

From: Renk, Jeff
Sent: Tuesday, December 02, 2008 1:27 PM
Subject: Committee materials
Attachments: LRB Committee Materials Doc.pdf

To all Committee Clerks:

With the end of the 2007-2008 session upon us, you need to submit your committee materials to the Chief Clerk's office for archiving in the Legislative Reference Bureau.

The LRB Library is interested in any committee materials you may have. This would include attendance sheets, roll call sheets, minutes, committee records, committee reports, written testimony, tape recordings, correspondence, and any other miscellaneous materials. Please do not throw anything away. Compile this information and send it down to me and I will deliver it to the LRB. Attached is a memo from the LRB regarding these items.

Certainly, you may keep any materials for your own use next session, especially for those of you that will be clerking the same, or similar, committee next session. Even if you are not on the same committee, feel free to keep anything you think might be helpful to the Senator next session.

Boxes are available for you to use in packing up your files. They can be obtained by contacting Dennis Nelson in the Chief Clerk's Office at 266-2517.

All Executive Appointments and Clearinghouse Rules pending at the end of session will be carried over to the 2009-10 session and be rereferred. If you know you are not going to be taking up any appointments in committee during the remainder of this session, you may return them to the Chief Clerk's office at any time. However, I need all of them returned to me no later than December 31, 2008.

If you have any questions, please don't hesitate to call me at 266-1803.

Thanks.

Jeffrey Renk
Assistant Chief Clerk
Wisconsin Senate
Room B20 Southeast, State Capitol
(608) 266-2517
jeff.renk@legis.wisconsin.gov

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.