

## **This schedule applies to: Legislature and Legislators**

### **Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records (including legislative records) of the Legislature and individual legislators. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

### **Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

### **Revocation of previously issued records retention schedules**

All previously issued records retention schedules to the Legislature and legislators are revoked. The Legislature and legislators must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on December 2, 2020.

*Signature on File*

**For the State Auditor:**  
**Al Rose**

*Signature on File*

**For the Attorney General:**  
**Suzanne Becker**

*Signature on File*

**For the Office of Financial Management:**  
**Gwen Stamey**

*Signature on File*

**The State Archivist:**  
**Steve Excell**

## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 2, 2020	Initial schedule replacing the retention guidance in the former <i>Records Management and Transfer Manual for Committees of the Washington State Legislature</i> and the former <i>Legislators' Records Transfer Manual</i> .

For assistance and advice in applying this records retention schedule,  
please contact the Public Records Officer for the House or Senate  
or Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

## TABLE OF CONTENTS

<b>1.</b>	<b>COMMITTEE RECORDS.....</b>	<b>4</b>
<b>2.</b>	<b>HOUSE AND SENATE RECORDS.....</b>	<b>6</b>
<b>3.</b>	<b>LEGISLATORS' RECORDS.....</b>	<b>8</b>
3.1	BILLS AND LEGISLATIVE ACTIVITIES.....	8
3.2	CONSTITUENT AND STAKEHOLDER LIAISONS .....	12
	<b>GLOSSARY .....</b>	<b>16</b>
	<b>INDEXES .....</b>	<b>18</b>

## 1. COMMITTEE RECORDS

This section covers records relating to the work of standing committees, joint and select committees, and other committees or work groups administered by the House or Senate.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69607 Rev. 0	<p><b>Bill Files/Records</b></p> <p>Records documenting the committee action on legislative bills.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Committee reports;</li> <li>• Various drafts of the bill submitted to the committee;</li> <li>• Amendments submitted to the committee;</li> <li>• Committee correspondence;</li> <li>• Bill analyses, bill reports, presentations, and similar records prepared by committee staff and submitted to the committee;</li> <li>• Fiscal notes;</li> <li>• Other fiscal analyses submitted to the committee;</li> <li>• Other similar records made by or submitted to legislative committees or subcommittees in connection with the exercise of their legislative or investigatory functions, including but not limited to supplementary written testimony or materials.</li> </ul> <p>Excludes records covered by <i>Secondary (Duplicate) Records (DAN GS 50005)</i>.</p>	<p><i>Within 2 years after end of session,</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69616 Rev. 0	<p><b>Meeting Records</b></p> <p>Records documenting each meeting and hearing held by the committee.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Agendas;</li> <li>• Written testimony;</li> <li>• Sign-up sheets for each meeting;</li> <li>• Minutes of the meeting;</li> <li>• Bill drafts submitted to the committee;</li> <li>• Analyses, reports, presentations, and similar records presented in or submitted to the committee;</li> <li>• Amendments submitted to the committee;</li> <li>• Audio/visual recordings maintained by the committee;</li> <li>• Other related materials.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Meeting Arrangements (DAN GS 09024);</i></li> <li>• <i>Secondary (Duplicate) Records (DAN GS 50005).</i></li> </ul>	<p><i>Within 2 years after end of session,</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## 2. HOUSE AND SENATE RECORDS

