

Organization of Public Hearing Records

Suggested for committee chairs, clerks, and secretaries of joint legislative committees, assembly standing committees, and senate standing committees

During periods when the legislature is not in session, the LRB will continue to create digital versions of the printed testimony and related materials collected for public hearings. Because of the central role that committees play in the legislative process, these records will be among the most valuable archived by the LRB. To help the LRB create an organized, easily searchable database, please follow these suggestions as you organize public hearing records.

1. Please do not intermix materials collected from multiple committees – each committee should have its own box.
2. Please box each biennial floor session separately and clearly label the committee name and session year on the outside of each box.
3. Please include only materials collected for appointments, bills, clearinghouse rules, and informational hearings that were referred to a committee that you chaired.
4. Please organize materials by topic, e.g., bill number, clearinghouse rule number, etc., instead of by hearing date.
5. Please avoid duplicate documents whenever possible; extra copies slow the archiving process. Exception: If a correspondence refers to two or more bills, please include a copy of the document in each bill's folder.
6. Please include one-sided documents whenever possible.
7. As testimony and other related materials are collected, please organize them into the following categories:
 - a. Appointments (Appt): each appointee should have his or her own folder.
 - i. Include Record of Committee Proceedings, published document.
 - ii. Include voting records.
 - iii. Include correspondence, testimony, and other information collected for or against an appointment.
 - b. Attendance Sheets: grouped together, filed in one folder.
 - c. Bills & Resolutions: each bill and resolution should have its own folder.
 - i. Include Record of Committee Proceedings, published document.
 - ii. Include voting records.
 - iii. Include correspondence, testimony, and other information collected for or against a piece of legislation.

- d. Clearinghouse Rules (CRule): each rule should have its own folder.
 - i. Include Record of Committee Proceedings, published document.
 - ii. Include voting records.
 - iii. Include correspondence, testimony, and other information collected for or against a proposed rule.

- e. Miscellaneous (Misc): informational hearing materials - each topic should have its own folder.
 - i. Include correspondence, testimony, and other information collected for informational hearings, i.e., hearings held on a topic instead of an introduced bill.
 - ii. This category also includes all other information and correspondence collected that cannot be easily assigned to a specific bill.

Thank you for your assistance.

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