

## Legislative Reference Library

At the close of the **second session** all master committee bill files for both years are sent to the Legislative Reference Library for archiving.



Return the official committee bill folders (yellow or blue), with the contents intact, to the Chief Clerk's office.

The committee aide is requested to provide the original or the best copy of the following information to the library 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
- Fiscal Notes
- Committee Reports

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.

Please use only bill folders with a **blank unused tab** and hand letter in pencil the bill number directly onto that tab. Labels will fall off in 2 to 4 years. Duplicates and all confidential material should be removed from the files. This includes staff notes that writers may not want to be part of the "public record." Contact Legal Services for specific questions regarding confidentiality.

Organize the files in a professional manner at the beginning of session so it will be easier to maintain a consistent record-keeping system throughout the 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. The phone number is 465-3808. Please call the library if you have any questions.