

# Committee Chairs, Clerks, and Secretaries

Joint Legislative Committees / Assembly Standing Committees / Senate Standing Committees

## Subject: Suggested organization of public hearing records

Between sessions the LRB will continue creating electronic 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.** As testimony and other related materials are collected, we suggest they be organized into the following categories. In most cases (see below) the LRB needs only one copy of each document (including extra copies slows down the archiving process).

### ☞ **Committee Meeting Attendance Sheets**

☞ **Committee Reports** (CR) (published documents)

☞ **Executive Session Announcements** (ES) (published documents)

☞ **Public Hearing Announcements** (PH) (published documents)

### ☞ **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/Res.)** (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 an Informational Hearing (hearings held on a topic instead of a specific introduced bill).

B. This category includes any other information and correspondence collected that cannot be easily be assigned to a specific topic.

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☆ Please organize materials by topic (bill number, CRule number, etc.) ... instead of by hearing date.

☆ Please avoid duplicate documents whenever possible. Exception: If a correspondence refers to more than one bill ... please include a copy of the document in each 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.

**Thank you for your assistance.**

State of Wisconsin – Legislative Reference Bureau

Information & Research 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\_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)

(includes Records of Committee Proceedings)

99hr\_ab0254\_SC-AERCFR\_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\_ab0286\_SC-AERCFR\_pt01

99hr\_ajr0014\_SC-AERCFR\_pt01

99hr\_sb0025\_SC-AERCFR\_pt01

99hr\_sjr0043\_SC-AERCFR\_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

99hr\_SC-AERCFR\_Misc\_pt03