiscal Note Intersect (FNI)	Relates the Bill Version with the Fiscal Note(s) it has. Although the system could automatically set the fiscal notes as approved when passed from the committee, the Front Desk insists on doing that manually.
Work Order XRef (WOX)	Cross References the Bill information with the ALDEX information provided by ALDEX (their drafting system). It contains one entry for each version of the Bill.

**Fiscal Notes and Appropriation Bills - Attribute Definitions**

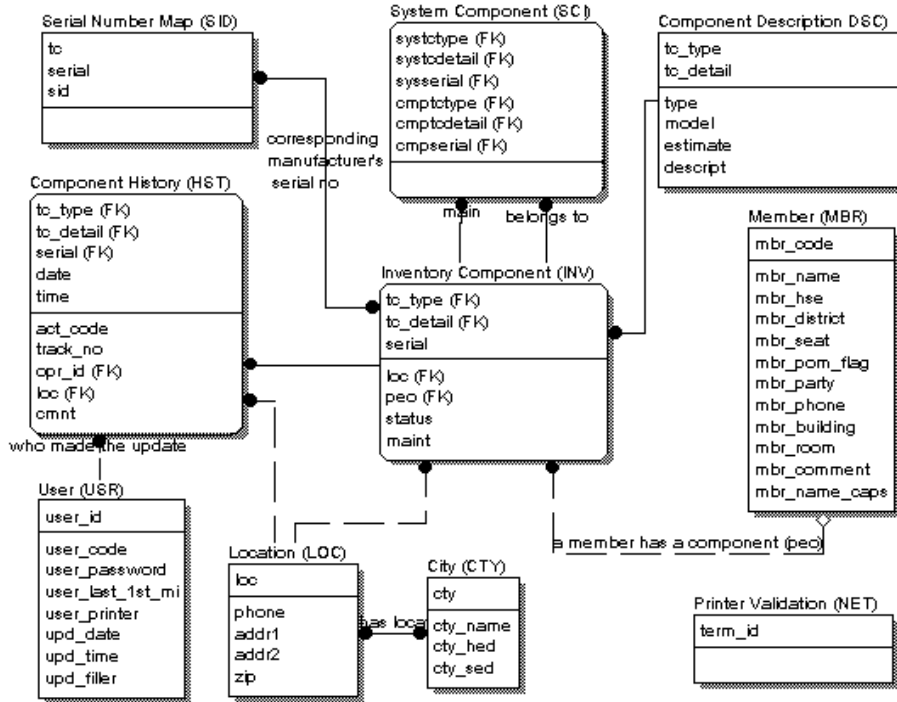
Attribute Name	Entity Header	Attribute Definition
hsid bill_id general_amt other_amt app_comment approved_HFIN approved_HRLS approved_SFIN approved_SRLS	Appropriation (APP)	May contain a phrase like: "see at section xxx of the bill for relevant amounts". The attributes named 'approved_' are flags. They are set if the committees have approved the appropriation bill.
serial_no omb_cat_no omb_dep_no omb_bru_no omb_cmp_no omb_prj_no omb_dept_name omb_bru_desc omb_cmp_desc	Budget Request Code (BRC)	This attribute and the attributes: omb_cat_no omb_dep_no omb_bru_no omb_cmp_no omb_prj_no are NOT used by the system.
dept_abbrev dept_desc	Department (DPT)	
chamber fnote_no	Fiscal Note (FNT)	The chamber where the fiscal note is now. This is the Fiscal Note Number.

Attribute Name	Entity Header	Attribute Definition
publ_chamber		The Chamber that originally introduced the fiscal note.
published		The date that the fiscal note got on the Chief Clerk's/ Senate Secretary's desk (1st Chamber).
dep_name		This attribute and the next two (bru_desc, cmp_desc) are filled with information from the Budget Request Code (BRC) table. The code is provided on the screen.
bru_desc cmp_desc		
fiscal_year		The fiscal year on which the fiscal note has impact.
operating_amt		All attributes ending in "_amt" may contain positive or negative amounts. These attributes correspond to the six columns in the fiscal note form.
capital_amt		
revenue_amt		
general_amt		
federal_amt		
other_amt		
prepared_by		Contains the name (or phone number) of the person that prepared that Fiscal Note.
date_prepared		The date that the Department prepared the Fiscal Note.
fnote_comments		
approved_HFIN		This attribute and the other three beginning with 'approved_' are not used. They were left here since it is difficult to be removed. They are flags. They actually belong to the Fiscal Note Intersect (FNI) table.
approved_HRLS		
approved_SFIN		
approved_SRLS		
chamber	Fiscal Note Intersect (FNI)	
hsid		

Attribute Name	Entity Header	Attribute Definition
fnote_no publ_chamber bill_root bill_id action_date prev_publ HFIN_approved HRLS_approved SFIN_approved SRLS_approved extra_filler hsid wono bill_root bill_id hs_date hs_time hs_tid wo_date wo_time wo_tid bl_date bl_time bl_tid intro_date avail_flag chamber inv_hs_date inv_hs_time wox_unique psd_house_da	Work Order XRef (WOX)	The date that the Fiscal Note was associated with the bill via an Action. A flag. Used to determine if it is the first time the Fiscal Note is published. See table definition. This attribute is the concatenation of the Bill identifier (bill root) and the version identifier. The date the data was entered in the system. The date the work order information arrived to be entered in the system. Date the bill was introduced. Not used. Not Used (Marshall interview) Not Used (Marshall interview) Not Used (Marshall interview) Date the bill passed the House.

