

Committee Chairs, Clerks, and Secretaries

Joint Legislative Committees / Assembly Standing Committees / Senate Standing Committees

Subject: Suggested organization of public hearing records

During periods when the legislature is not in session the LRB will continue creating digital versions of printed testimony and related materials collected for public hearings. 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.

- ☆ Please organize materials by topic (bill number, CRule number, etc.) ... instead of by hearing date.
- ☆ Please avoid duplicate documents whenever possible ... including extra copies slows down the archiving process.
Exception: If a correspondence refers to two or more bills ... please include a copy of the document in each associated bill's folder.
- ☆ Please include one-sided documents whenever possible.
- ☆ Please box each (two-year) floor session separately ... clearly label the contents on the outside of each box.
- ☆ As testimony and other related materials are collected, we suggest they be organized into the following categories:

☞ Committee Meeting Attendance Sheets (grouped together – filed in one folder)

☞ Committee Reports (CR) (published documents) (grouped together – filed in one folder)

☞ Executive Session Announcements (ES) (published documents) (grouped together – filed in one folder)

☞ Public Hearing Announcements (PH) (published documents) (grouped together – filed in one folder)

☞ Appointments (Appt) ... *each appointee should have his or her own folder*

- A. Include Record Of Committee Proceedings (published document).
- B. Include voting records.
- C. Include correspondence, testimony, and other information collected for or against an appointment.

☞ Clearinghouse Rules (CRule) ... *each rule should have its own folder*

- A. Include Record Of Committee Proceedings (published document).
- B. Include voting records.
- C. Include correspondence, testimony, and other information collected for or against a proposed rule.

☞ Hearing Records (Bills/Resolutions) (HR) ... *each bill and resolution should have its own folder*

- A. Include Record Of Committee Proceedings (published document).
- B. Include voting records.
- C. Include correspondence, testimony, and other information collected for or against a piece of legislation.

☞ Miscellaneous (Info. Hearing Materials) (Misc) ... *each topic should have its own folder*

- A. Include correspondence, testimony, and other information collected for Informational Hearings (hearings held on a topic instead of a specific introduced bill).
- B. This category also includes all other information and correspondence collected that cannot be easily be assigned to a specific bill.

Thank you for your assistance.

State of Wisconsin – Legislative Reference Bureau

Research & Library Services (Ph. 608–266–0341)

Program Assistants (Ph. 608–266–3561)

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

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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_SC-AERCFR_CRule_99-145_pt01

99hr_SC-AERCFR_CRule_99-145_pt02a

99hr_SC-AERCFR_CRule_99-145_pt02b

99hr_SC-AERCFR_CRule_00-017_pt01

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

(includes Records of Committee Proceedings)

99hr_SC-AERCFR_ab0254_pt01

99hr_SC-AERCFR_ab0267_pt01

99hr_SC-AERCFR_ab0267_pt02a

99hr_SC-AERCFR_ab0267_pt02b

99hr_SC-AERCFR_ab0267_pt02c

99hr_SC-AERCFR_ab0267_pt03

99hr_SC-AERCFR_ab0267_pt04

99hr_SC-AERCFR_ab0286_pt01

99hr_SC-AERCFR_ajr0014_pt01

99hr_SC-AERCFR_sb0025_pt01

99hr_SC-AERCFR_sjr0043_pt01

Misc (miscellaneous) (info. collected for hearings ... for & against) (organized by date)

99hr_SC-AERCFR_Misc_pt01

99hr_SC-AERCFR_Misc_pt02a

99hr_SC-AERCFR_Misc_pt02b

99hr_SC-AERCFR_Misc_pt03