

STATE OF ALASKA
THE LEGISLATURE

POUCH Y, STATE CAPITOL
JUNEAU, ALASKA 99811
465-3800

LEGISLATIVE AFFAIRS AGENCY

INTER-AGENCY ROUTING SLIP

TO Billy Berrier

REMARKS:

We would appreciate your thoughts on the attached proposal. The Alaska State Library is particularly interested in resolving this problem.

Sounds like an excellent idea
BJ

FROM Kay and Jeannie

DATE 11/12/81

LAA 25

BACKGROUND

For at least the last three legislatures, the Legislative Reference Library has been the depository for legislative committee materials, including tapes of meetings. As the collection has developed, the library has increasingly become the clearinghouse for research on past committee activities. The value of records of committee work is recognised in the Uniform Rules of 1977 - 1981. Rule 23(f) 1981 states clearly that all committees need to keep records of their meetings and deliver these records to the Legislative Reference Library "for appropriate disposition."¹

In the following, the Legislative Reference Library proposes to gather such materials (e.g. committee tapes and cassettes) retrospectively. Legislative committee records from the mid and early 1970's have, for various reasons, gone astray. Some have been lost forever, but others have been deposited with either the Alaska State Library or the Alaska State Archives. Such scattered records make research difficult and time-consuming.*

Since the Legislative Reference Library is already the clearinghouse for most of these materials, the centralization and identification of all committee audio-recordings should lead to greater efficiency and effectiveness in research and a more organized approach to the preservation of these materials.

*One example of a recent search: Tapes relating to the 1973 limited entry bills (HB126 and SB39) are in both the Legislative Reference Library and in the Alaska State Archives. It is not clear whether these are duplicates. One researcher last spring became very frustrated with the lack of organization of these tapes, as well as having to deal with two institutions. Checks with persons originally involved with the tapes revealed that the tapes were originally in the LRL and either copies or originals went to the Dept. of Law, which subsequently sent them to Archives. Thus, these tapes must be checked to ascertain what is available on this very important legislation.

PROPOSAL

The Legislative Reference Library proposes to develop a system of safe and orderly storage and service for all legislative committee recordings, including tapes, cassettes and perhaps videocassettes. In most cases the materials will either be housed in the Library or deposited in the State Archives. In acting as a clearinghouse for legislative committee materials, the Library would set up a program as follows:

- 1.) The recordings must first be identified. A tentative list of materials presently housed in Archives and/or the Alaska State Library is attached.²
- 2.) Arrangements must be made with all affected agencies for transfer of materials to the Legislative Reference Library, or for the development of a complete description of the materials if they cannot be delivered.
- 3.) The Legislative Reference Library will then attempt to identify, catalog, index as far as possible the materials so gathered.
- 4.) A decision based on the condition and potential use of the materials will then be made as to whether the material should be placed in Archives, kept in the Legislative Reference Library or the Alaska Historical Library. The possibilities for final deposit should be limited so that quick reference may be made to the materials if necessary.
- 5.) A definite policy for the handling of Finance Committees recordings must be established. The volume of production precludes inclusion of this collection of recordings in the Legislative Reference Library. Since these materials are

AUDIOTAPES (con't)

well indexed, they may well be held by the Finance Committees and/or the Division of Legislative Finance through the peak period of usefulness and then sent directly to Archives. The Legislative Reference Library might need duplicate indexes for the tapes, if it is to act as the eventual reference point for these tapes. Details must be developed in discussions with all parties.

The above is an outline for discussion purposes only. The Legislative Reference Library, in making this proposal, is concerned with orderly preservation of legislative committee materials as well as active and competent reference to these important recordings.

COMMITTEE MEETINGS

RULE 23. COMMITTEE MEETINGS. (a) Written notice of the time, place and subject matter of all meetings of standing, special, and joint committees during a week shall be provided by the person who chairs the committee to the chief clerk or secretary by 4:00 p.m. on the preceding Thursday. The person who chairs the committee to which a bill or resolution is first referred shall provide to the chief clerk or secretary written notice of the time and place of the first public hearing on the bill or resolution at least five days before the hearing. However, this requirement may be waived by motion of the person who chairs the committee to which a bill or resolution is first referred if concurred in by majority vote of the full membership of the house. The chief clerk or secretary shall publish and distribute copies of the weekly schedule of committee meetings and of the five-day notice of hearing.

(b) The person who chairs a standing, special, or joint committee shall provide the chief clerk or secretary written notice of the change in the time, place or subject matter of a meeting. At the next daily legislative session, notice of the schedule change shall be announced by the chief clerk or secretary and published as a notice in the journal of the house.