Attribute Name	Entity Header	Attribute Definition
te psd_senate_d ate		Date the bill passed the Senate.

### Inventory - Entity Relationship Diagram



**Inventory - Entity Definitions**

Entity Name	Entity Definition
City (CTY)	Contains a specific component type. It may be for example the type of a computer.
Component Description (DSC)	
Component History (HST)	Contains a row for every equipment (or component) of \$500 or more for a component type defined in the 'Component Description'.
Inventory Component (INV)	
Location (LOC)	Contains the Legislative Members
Member (MBR)	
Printer Validation (NET)	This table contains a lot of information that is no longer used. It is currently used only to validate printer ids.
Serial Number Map (SID)	This table maps the State ID serial number to the Manufacturer's Serial Number.
System Component (SCI)	This table implements the linking of two or more components in a system, like the monitor and the main unit.
User (USR)	

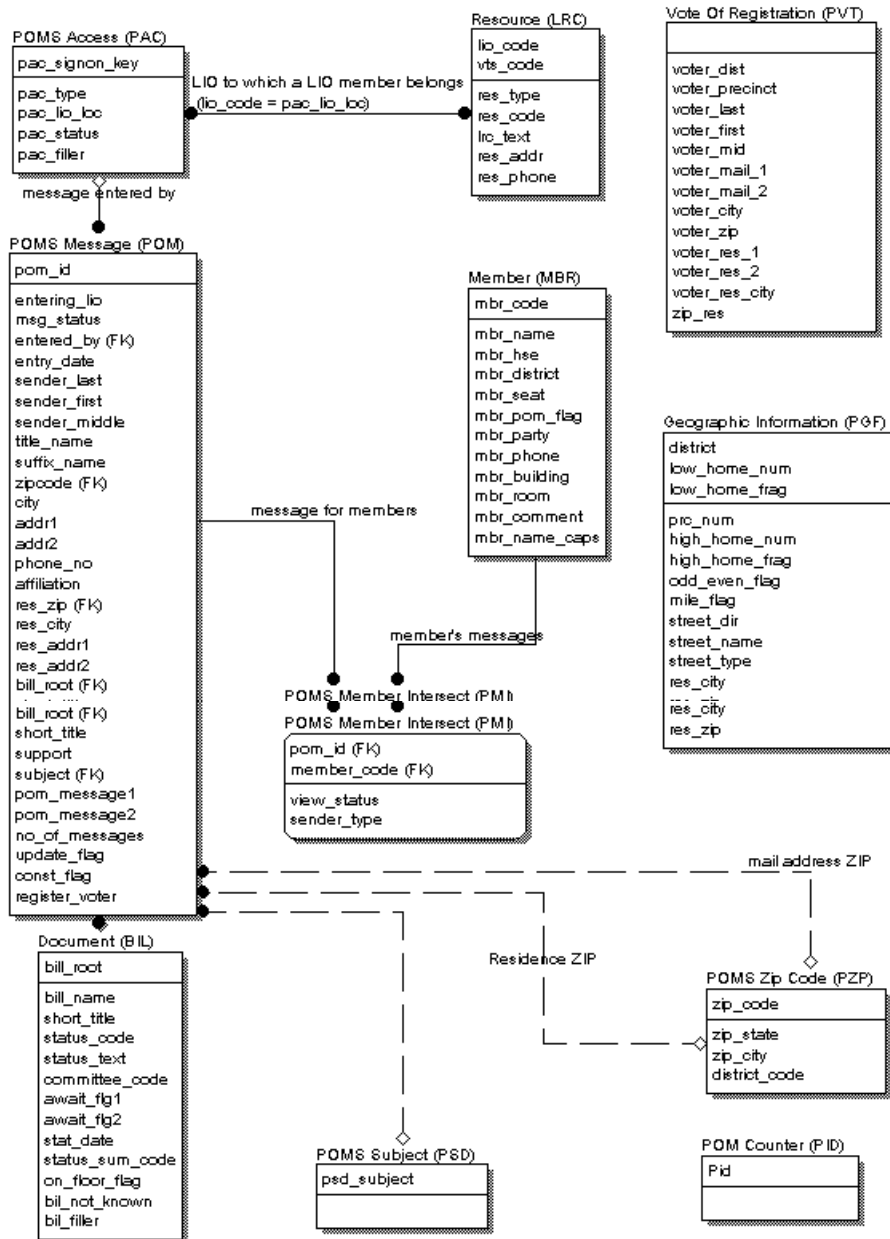
**Inventory - Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
cty	City (CTY)	
cty_name		
cty_hed		
cty_sed		
tc_type	Component Description (DSC)	An estimate of the component's price.
tc_detail		
type		
model		
estimate	Component History (HST)	Full Description of the component type.
descript		
tc_type		
tc_detail		
serial		

