

## Jeff Turner

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**From:** Mary Pagenkopf  
**Sent:** Thursday, April 10, 2014 11:00 AM  
**To:** Kimberly Clark; Lisa Vaught; Crystal Kennedy; Julie Morris; Ernest Prax; Konrad Jackson; Linda Hay; Trevor Fulton; Debra Higgins; Nancy Manly; Rebecca Rooney; Ginger Blaisdell; Jeff Turner; Katherine Eldemar; Louie Flora; Paul Labolle; Harmony Shields; Heather Shaddock  
**Subject:** Committee Bill Files  
**Attachments:** 2014 House Committee Aide Guidebook page.pdf

Dear House Committee aides,

Attached is the page from the House Committee Aide Guidebook that talks about transfer of committee bill files to the Legislative Library at the end of the session. The important points are that files should contain ...

- the original or best copy of all important material concerning each bill or subject considered by the committee during both years of the Legislature; and
- please include everything you posted online as "Documents" for bills or subjects

Over the years in response to committee aides asking us how we would like the files to come to us, we also listed on that page things that are helpful to us, but are not *necessary* for you to do:

- 1) remove duplicates
- 2) put documents in a file folder with blank unused tabs
- 3) in pencil, write bill number or subject on tab

Please tell us if you have any questions, or if there is any way we may help you.

Best regards,  
Mary

Mary Pagenkopf, Librarian  
Legislative Reference Library  
State Capitol  
Juneau, AK 99801  
907 465-3808  
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## 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.