(c) A scheduled meeting of a standing, special, or joint committee may be cancelled at any time. If possible, notice of the cancellation shall be given in the same manner as provided for notice of change in (b) of this rule.

(d) The provisions of (a) and (b) of this rule do not apply to a standing, special, or joint committee meeting scheduled after the date a conference committee has been chosen to consider amendments to or differences between versions of the general appropriation act. However, a person who chairs a standing, special, or joint committee shall post written notice of the time, place and subject matter of a meeting at least 24 hours before the meeting.

(e) The provisions of (a) - (d) of this rule do not apply to meetings of

(1) the Rules Committee when it meets for the purpose of preparing the daily calendar;

(2) the Committee on Committees referred to in Rule 1(e); or

(3) standing, special, or joint committees when the committee meets during the interim between sessions.

(f) Each standing, special, and joint committee

(1) shall record its meetings electronically and prepare a log of the recording adequate to locate specific testimony;

(2) shall prepare minutes of each meeting of the committee on a standard form prescribed jointly by the Rules Committees of the house and the senate; the minutes shall include

(A) a list of the names of each member present during the meeting;

(B) a list of the name and affiliation of each witness testifying before the committee;

(C) a brief statement of the position of the witness on the subject testified upon; and

(D) each amendment formally considered by the committee, the name of the member moving adoption of the amendment, the action taken on the amendment, and the yeas and nays if a committee member has requested a roll call vote on adoption of an amendment;

(3) shall maintain a chronological file of minutes, copies of which shall be made available upon request to committee members and the public; committee minutes, tapes and other materials of research value shall be delivered by the committee at the end of each session or each legislature to the legislative reference library for appropriate disposition;

(4) may make available to the Legislative Affairs Agency a copy of all minutes of committee meetings during the session for entry of the minutes as a data base on the legislative computer system.

COMMITTEE REFERRAL AND ACTION

RULE 24. COMMITTEE REFERRAL AND ACTION. (a) A committee acts on all bills referred to it and reports its actions and recommendations to the house as soon as practicable. Committee reports must be in writing and the report must be signed by a majority of the members of the committee. The report will note the recommendation of each member signing the report.

(b) When a bill is reported back by a committee without at least one "Do Pass", unless the bill has a subsequent referral or referrals of record, the presiding officer shall put the question "Shall the bill be referred to the Rules Committee for placement on the calendar for second reading notwithstanding the report of the committee(s)?" If the bill has a subsequent referral or referrals of record, the question shall not be put until the last committee has reported and unless all reports are without at least one "Do Pass". The question is debatable and if a majority of the membership of the house votes in the negative, the bill is lost.

(c) (EFFECTIVE UNTIL JUNE 30, 1982) If a committee has more than one bill on the same subject or if it finds it necessary to revise a bill substantially, it may report out a substitute bill and recommend that the substitute be accepted for second reading in the place of the original bill. Substitute bills are duplicated and distributed when they are reported out by the committee. Committee substitute bills carry a notation of the source or sponsor of the original bill in the manner prescribed by the drafting manual unless the sponsor objects to his or their name so appearing.

2/19/68	H. Judiciary	Drug Hearings	1
1969	Alaska Federation of Natives		1
1969?-1970	Public Hearings on the Creation of the Department of Environmental Affairs		1
3/31/71	Judiciary		1
4/1/71	State Affairs		1
1/30/73- 3/30/73	LIMITED ENTRY TAPES SB39		23
	Work Session	1/30 1 of 2	
	Work Session	2/5 2 of 2	
	" "	2/5 1 of 1	
	" "	2/5 II of 2	
	" "	2/9 1 of 2	
	" "	2/9 2 of 2	
	" "	2/13 1 of 2	
	" "	2/13 2 of 2	
	" "	2/16 1 of 1	
	" "	2/22 1 of 4	
	" "	2/22 2 of 4	
	" "	2/22 3 of 4(Fletcher)	
	" "	2/22 4 of 4(Fletcher)	
	" "	3/2 1 of 1	
	" "	3/6 1 of 1	
	" "	3/9 1 of 1(Fletcher)	
	Final Draft	3/26 - 3/27 (six tapes)	
	Special Fish Committee Hearing - Final	3/30-1	
4/22/74	League of Women Voters -Program on Lan Use Planning in Alaska		4
1/24/75	Marine Transportation		1
1/30/75	Native Land Claims Symposium		1
2/20/75- 3/21/75	HOUSE JUDICIARY		8
	2/20 - HB129/SB148 (Smoking in Public)	2 (2c)	
	2/27 - HB137/HB42, SSSB5 (Anti-Trust)	1	
	3/18 - W/ S. Judiciary HB98 - Medical Malpractice (con't)	1	
	3/19 - HB265/266 Community Legal Ass't SB28 Marriage		
	HB177 Security Deposits	1	
	3/21 - HB177 Security Deposits	1	
4/2/75	Joint meeting of the Judiciary Council, Senate Judiciary and Finance Committees		1
2/24/75- 3/20/75	SENATE RESOURCES		2
	2/24 - David Hickok - Arctic Slope		
	3/20 - SB103 &276 - Oil tax in place		
2/10/75- 3/24/75	HOUSE STATE AFFAIRS		5
	2/10 - Joint meeting with S. State Affairs	2	
	2/25 - ?	1	
	3/24 - HB279	2	