Attribute Name	Entity Header	Attribute Definition
date		
time		
act_code		
track_no		Corresponds to a form which has a track number on it.
opr_id		
loc		
cmnt		
tc_type	Inventory Component (INV)	
tc_detail		
serial		Contains the Serial Number assigned by the State.
loc		
peo		
status		
maint		Flag indicating whether this component is in maintenance.
loc	Location (LOC)	It is a composite attribute. contains coded information about: - the city - the building - the room
phone		
addr1		
addr2		
zip		
mbr_code	Member (MBR)	
mbr_name		
mbr_hse		
mbr_district		
mbr_seat		
mbr_pom_flag		Not Used
mbr_party		
mbr_phone		
mbr_building		
mbr_room		
mbr_comment		
mbr_name_ca		Capitalized name in order to facilitate search.
ps		
term_id	Printer Validation (NET)	

Attribute Name	Entity Header	Attribute Definition
tc	Serial Number Map (SID)	The component type as defined in 'Component Description'.
serial		The serial number of the manufacturer.
sid		The State's serial number.
systctype	System Component (SCI)	
systcdetail		
sysserial		
cmptctype		
cmptcdetail		
cmpserial		
user_id		User (USR)
user_code		
user_password		
user_last_1st_mi		
user_printer		
upd_date		
upd_time		
upd_filler		

### Public Opinion Message System - Entity Relationship Diagram



**Public Opinion Message System - Entity Definitions**

Entity Name	Entity Definition
Document (BIL)	Contains information about the Bill (Document) and its most recent version.
Geographic Information (PGF)	The data of this table are provided from the Division of Elections. It contains an entry for every street and number for every district. The attributes beginning high_ and low_ specify the address range where a given address must be to belong to a district.
Member (MBR)	Contains the Legislative Members
POM Counter (PID)	This table contains only one row. Contains a sequence number generator from which the POMS system uses to generate a unique ID for the POM table.
POMS Access (PAC)	This table contains an entry for every person in the LIO staff.
POMS Member Intersect (PMI)	Contains the information about which message goes to which member.
POMS Message (POM)	This table contains a Public Opinion Message in each row. All entries are deleted at the end of the year.
POMS Subject (PSD)	It contains the subjects that a message may be related to. This table is different than the one that exists in BASIS for subjects. This table is controlled by the LIO.
POMS Zip Code (PZP)	Contains the valid ZIP codes for the State of Alaska and the districts (up to twelve) that it contains.
Resource (LRC)	It is a lookup table containing the Resources that may be used in a teleconference. Note: For every LIO office there is information about defaults regarding Room and Moderator. This information is subsequently propagated to the Volunteer Site (VTS) level.
Vote Of Registration (PVT)	The data of this table are provided from the Division of Elections. It contains an entry for every voter in the State.

**Public Opinion Message System - Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
bill_root	Document (BIL)	Contains the string that identifies a bill. Example: HB 124.
bill_name		
short_title		
status_code		FK from STA table
status_text		Copied text from the corresponding description in the STA table. The user

Attribute Name	Entity Header	Attribute Definition
committee_code await_flg1  await_flg2  stat_date status_summary_code		may change it. It is blank or set to a committee code if the bill is in a committee. See documentation of corresponding attribute (sta_await) in the Status (STA) table. See documentation of corresponding attribute (sta_await2) in the Status (STA) table. Date that the last action took place.
on_floor_flag bil_not_known bil_filler		It is a boolean. May be 'Y' or 'N'. Not used.
district   low_home_number low_home_fragment	Geographic Information (PGF)	The value of this attribute may be a value from 1..40. It represents the districts of the House. Dividing by two and mapping the result to the letters of the alphabet (A for 1, B for 2 etc.) one may deduce the district for the Senate.
prc_num  high_home_number high_home_fragment odd_even_flag		The precinct number - Not used by this system.  It is a boolean variable. It specifies if the odd or even numbers are included in the range.
mile_flag  street_dir street_name street_type		It is a boolean variable. If on, it specifies that the given range has to do with miles. Example: East, West, Northeast etc.
res_city res_zip		Example: Place, Ave., Route, Street, Drive etc.

Attribute Name	Entity Header	Attribute Definition
mbr_code mbr_name mbr_hse mbr_district mbr_seat mbr_pom_flag mbr_party mbr_phone mbr_building mbr_room mbr_comment mbr_name_caps	Member (MBR)	Not Used
Pid pac_signon_key pac_type pac_lio_loc pac_status	POM Counter (PID) POMS Access (PAC)	Capitalized name in order to facilitate search. It is reset at the end of each year. This attribute is made of three pieces: pac_group pac_initials pac_signon_8 Since it is used in other tables as a FK, it is represented here as one attribute. Contains the rights of the user for the POMS system. It may be: '1' - Control '2' - Supervisor '3' - LIO Person '4' - Staffer '5' - Member Contains the LIO code.
pac_lio_loc pac_status pac_filler pom_id member_code view_status	POMS Member Intersect (PMI)	May be: 'A' - Active 'I' - Inactive The values of this attribute are: 0 - Not proofed (it is not shown in the member's list if so) 1 - Unviewed