This section covers records relating to the work of the House and Senate.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69611 Rev. 0	<p><b><i>Gubernatorial Notifications (House/Senate Copies)</i></b></p> <p>House and Senate's copies of notifications from the Governor relating to proclamations. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Governor's proclamations and announcements;</li> <li>• Other related records.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Gubernatorial Notifications (Individual Legislators' Copies)</i> (DAN 20-12-69612);</li> <li>• Records of the Office of the Governor relating to proclamations;</li> <li>• Journals of the House and Senate covered by <i>State Publications</i> (DAN GS 15008).</li> </ul>	<p><b>Retain</b> for 2 years after end of session <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR
20-12-69613 Rev. 0	<p><b><i>House/Senate Arrangements of Proceedings</i></b></p> <p>Records relating to the arrangements for proceedings for the House or Senate. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Floor calendars;</li> <li>• Orders of Consideration;</li> <li>• Rule meeting notifications and results;</li> <li>• Messages relating to the House or Senate being at ease/reconvening/adjourning.</li> </ul> <p>Excludes records covered by <i>House/Senate Arrangements of Proceedings (Individual Legislators' Copies)</i> (DAN 20-12-69614).</p>	<p><b>Retain</b> for 2 years after end of session <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69615 Rev. 0	<p><b><i>House/Senate Bill Debate and Proceedings</i></b></p> <p>Records relating to the debate of bills.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Materials distributed on the House or Senate floor, including: <ul style="list-style-type: none"> <li>Amendments;</li> <li>Bills;</li> <li>Conference Committee reports (including cover pages);</li> <li>Gubernatorial appointments;</li> <li>Majority/Minority reports from Executive Action;</li> <li>Workroom reports;</li> </ul> </li> <li>Reports to the Legislature;</li> <li>Roll call and voting records;</li> <li>Related correspondence/communications.</li> </ul>	<p><i>Within 2 years after end of session,</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

### 3. LEGISLATORS' RECORDS

This section covers records relating to the work of legislators.

#### 3.1 BILLS AND LEGISLATIVE ACTIVITIES

*The activities associated with legislators' work with bills and their legislative activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69606 Rev. 0	<p><b>Bill Development (Prime Sponsored)</b></p> <p>Individual legislators' records documenting their contributions to the development of bills for which they were the prime sponsor.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Records relating to the drafting of the bill;</li> <li>Research materials related to the bill (such as reports, studies, etc.);</li> <li>Constituent and other related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Records covered by <i>Brainstorming and Collaborating (DAN GS 50006)</i>;</li> <li>Records covered by <i>Drafting and Editing (DAN GS 50008)</i>;</li> <li>Records of the House, Senate, and Code Reviser's Office relating to the development and debate of the bill.</li> </ul>	<p><b>Retain</b> until no longer needed by legislator for business purposes</p> <p><i>or</i></p> <p>until completion of final term/legislator leaves office</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>



### 3.1 BILLS AND LEGISLATIVE ACTIVITIES

*The activities associated with legislators' work with bills and their legislative activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69608 Rev. 0	<p><b><i>Bill Review and Debate (Individual Legislators' Records)</i></b></p> <p>Individual legislators' copies of records relating to the review and debate of bills. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Amendments;</li> <li>• Bills;</li> <li>• Conference Committee reports (including cover pages);</li> <li>• Handouts on the floor;</li> <li>• Majority/Minority reports from Executive Action;</li> <li>• Reports to the Legislature;</li> <li>• Workroom reports;</li> <li>• Roll call and voting records;</li> <li>• Constituent and other related correspondence/communications.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Bill Development (Prime Sponsored) (DAN 20-12-69606)</i>;</li> <li>• Records of the House, Senate, and Code Reviser's Office relating to the development and debate of the bill.</li> </ul>	<p><b>Retain</b> until no longer needed by legislator for business purposes <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.1 BILLS AND LEGISLATIVE ACTIVITIES

*The activities associated with legislators' work with bills and their legislative activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69612 Rev. 0	<p><b><i>Gubernatorial Notifications (Individual Legislators' Copies)</i></b></p> <p>Individual legislators' copies of notifications from the Governor relating to proclamations and appointments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Governor's proclamations and announcements;</li> <li>• Gubernatorial appointment messages;</li> <li>• Other related records.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Records covered by <i>Gubernatorial Notifications (House/Senate Copies)</i> (DAN 20-12-69611);</li> <li>• Records of the Office of the Governor relating to proclamations and appointments.</li> </ul>	<p><b>Retain</b> until no longer needed by legislator for business purposes</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
20-12-69614 Rev. 0	<p><b><i>House/Senate Arrangements of Proceedings (Individual Legislators' Copies)</i></b></p> <p>Individual legislators' copies of notices and other records relating to arrangements for proceedings.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Floor calendars;</li> <li>• Orders of Consideration;</li> <li>• Rule meeting notifications and results;</li> <li>• Messages relating to the House or Senate being at ease/reconvening/adjourning.</li> </ul> <p>Exclude records covered by <i>House/Senate Arrangements of Proceedings</i> (DAN 20-12-69613).</p>	<p><b>Retain</b> until no longer needed by legislator for business purposes</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.1 BILLS AND LEGISLATIVE ACTIVITIES

