

## ARCHIVING FILES

At the close of the *second* regular session of the Legislature the **committee aide is required to provide the original or best copy of the following information to the Legislative Reference Library (465-3808) for each bill or subject considered by the committee during both years of the legislature:**

- written testimony submitted to the committee
- state agency position papers and memoranda
- bill drafts considered by the committee
- letters of intent adopted by the committee
- other materials of research value

**Please make sure copies of all materials you posted online as "Documents" for a bill are included in the committee bill file, including those you receive electronically.**

The Library also requests that you use only bill folders with a blank unused tab and that you hand-letter in pencil on to that tab. Do not use printed labels as they tend to fall off after a short time. **Duplicates, and all confidential material, should be removed from the files:** this includes letters that authors may not want on the public record. Specific questions about confidentiality should be directed to the Director of Legal Services (465-3867).



**Please return the *official* Senate and House committee bill folders, with contents intact, to the Senate Secretary's Office.**

Organize the files in a professional manner from the beginning of the first session to ensure that consistent record keeping is maintained throughout both sessions. Final disposition of committee files should be done as soon as possible following adjournment of the second regular session.

The Legislative Reference Library is located in Room 102 of the Terry Miller Office Building. Please call the Library (465-3808) if you have any questions.