Attribute Name	Entity Header	Attribute Definition
<p>sender_type</p> <p>pom_id</p> <p>entering_lio</p> <p>msg_status</p> <p>entered_by</p> <p>entry_date</p> <p>sender_last</p> <p>sender_first</p> <p>sender_middle</p> <p>title_name</p> <p>suffix_name</p> <p>zipcode</p> <p>city</p> <p>addr1</p> <p>addr2</p> <p>phone_no</p> <p>affiliation</p> <p>res_zip</p> <p>res_city</p> <p>res_addr1</p> <p>res_addr2</p> <p>bill_root</p> <p>short_title</p> <p>support</p>	<p>POMS Message (POM)</p>	<p>2 - Downloaded</p> <p>3 - Viewed</p> <p>4 - Printed</p> <p>9 - In_Wastebasket</p> <p>'C' - Constituent</p> <p>'N' - Non Constituent</p> <p>The LIO code that exists in POMS Access (PAC) as pac_lio_loc.</p> <p>May be:</p> <p>0 - Message not proofed, that is: unavailable to the legislator</p> <p>1 - Message sent</p> <p>9 - Message accessed, that is: read by the legislator</p> <p>Date the message was entered to the system.</p> <p>Example: Mr., Ms etc.</p> <p>Example: Jr., 3rd etc.</p> <p>The organization/person/group that the person sending the message represents.</p> <p>May be two things:</p> <p>A link to a valid bill OR</p> <p>A link to a subject maintained by LIO</p> <p>It may have one of the following values:</p>

Attribute Name	Entity Header	Attribute Definition
subject pom_message 1 pom_message 2 no_of_messages update_flag const_flag register_voter		'S' - Supporting 'O' - Opposed 'A' - Needs to be amended 'N' - Not related  This and the next attribute contain the text of the message (up to 50 words).  Number of legislators to which the message was sent. Used for logical record locking. Specifies the search type that resulted in the constituency. May be one of the following: 'P' - Exact match by ZIP code 'G' - Exact match by using the Geographical File information 'V' - Exact match from the Vote of Registration 'L' - Specified by LIO May be: 'Y' - for a registered voter 'U' - unknown (since it may not be guaranteed that someone is not registered if not found in the Vote of registration).
psd_subject zip_code zip_state zip_city district_code	POMS Subject (PSD) POMS Zip Code (PZP)	This is always: 'AK'  This is an attribute containing 1 to 12 districts. See table documentation.
lio_code	Resource (LRC)	The LIO Code uniquely identifies a LIO Office. It is used however in combination with the VTS code when a VTS Site needs to be specified. All VTS Sites under the same LIO have the same LIO Code. The LIO code entry however has a blank VTS value. There may be multiple rows with the same LIO code and blank VTS code specifying default moderators,

Attribute Name	Entity Header	Attribute Definition
vts_code	Vote Of Registration (PVT)	room etc.
res_type		Possible values are: 1 - For a LIO entry 2 - For a VTS entry 3 - For a Room entry 4 - For a Moderator entry
res_code		This attribute contains different information depending on the res_type. If the res_type is a LIO or a VTS then it contains the default printer id for the teleconference and the maximum number of simultaneous connections that the LIO may support. If the res_type is a Moderator then it contains its code.
lrc_text		The name of the LIO, VTS, Room location or moderator.
res_addr		
res_phone		
voter_dist		A number from 1 to 40.
voter_precinct		Not used.
voter_last		
voter_first		
voter_mid		
voter_mail_1		
voter_mail_2		
voter_city		
voter_zip		
voter_res_1		Residence information.
voter_res_2		
voter_res_city		
zip_res		



**Teleconferencing - Entity Definitions**

Entity Name	Entity Definition
Agenda (LTX)	It contains for each teleconference an entry for each Agenda line.
Bill Display Text (BDT)	It is a table containing frequently used textual information. More specifically, it contains titles to separate bill information.
LTNS Access Control (LAC)	This table contains a list of user-logins that may use the Teleconferencing system. This table is used by this system only. Based on this table, the program running may hide or not allow updates on the screen.
LTNS Counter (LID)	This table contains one only row: it is a counter, which is incremented every time a new row must be created for the Teleconference table.
Participant List (LPL)	It contains an entry for each participant in the teleconference.
Participating Resource (LRU)	It contains the participating Sites in the teleconference. May contain Offnets too except from LIOs and Volunteer Sites.
Point Of Contact (LPC)	It is used to record Offnet sites. Offnet sites are not LIO sites or Volunteer sites. This is a table where the location of a person's house may be stored if that person participates in a teleconference from the house using a phone.
Resource (LRC)	It is a lookup table containing the Resources that may be used in a teleconference. Note: For every LIO office there is information about defaults regarding Room and Moderator. This information is subsequently propagated to the Volunteer Site (VTS) level.
Teleconference (LTC)	
Teleconference Help (LHP)	This table contains help messages used by the Teleconference system.
Teleconference Messages (LTM)	It contains all messages that are transmitted regarding a teleconference. That includes: [a] Message sent from site to site. [b] Automatic messages sent when an update takes place to ALL participant Sites. [c] Messages sent to all LIOs (participants or not). Example of that case is when a teleconference is announced. A complicated logic is used for message generation because there are eight different kind of updates that may happen in a teleconference (Example: change of date/time it will occur, agenda change etc.). The new system should provide for a text of 255 characters. Currently two rows are used to create an 80 character text message.