2/10/75	Consideration of Executive Order #37 and HSCR1 by Fink	1	
3/21/75	"House"	1	
no date	"Local Hire"	8	
no date	Senator Hubert: Oil Trans. & Immediate Market	2	
2/11/75- 5/20/75	House Labor and Management*	26	
1/22/76- 4/30/76	House Labor and Management*	12	
1976	H. Finance and S. Finance: indexes to tapes in Ak. Historical Library J87.A4 1976 Tapes ?	?	
1976	Free Conference Committee on Gas contract hearing (4 tapes, 2 cassettes)	6	
1977	H. Finance**	80	
1977	S. Finance**	52	
1977	H. Labor and Management	?	
1977	Oil and Gas Hearings	5	
1977	Free Conference Committees**	14	
1978	H. Finance**	148	
1978	S. Finance**	60	(1 msg.)
1978	Free Conference Committee**	10	

*see detailed list attached

**indexes in Alaska Historical Library (see above)

Total tapes (minus Finance and FCC)	111
Total Finance and FCC**	364
TOTAL at ASL (and perhaps Archives)	475

ASL

HOUSE LABOR AND MANAGEMENT COMMITTEE HEARINGS

9th Legislature, 1st Session

DATE	CONTENTS	TAPE NUMBER
February 11, 1975	HB 186	01
February 25, 1975	HB 148	02
February 26, 1975	HB 148	03
February 27, 1975	HB 148	04
March 4, 1975	HB 175	05
March 12, 1975	HB 125	06
March 13, 1975	HB 125	07
March 15, 1975	Local Hire Testimony #1	08
March 15, 1975	Local Hire Testimony #2	09
March 15, 1975	Local Hire Testimony #3	10
March 19, 1975	HB 135	11
March 20, 1975	HB 174	12
March 25, 1975	HB 135, HB 301	13
March 26, 1975	CSHB 174	14
March 26, 1975	CSHB 174	15
March 28, 1975	HB 301, HB 125	16
April 2, 1975	OSHA Hearings	17
April 4, 1975	OSHA Hearings	18
April 8, 1975	HJR 27	19
April 10, 1975	SB 146	20
April 11, 1975	CSSB 146	21
April 18, 1975	CSHB 135	22
April 24, 1975	HB 388	23
May 1, 1975	HB 174	24
May 9, 1975	CSHB 174	25
May 20, 1975	HB 511	26

HOUSE LABOR AND MANAGEMENT COMMITTEE HEARINGS

9th Legislature, 2nd Session

DATE	CONTENTS	TAPE NUMBER
January 22, 1976	HB 568, HB 555	1
January 26, 1976	HB 568, HB 555	1
January 27, 1976	HB 555, HB 494, HB 603	1
February 3, 1976	HB 634	2
February 4, 1976	HB 513	2
February 4, 1976	HB 513	3
February 10, 1976	HB 639, HB 640	3
February 12, 1976	HB 513, HJR 50	4
February 17, 1976	Workmens Compensation Hearings	5
February 19, 1976	Workmens Compensation Hearings	5
February 20, 1976	Workmens Compensation Hearings	5
February 24, 1976	Workmens Comp, HB 662, HB 682, HCR 92, SB 145, CSHB 513	6
February 25, 1976	Workmens Comp, HB 662, HB 682, HCR 92, SB 145, CSHB 513	6
March 2, 1976	HB 588	1
March 8, 1976	HB 662, Dir. Block	7
March 10, 1976	HB 591	7
March 16, 1976	HB 639, HCR 89, HCR 78, HB 648	8
March 17, 1976	HB 588, CSHB 513	8
March 23, 1976	SB 641, SB 630	9
March 23, 1976	SB 630	10
April 7, 1976	HB 591, HCR 122, HB 591	11
April 15, 1976	360, 498, 502	11
April 27, 1976	HB 910, SB 498	12
April 30, 1976	CSHB 591	12