*The activities associated with legislators' work with bills and their legislative activities.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69617 Rev. 0	<p><b><i>Policy/Issue Research (General)</i></b></p> <p>Records relating to research gathered/compiled by individual legislators on policies and issues, where not related to a specific bill.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Issue briefs, information, or advice from legislative staff;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> until no longer needed by legislator for business purposes</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 3.2 CONSTITUENT AND STAKEHOLDER LIAISONS

*The activities associated with legislators' work with their constituents and stakeholders.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69609 Rev. 0	<p><b><i>Calendars – Individual Legislators</i></b></p> <p>Records documenting the day-to-day meetings and other official calendar appointments of legislators.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Calendar records stored in Microsoft Outlook and other calendaring software/apps;</li> <li>Hardcopy calendars/appointment books/diaries/etc.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Printouts of electronic calendars (such as “Blue Cards”, etc.) covered by <i>Secondary (Duplicate) Copies (DAN GS 50005)</i>;</li> <li>Records covered by: <ul style="list-style-type: none"> <li><i>Organizing/Monitoring Work in Progress (DAN GS 50011)</i>;</li> <li><i>Scheduling – Appointments/Meetings (DAN GS 50014)</i>.</li> </ul> </li> </ul> <p><i>Note: Legislative Assistants' calendars are covered by Calendars – Employees (Other than Elected Officials and Agency Heads) (DAN GS 09023).</i></p>	<p><b>Retain</b> until completion of final term/legislator leaves office</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

### 3.2 CONSTITUENT AND STAKEHOLDER LIAISONS

*The activities associated with legislators' work with their constituents and stakeholders.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69610 Rev. 0	<p><b>Constituent Communications – Routine</b></p> <p>Records relating to communications between the legislator and their constituents of a routine/general nature (including legislator-initiated communications).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Internal and external correspondence/communications (regardless of format);</li> <li>• Handouts and other information provided to constituents;</li> <li>• Newsletters distributed to constituents.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Bill Development (Prime Sponsored) (DAN 20-12-69606);</i></li> <li>• <i>Bill Review and Debate (Individual Legislators' Records) (DAN 20-12-69608);</i></li> <li>• <i>Media Releases and Coverage (DAN GS 05003);</i></li> <li>• <i>Stakeholder Liaisons (Significant) (DAN 20-12-69619).</i></li> </ul>	<p><b>Retain</b> for 1 year after communication received/provided</p> <p><i>or</i></p> <p>until legislator leaves office, <i>whichever is sooner</i></p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR

### 3.2 CONSTITUENT AND STAKEHOLDER LIAISONS

*The activities associated with legislators' work with their constituents and stakeholders.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69618 Rev. 0	<p><b>Stakeholder Communications – Routine</b></p> <p>Records relating to communications between the legislator and stakeholders of a routine/general nature (including legislator-initiated communications).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Internal and external correspondence/communications (regardless of format);</li> <li>• Handouts and other information.</li> </ul> <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <li>• <i>Bill Development (Prime Sponsored) (DAN 20-12-69606);</i></li> <li>• <i>Bill Review and Debate (Individual Legislators' Records) (DAN 20-12-69608);</i></li> <li>• <i>Constituent Communications – Routine (DAN 20-12-69610);</i></li> <li>• <i>Media Releases and Coverage (DAN GS 05003);</i></li> <li>• <i>Stakeholder Liaisons (Significant) (DAN 20-12-69619).</i></li> </ul>	<p><b>Retain</b> until no longer needed by legislator for business purposes</p> <p><i>then</i></p> <p><b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM

### 3.2 CONSTITUENT AND STAKEHOLDER LIAISONS

*The activities associated with legislators' work with their constituents and stakeholders.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
20-12-69619 Rev. 0	<p><b><i>Stakeholder Liaisons (Significant)</i></b></p> <p>Records documenting the interactions between the legislator and key stakeholders, such as:</p> <ul style="list-style-type: none"> <li>• Other elected officials and agency heads in Washington State and from other states, federal and international governments;</li> <li>• Business and community leaders;</li> <li>• Celebrities and persons of local, state, national or international renown.</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Correspondence/communications;</li> <li>• Presentations/papers delivered to meetings/conferences of key stakeholders;</li> <li>• Transcripts and/or recordings of speeches to key stakeholders.</li> </ul>	<p><b>Retain</b> until completion of final term/legislator leaves office</p> <p><i>then</i></p> <p><b>Transfer</b> to Washington State Archives for permanent retention.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR</p>

## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

### ***Archival (Permanent Retention)***

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

### ***Disposition***

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

### ***Disposition Authority Number (DAN)***

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

### ***Essential Records***

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster. Security backups of these public records should be created and may be deposited with the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.



### ***Non-Archival***

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

### ***Non-Essential Records***

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

### ***OFM (Office Files and Memoranda)***

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

### ***OPR (Official Public Records)***

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

### ***Public Records***

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

### ***Records Series***

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

### ***State Records Committee***

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

## INDEXES

### ARCHIVAL RECORDS INDEX

*See the State Government General Records Retention Schedule for additional “Archival” records.*

#### COMMITTEE RECORDS

Bill Files/Records .....	4
Meeting Records.....	5

#### HOUSE AND SENATE RECORDS

House/Senate Bill Debate and Proceedings .....	7
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#### LEGISLATORS’ RECORDS

#### Bill and Legislative Activities

Bill Development (Prime Sponsored) .....	8
Constituent and Stakeholder Liaisons	
Calendars – Individual Legislators .....	12
Stakeholder Liaisons (Significant).....	15

### ESSENTIAL RECORDS INDEX

*See the State Government General Records Retention Schedule for “Essential” records.*

### DISPOSITION AUTHORITY NUMBERS (DAN’S) INDEX

20-12-69606.....	8	20-12-69610.....	13	20-12-69614.....	10	20-12-69618.....	14
20-12-69607.....	4	20-12-69611.....	6	20-12-69615.....	7	20-12-69619.....	15
20-12-69608.....	9	20-12-69612.....	10	20-12-69616.....	5		
20-12-69609.....	12	20-12-69613.....	6	20-12-69617.....	11		

## SUBJECT INDEX

*Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.*

### A

agendas (committees) .....	5
agreements .....	<i>see SGGRRS</i>
amendments	
committees	
bill files/records.....	4
meeting records .....	5
House/Senate copies .....	7
legislators' copies .....	9
asset management.....	<i>see SGGRRS</i>
audio/visual recordings	
committee meetings .....	5
legislators' speeches to key stakeholders .....	15
audits .....	<i>see SGGRRS</i>

### B

backups .....	<i>see SGGRRS</i>
bill files/records (committees) .....	4
bills	
analyses/reports (committees) .....	4
development/drafting (prime sponsor).....	8
drafts (committees)	
bill files/records.....	4
committee meetings .....	5
House/Senate copies .....	7

legislators' copies .....	9
blog posts.... <i>search by function/content of the record</i>	
budgeting .....	<i>see SGGRRS</i>

### C

calendars (appointments/meetings)	
legislators .....	12
other staff .....	<i>see SGGRRS</i>
calendars (floor)	
House/Senate copies .....	6
legislators' copies .....	10
CDs .....	<i>search by function/content of the record</i>
committees	
bill files/records .....	4
meeting records .....	5
complaints.....	<i>see SGGRRS</i>
conference committee reports	
House/Senate copies .....	7
legislators' copies .....	9
constituent correspondence/communications.....	13
bill-related (not prime sponsor) .....	9
bill-related (prime sponsor).....	8
contracts .....	<i>see SGGRRS</i>
correspondence/communications	
committees.....	4
legislators	
bill-related (not prime sponsor) .....	9

bill-related (prime sponsor) .....	8
constituents (non-bill-related) .....	13
stakeholders (key/significant) .....	15
stakeholders (routine/general) .....	14