**Teleconferencing - Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
tcn text_page text_line bill_root	Agenda (LTX)	There are two cases: It may refer to a bill root. It may refer to the table of headings of BASIS (BDT) It may be Null.
text_text id seq txt	Bill Display Text (BDT)	
user_group user_initials user_fill user_auth	LTNS Access Control (LAC)	
user_lio_or_member user_name rec_status last_update last_update_by		
last_tcn	LTNS Counter (LID)	The values of this attribute may be: '1' - LIO Control (the user may do anything) '2' - LIO bridge '3' - LIO user (same privileges as the previous one) '4' - House Point Of Contact '5' - Senate Point Of Contact (this kind of user - as well as the one above - may request a Teleconference) 'X' - Other User (Read Only privilege)
tcn partic_lio partic_vts	Participant List (LPL)	
		This attribute may be a Teleconference Resource or a Member.
		The name of the participant May be Active or Inactive.
		The user-id that last updated this row.

Attribute Name	Entity Header	Attribute Definition
partic_no  last_name first_mi patic_title affiliation  partic_zip partic_city partic_state partic_street partic_phone agenda_ref participation		It is a sequence number (1,2 etc.) that makes unique a participant row.  Here is recorded what the participant represents.  The possible values for his attribute are: 'O' meaning Observed 'T' meaning Testified 'U' Meaning Unable-To
tcn  lio_code vts_code start_date  start_time end_time moderator bldg_id room_no lio_act_start  lio_act_end lio_final_stats	Participating Resource (LRU)	This start date and the start_time attribute bellow have the same values that the Teleconference has. They are copied here probably for performance reasons.  This is the start date and time that the LIO joined the teleconference.  Specifies whether the LIO_Act_Start has values or not. The possible values for this attribute are as follows: 1 - Value upon creation 2 - No Interest

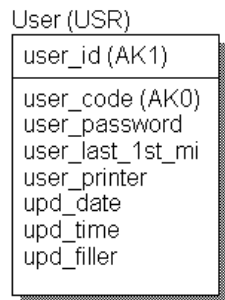
Attribute Name	Entity Header	Attribute Definition
tcn offnet_id poc_location poc_name poc_phone	Point Of Contact (LPC)	3 - LIO joined the conference 4 - LIO administrator monitor
lio_code vts_code res_type	Resource (LRC)	<p>The LIO Code uniquely identifies a LIO Office. It is used however in combination with the VTS code when a VTS Site needs to be specified. All VTS Sites under the same LIO have the same LIO Code. The LIO code entry however has a blank VTS value. There may be multiple rows with the same LIO code and blank VTS code specifying default moderators, room etc.</p> <p>Possible values are:</p> <ul style="list-style-type: none"> <li>1 - For a LIO entry</li> <li>2 - For a VTS entry</li> <li>3 - For a Room entry</li> <li>4 - For a Moderator entry</li> </ul>
res_code		<p>This attribute contains different information depending on the res_type. If the res_type is a LIO or a VTS then it contains the default printer id for the teleconference and the maximum number of simultaneous connections that the LIO may support. If the res_type is a Moderator then it contains its code.</p>
lrc_text res_addr res_phone		<p>The name of the LIO, VTS, Room location or moderator.</p>
tcn	Teleconference (LTC)	<p>This attribute is composed from the Year the teleconference takes place and a unique sequence number generated from a counter not included in the schema. In the mainframe the table containing these counters (one for each year was</p>

Attribute Name	Entity Header	Attribute Definition
tcn_status		<p>named LID).</p> <p>The possible values for this attribute are:</p> <ul style="list-style-type: none"> <li>1 - Requested</li> <li>2 - Pending</li> <li>3 - Announced</li> <li>4 - Rescheduled</li> <li>5 - InProgress</li> <li>6 - Adjourned</li> <li>7 - Stats-Complete</li> <li>8 - Not Scheduled</li> <li>9 - canceled</li> </ul>
date_scheduled time_scheduled end_time priority_use		<p>Possible values are:</p> <ul style="list-style-type: none"> <li>1 - Permanent Committee</li> <li>2 - Special Committee</li> <li>3 - Legislators</li> <li>4 - LAA Staff</li> <li>5 - US Delegation</li> <li>6 - Other priority</li> </ul> <p>One is the highest priority and six the lowest one.</p>
sponsor_code		<p>Possible values are:</p> <ul style="list-style-type: none"> <li>'EXEC' - for executive branch</li> <li>'JUDY' - for Judiciary</li> <li>'MISC' - for Miscellaneous</li> <li>'FEDS' - for Federal Sponsor</li> <li>'LAAS' - for Leg. Affairs</li> <li>'CONG' - for Congressional</li> </ul> <p>In case that the Sponsor is a Legislator, then the attribute contains: 'H' or 'S' and The member code of the legislator found in the corresponding BASIS table.</p>
sponsor_name		<p>The sponsor code name is copied here.</p>
conf_type		<p>This is the conference type which has the following possible values:</p>

