

# To: **Committee Chairs, Clerks, and Secretaries**

Joint Legislative Committees / Assembly Standing Committees / Senate Standing Committees

From: State of Wisconsin – Legislative Reference Bureau (Ph. 608–266–3561)

## **Subject: Suggested organization of committee hearing records**

This session the LRB will continue creating electronic versions of hearing records from previous sessions. Because of the central role that committees play in the legislative process, we believe these records will be among the most valuable archived by the LRB.

A consistent organizational method greatly helps us in creating a more organized, consistent database which leads to easier research. We suggest that materials be organized into one of following categories.

### **Categories:**

- ☞ **#1 Committee Reports (CR)** (published document)
- ☞ **#2 Executive Session Announcements (ES)** (published document)
- ☞ **#3 Public Hearing Announcements (PH)** (published document)
- ☞ **#4 Record of Committee Proceedings (RCP)** (published document)

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### ☞ **#5 Appointments (Appt)**

Information and correspondence collected for or against an appointment.  
> **each appointee should have his/her own folder**

### ☞ **#6 Clearinghouse Rules (CRule)**

Information and correspondence collected for or against a new rule.  
> **each rule should have its own folder**

### ☞ **#7 Hearing Records (HR)** (introduced bills & resolutions)

Information and correspondence collected for hearings on introduced bills and resolutions.  
> **each bill and resolution should have its own folder**

### ☞ **#8 Miscellaneous (Misc)** (budget bill & other misc. topics)

Information and correspondence collected ... that cannot be easily be assigned to a specific bill or other heading.  
> **please organize/order by date**

Include one-sided documents whenever possible. Please clearly label the contents on the outside of each box (include the session year and name of enclosed committee). Please box each floor session separately.

**Thank you for your assistance.**

# SAMPLE

## **SC-AERCFR** (Senate Committee On Agriculture, Environmental Resources & Campaign Finance Reform)

**CR** ("Committee Report") (published document – organized by 1st subject listed)

99hr\_SC-AERCFR\_CR\_pt01

99hr\_SC-AERCFR\_CR\_pt02

**ES** ("Executive Session" announcements) (published document – organized by hearing date)

99hr\_SC-AERCFR\_ES\_pt01

**PH** ("Public Hearing" announcements) (published document – organized by hearing date)

99hr\_SC-AERCFR\_PH\_pt01

**RCP** ("Record of Committee Proceedings") (published document – organized by subject)

99hr\_SC-AERCFR\_RCP\_pt01

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**Appt** (appointments) (info. collected for hearing ... for & against) (organized by appointee's last name)

99hr\_SC-AERCFR\_Appt\_Lastname\_pt01

99hr\_SC-AERCFR\_Appt\_Lastname\_pt02a

99hr\_SC-AERCFR\_Appt\_Lastname\_pt02b

**CRule** (clearinghouse rules) (info. collected for hearing ... for & against) (organized by rule number)

99hr\_CRule\_99-145\_SC-AERCFR\_pt01

99hr\_CRule\_99-145\_SC-AERCFR\_pt02a

99hr\_CRule\_99-145\_SC-AERCFR\_pt02b

99hr\_CRule\_00-017\_SC-AERCFR\_pt01

**HR** (bills & resolutions) (info. collected for hearings ... for & against) (organized by intro. number)

99hr\_ab0267\_AC-ADGR\_pt01

99hr\_ab0267\_AC-ADGR\_pt02

99hr\_ab0267\_AC-WM\_pt01

99hr\_ab0267\_SC-AERCFR\_pt01

99hr\_ab0267\_SC-AERCFR\_pt02a

99hr\_ab0267\_SC-AERCFR\_pt02b

99hr\_ab0267\_SC-AERCFR\_pt02c

99hr\_ab0267\_SC-AERCFR\_pt03

99hr\_ab0267\_SC-AERCFR\_pt04

99hr\_ajr0014\_AC-RA\_pt01

99hr\_sb0025\_SC-SFR\_pt01

99hr\_sjr0025\_SC-HCFALTC\_pt01

**Misc** (miscellaneous) (info. collected for hearings ... for & against) (organized by date submitted to clerk)

99hr\_SC-AERCFR\_Misc\_pt01

99hr\_SC-AERCFR\_Misc\_pt02a

99hr\_SC-AERCFR\_Misc\_pt02b