

## Mary Pagenkopf

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**From:** Mary Pagenkopf  
**Sent:** Thursday, April 10, 2014 11:00 AM  
**To:** Lynne Smith; Tim Lamkin; Darwin Peterson; Peter Fellman; Rynniva Moss; Jordan Shilling; Kim Skipper; Steven Ricci; Lindsay Williams; Genevieve Wojtusik; Joshua Banks; Dana Owen; Larry Semmens; John Wood; Katrina Matheny; Sheila Peterson  
**Subject:** Committee Bill Files  
**Attachments:** 2014 Guide for Senate Committee Aides page.pdf

Dear Senate Committee Aides,

Attached is the page from the [Guide for Senate Committee Aides](#) 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  
907 465-4844 fax  
[Legislative.library@akleg.gov](mailto:Legislative.library@akleg.gov)

## 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

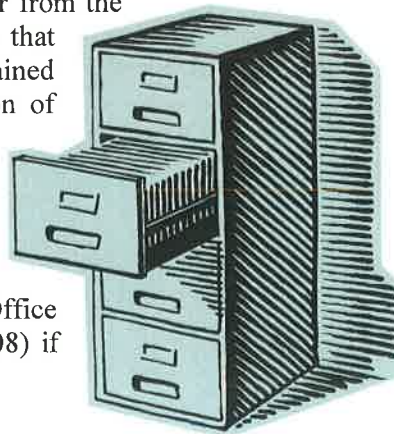
**Please make sure copies of all materials you posted online as "Documents" for a bill are included in the committee bill file, including those you receive electronically.**

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.