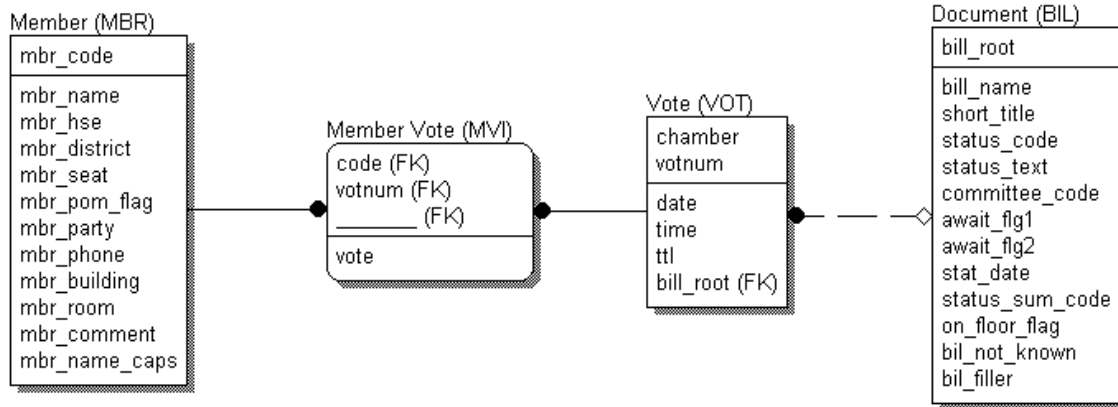
Attribute Name	Entity Header	Attribute Definition
chair_name1 chair_name2 chair_lio chair_vts chair_printer chair_room chair_moderator juneau_printer		'PUB' - for Public hearing 'WRK' - for Work Session 'CON' - for Constituent 'ADM' - for Administrative
conf_contact contact_tel conf_material		Value validated from Resource table. Value validated from Resource table. Default printer used IF the teleconference is not in progress. Non LIO person responsible for the meeting (not the teleconference).
conf_inprog max_sites		Flag Y/N Flag Y/N Maximum number of sites supported in this teleconference.
testimony		Possible values are: 'N' - for Listen Only 'I' - for Invitation only 'Y' - for Chair Selective
testimony_min		Maximum time allowed for people to talk (in minutes).
chair_port other_port		Telephone for the Chair person. Alternative telephone for the Chair person.
toll_free_port		Toll free telephone for the Chair person.
date_requested date_entered		Date the information was entered in the system.
entered_by		User ID in the system.
date_updated updated_by auto_updt_no		How many times this record has been updated.

Attribute Name	Entity Header	Attribute Definition	
fill_1	Teleconference Help (LHP)	Used to provide a logical record locking function.	
rec_lock			
hlp_sys			
hlp_no			
filler			
hlp_line_no	Teleconference Messages (LTM)	To which update number of the Teleconference this message refers to.	
hlp_text			
tcn			
sent_to_lio			
update_no			
date_sent			
time_sent			
sent_from_lio			
sent_by			Contains the User Id of the user in the system.
msg_text			

**User ID System - Entity Relationship Diagram**



Voting - Entity Relationship Diagram



**Voting - Entity Definitions**

Entity Name	Entity Definition
Document (BIL)	Contains information about the Bill (Document) and its most recent version.
Member (MBR)	Contains the Legislative Members
Member Vote (MVI)	This table contains the vote for each member in a roll call.
Vote (VOT)	

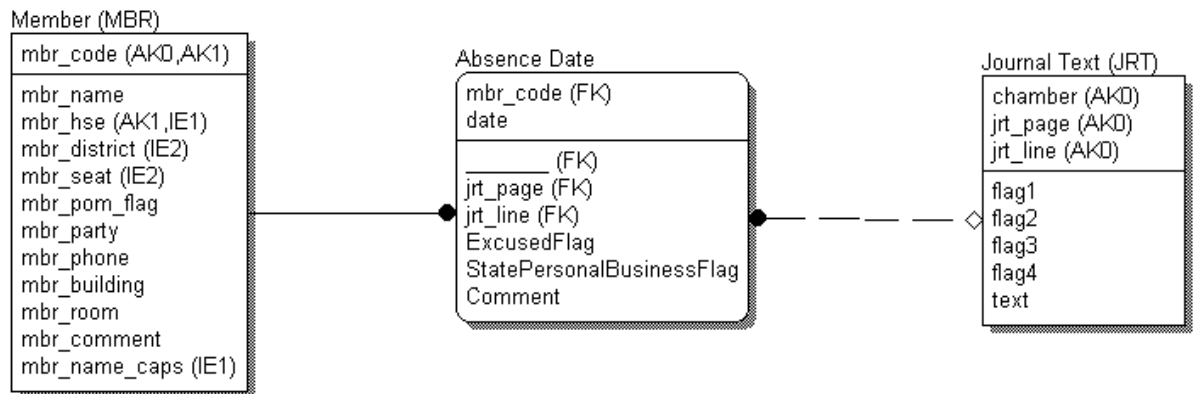
**Voting - Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition
bill_root	Document (BIL)	Contains the string that identifies a bill. Example: HB 124.
bill_name		
short_title		
status_code		FK from STA table
status_text		Copied text from the corresponding description in the STA table. The user may change it.
committee_code		It is blank or set to a committee code if the bill is in a committee.
await_flg1		See documentation of corresponding attribute (sta_await) in the Status (STA) table.
await_flg2		See documentation of corresponding attribute (sta_await2) in the Status (STA) table.
stat_date		Date that the last action took place.
status_summary_code		
on_floor_flag		It is a boolean. May be 'Y' or 'N'.
bil_not_known		Not used.
bil_filler		
mbr_code	Member (MBR)	
mbr_name		
mbr_hse		
mbr_district		
mbr_seat		
mbr_pom_flag		Not Used
mbr_party		