### D

databases	
design/implementation/use .....	<i>see SGGRRS</i>
records within.... <i>search by function/content of the record</i>	
DVDs..... <i>search by function/content of the record</i>	

### E

emails..... <i>search by function/content of the record</i>	
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### F

facilities .....	<i>see SGGRRS</i>
financial records.....	<i>see SGGRRS</i>
fiscal analyses/notes (committees) .....	4
floor calendars	
House/Senate copies .....	6
legislators' copies .....	10
forms..... <i>search by function/content of the record</i>	

## G

Governor's proclamations/announcements	
House/Senate copies .....	6
legislators' copies .....	10
grants .....	<i>see SGGRRS</i>
grievances .....	<i>see SGGRRS</i>
gubernatorial appointments	
House/Senate copies .....	7
legislators' copies .....	10

## H

handouts/information	
provided to constituents .....	13
provided to stakeholders.....	14
human resources .....	<i>see SGGRRS</i>

## I

images .....	<i>search by function/content of the record</i>
information systems (applications/software)	
design/implementation/use .....	<i>see SGGRRS</i>
records within.....	<i>search by function/content of the record</i>
issues research (legislators' copies) .....	11

## L

leave.....	<i>see SGGRRS</i>
legal affairs.....	<i>see SGGRRS</i>

## M

mail services.....	<i>see SGGRRS</i>
majority/minority reports from executive action	
House/Senate copies .....	7
legislators' copies .....	9
materials distributed on House/Senate floor	
House/Senate copies .....	7
legislators' copies .....	9
meetings (committees) .....	5
arrangements .....	<i>see SGGRRS</i>
minutes (committees).....	5
motor vehicles .....	<i>see SGGRRS</i>

## N

newsletters (distributed to constituents) .....	13
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## O

orders of consideration	
House/Senate copies .....	6
legislators' copies .....	10

## P

payroll .....	<i>see SGGRRS</i>
photos .....	<i>search by function/content of the record</i>
policies/procedures .....	<i>see SGGRRS</i>
policy research (legislators' copies) .....	11
presentations	
committees.....	4

legislators to key stakeholders .....	15
prime sponsor's bill development records .....	8
public disclosure .....	<i>see SGGRRS</i>
public records requests.....	<i>see SGGRRS</i>
publications.....	<i>see SGGRRS</i>

## R

recordings (audio/visual)	
committee meetings .....	5
legislators' speeches to key stakeholders .....	15
records management.....	<i>see SGGRRS</i>
reports to the Legislature	
House/Senate copies .....	7
legislators' copies .....	9
research materials	
bill development (prime sponsor) .....	8
policy/issue (legislators' copies) .....	11
risk management .....	<i>see SGGRRS</i>
roll calls	
House/Senate copies .....	7
legislators' copies .....	9
rule meeting notifications/results	
House/Senate copies .....	6
legislators' copies .....	10

## S

security.....	<i>see SGGRRS</i>
sharepoint sites.....	<i>search by function/content of the record</i>
sign-up sheets (committees).....	5

speeches (transcripts/recordings) (to significant stakeholders) .....	15
stakeholder communications	
key/significant stakeholders .....	15
routine/general stakeholders .....	14
supplementary written testimony (committees).....	4

## **T**

telecommunications .....	<i>see SGGRRS</i>
testimony (committees)	
written testimony .....	5
supplementary .....	4

text messages .....	<i>search by function/content of the record</i>
timesheets .....	<i>see SGGRRS</i>
training.....	<i>see SGGRRS</i>
transitory records .....	<i>see SGGRRS</i>
travel .....	<i>see SGGRRS</i>
tweets .....	<i>search by function/content of the record</i>

## **V**

vehicles .....	<i>see SGGRRS</i>
video recordings	
committee meetings .....	5
legislators' speeches to key stakeholders .....	15

voicemails ...	<i>search by function/content of the record</i>
voting records	
House/Senate copies .....	7
legislators' copies .....	9

## **W**

webpage/site .....	<i>search by function/content of the record</i>
workroom reports	
House/Senate copies .....	7
legislators' copies .....	9
written testimony (committees).....	5
supplementary.....	4