Attribute Name	Entity Header	Attribute Definition
mbr_phone mbr_building mbr_room mbr_comment		
mbr_name_caps		Capitalized name in order to facilitate search.
code	Member Vote (MVI)	This is the member's code.
votnum		It is the votnum in the MVI table. This is not an attribute. It corresponds to the chamber attribute of the VOT table which was propagated here as part of the PK but does not exist in this table.
vote		It may be one of the following: 'Y' for Yeas 'N' for Nays 'A' for Absent 'E' for Excused In case that a member changed his vote, there is an extra 'C' appended to the right of that character.
chamber	Vote (VOT)	May be 'H' or 'S'
votnum		A unique number identifying the vote, which is reset at the end of a legislative period.
date		
time		
ttl		The title of the bill.
bill_root		It may or may not have a value.

### Legislator Attendance - Entity Relationship Diagram

Legislator Attendance is maintained in the LAN as a separate application. To support the logical relationships in the system, attendance is shown with relationships of tables existing on the mainframe.



**Legislator Attendance - Entity Definitions**

Entity Name	Entity Definition
Absence Date	It is the date the legislator was absent or excused. More than one entries may exist in one date.
Journal Text (JRT)	This table contains the text of the Journal.
Member (MBR)	Contains the Legislative Members

**Legislator Attendance - Attribute Definitions**

Attribute Name	Entity Header	Attribute Definition	
mbr_code	Absence Date		
date			
jrt_page			
jrt_line			
ExcusedFlag			
StatePersonalBusinessFlag	Journal Text (JRT)		
Comment			
chamber			
jrt_page			This attribute contains the page number of the journal where the line of text is written. It starts from one at the beginning of the session.
jrt_line			This attribute contains the line number of the journal where the line of text is written.
flag1	Member (MBR)	Not used.	
flag2		Not used.	
flag3		Not used.	
flag4		Not used.	
text		One line of text for each row in the table.	
mbr_code	Member (MBR)		
mbr_name			
mbr_hse			
mbr_district			
mbr_seat			

Attribute Name	Entity Header	Attribute Definition
mbr_pom_flag mbr_party mbr_phone mbr_building mbr_room mbr_comment mbr_name_caps		Not Used      Capitalized name in order to facilitate search.

**Physical Structure**

**Hardware—Servers**

<b>Legislative Affairs Agency</b>						
<b>NetWare File Servers:</b>						
<b>Server</b>	<b>Version</b>	<b>CPU</b>	<b>RAM MB</b>	<b>Hard Disks</b>	<b>Disk GB</b>	<b>Functions</b>
CAP	NW3.11	P75	64	ST42400N x 2	4	Support CC, SS, and Print Shop
LAA_ANC	NW3.12	P75	64	ST15230N x 1	4	Support ANC LIO staff
LAA_ANC_NWC	NW4.11	P75	32	WDC AC31000H x 1	3	ANC Tape Backup and Dial-In
LAA_BKP	NW4.10	P75	64	ST15230N x 1	4	for use by hardware technicians
LAA_CAP	NW4.10	P125	128	Conner CR6 RAID	4	Capitol (non-transient) legislative staff
LAA_FBK	NW4.10	P125	128	Conner CR6 RAID	4	Support FBX LIO staff
LAA_JNU	NW4.10	P125	128	Conner CR6 RAID	4	LAA Admin, Personnel, Accounting
LAA_LDP	NW4.10	P166	128	ST15230N; ST12400N; RZ73 x 2	10	Support LAA Data Processing
LAA_LIO	NW4.10	P166	64	Conner CR6 RAID	4	Will replace LAA_ANC
LAA_NMS	NW4.10	P100	64	ST15230N x 1	4	JNU Tape Backup and Novell NMS
LAA_NWC	NW4.10	P75	32	IDE 540 Mb	0.5	JNU Dial-In
LAA_SAA	NW3.11	486/33	64	IDE 420 Mb	0.4	Gateway to IBM Mainframe
LAA_SAA2	NW3.12	486/33	16	IDE 120 Mb	0.1	Gateway to IBM Mainframe
LAA_TRANS	NW4.10	P166	128	Conner CR6 RAID	4	Transient legislative staff
LLS	NW3.12	P125	128	Conner CR6 RAID	4	ALDEX and LAA Legal Services

<b>Other Agency's Servers visible to LAA's Network:</b>							
AKMAIL1							
AKMAIL2							
GOV_JEO							
GOV_JNU1							
LEG_AUD_01							
LEG_FIN_01							
LEG_FIN_02							
OMBUD_JNU							

**Hardware—Client Systems**

A number (106) of PCs will be delivered within the next month. The exact configuration is not known as well where these will be installed. However, since LAA has an application to keep track of this information, it should be easy to get when needed.

**Software—Infobases**

Taking into consideration the logical content of each Infobase and not its location or physical file name creates the table below.

<b>Infobase</b>	<b>Number of Legislatures OR years</b>	<b>Update Frequency</b>	<b>Levels</b>	<b>Groups</b>	<b>Fields</b>	<b>Links to Other Infobases</b>
AK Administrative Code	The Current	Quarterly	Regulation Title Chapter Article Section	None	Authority Catch Editor’s Notes History Maintenance Info. Publisher’s Notes Text	AK Statutes Self (other sections)
Administrative Journal	’86-’97	Weekly	Catch (Date in Monday and Agency)	None	Text	None

<b>Infobase</b>	<b>Number of Legislatures OR years</b>	<b>Update Frequency</b>	<b>Levels</b>	<b>Groups</b>	<b>Fields</b>	<b>Links to Other Infobases</b>
AK Constitution (with Annotations)	N/A	Very rarely	Constitution Article Section Annotations	None	AG Opinions Amendment Notes Article Notes Catch Collateral References Decisions Editor's Note Effective Date Notes History Reports Revisor's Notes Text Cross References	AK Statutes
AK Constitution (Text Only)	As above	As above	Constitution Article Section	None	Catch Text	As above
Bill Tracking & Information	19-20	19-Static 20-Nightly	Main Menu Category	None	Text	None
Legislative Citations	One DB updated	Yearly	Year Doc Name	None	Text	None
Legislative Committee Minutes	14('82) & 15-20	14-19 Static 20 Nightly	Chamber Year Source Date Time	None	Chamber Year Source Date	AK Statutes Measures Executive Orders
Directory Of State Officials	N/A	Yearly	Heading 1 Heading 2 ..... Heading 9	None	None	None

<b>Infobase</b>	<b>Number of Legislatures OR years</b>	<b>Update Frequency</b>	<b>Levels</b>	<b>Groups</b>	<b>Fields</b>	<b>Links to Other Infobases</b>
AK Executive Orders	They are numbered since the beginning of legislation in AK	One DB Shortly after session when all E.O.s have been processed	Executive Order	None	Text	AK Statutes
Legislative Journal	15-20	Nightly	Chamber Date Daily Business Index	None	Chamber Date Year Text	AK Statutes Measures Executive Orders
Legislative Library Card Catalog	'63-'97	One DB Monthly	Card No	None	Author Category Comment Introduction PubDate Publisher Subject Title	None
Legislative Research Agency (Library) Card Catalog	N/A	One DB Weekly	Card No	None	Author Category Comment Introduction PubDate Publisher Subject Title	None

<b>Infobase</b>	<b>Number of Legislatures OR years</b>	<b>Update Frequency</b>	<b>Levels</b>	<b>Groups</b>	<b>Fields</b>	<b>Links to Other Infobases</b>
Legislative Research Agency Requests, Public	N/A	One DB Weekly	File Number Title	None	Analysts Attachment Comments Due Date Finish Date Keywords Pages Record No Release Request Date Requester Status Subject Description Subject No Title	None
Legislative Research (Agency) Requests, Private	As above	As above	As above	As above	As above	As above
Legislative Resolves	'83-'97	Yearly One Current ('97) Another ('83-'96)	Year Resolve	None	Resolve Source Bill Source Root Year Text	AK Statutes
Legislative Measures	13-20	13-19 Static 20 Nightly	Root Bill	House Bills House Resol. House Measures Senate Bills Senate Resol. Senate Measures	Funding Info Heading Introduced Date Referred Sponsor Text	None
Legal Services Reference Documents, Private only	'90-'97	Weekly	Doc Name	None	None	None

<b>Infobase</b>	<b>Number of Legislatures OR years</b>	<b>Update Frequency</b>	<b>Levels</b>	<b>Groups</b>	<b>Fields</b>	<b>Links to Other Infobases</b>
Session Laws	'81-'97	Yearly	Year Chapter	None	Chapter Action Date Effective Date Source Year Text	AK Statutes
AK Statutes, Annotated	'93-'97	Yearly	Title Chapter Section	Title Group Title01- Title47 Chapter Group Chapter0101 Chapter4799 Section Group Section0101001 Section4799999	AG Opinions Amendment Notes Article Notes Catch Collateral References Decisions Delayed Action Editor's Notes Effective Date Notes History History Reports Revisor's Notes Text Cross References	AK Statutes
AK Statutes, Un-annotated	'93-'97	A new DB each year	Title Chapter Section	Title Group Title01- Title47 Chapter Group Chapter0101 Chapter4799 Section Group Section0101001 Section4799999	Catch Text	AK Statutes

<b>Infobase</b>	<b>Number of Legislatures OR years</b>	<b>Update Frequency</b>	<b>Levels</b>	<b>Groups</b>	<b>Fields</b>	<b>Links to Other Infobases</b>
Uniform Rules	N/A	One DB Rarely	Rule	None	Catch Text	None
Voter Registration	N/A	One DB Monthly	None	None	Party District Sex	None

N/A – Not applicable

The shaded areas represent Infobases, which are logically updated by other Agencies and only physically by the LAA.