



Document Name	Description	Output File Format	System Created In	Difficulty to Create	Time to Create	Public Document	Created By (Role)
Senate Calendar PDF	PDF calendar produced for Senate for every session day	WordPerfect, PDF	CalSched MSAccess/ WordPerfect	Medium	Quick	Public	Senate Calendar Clerk
Senate Calendar HTML	HTML calendar produced for Senate for every session day	HTML	CalSched MSAccess/ Website update utility	Easy	Quick	Public	Senate Calendar Clerk/ Website update utility
House Calendar PDF	PDF calendar produced for House for every session day	WordPerfect, PDF	CalSched MSAccess/ MS Word	Medium	Quick	Public	House Calendar Clerk
House Calendar HTML	HTML calendar produced for House for every session day	HTML	CalSched MSAccess/ Website update utility	Easy	Quick	Public	House Calendar Clerk/ Website update utility
Senate Journal	Journal produced for Senate for every session day	WordPerfect, PDF	Senate Journal db	Medium	Medium	Internal Only	Senate Journal Clerk
House Journal	Journal produced for House for every session day	WordPerfect, HTML	House Journal db	Medium	Medium	Internal Only	House Journal Clerk
House Intro Sheet	List of all bills introduced on a given session day	PDF	Bill Jacket db, Bill Locator	Medium	Quick	Public	HCC Staff, Bills Online Group
Senate Intro Sheet	List of all bills introduced on a given session day	PDF	Bill Locator	Medium	Quick	Public	Bills Online Group
Request for Bill Draft	Request made by a legislator for a bill to be drafted	Access Record, Paper File, Request Sheet	202 MS Access db	Easy	Quick	Internal Only	Assistant Dir. for Drafting Services, Bill Drafters, Bill Clerks
Bill Draft	Draft version of a bill that is being created by the LCS	WordPerfect, PDF, Hard Copy	LegisDrafter Program	Medium	Medium	Internal Only	Bill Drafters, Proofing, Word Processing
Bill Ready for Introduction ("Prepped Bill")	Version of the bill that has been given to the legislator to introduce in House/Senate	WordPerfect, PDF, Hard Copy	LegisDrafter Program, Work Processing	Medium	Medium	Internal Only	Bill Drafters, Proofing, Word Processing, Bill Clerks
Introduced Bill WP	WordPerfect version of the bill that has been introduced in House/Senate	WordPerfect	WordPerfect+Macros/L egInfo MSAccess/ 202 MSAccess db	Medium	Medium	Internal Only	Bill Clerks, House & Senate Chief Clerks
Introduced Bill PDF/HTML	PDF/HTML version of the bill that has been introduced in House/Senate	PDF, HTML	WordPerfect+Macros	Medium	Medium	Public	Bills Online Group
Substitute Bill	Bill that will replace current introduced bill	WordPerfect, PDF	202 MS Access	Hard	Slow	Public	Bill Drafters, Proofing, Word Processing
House Amendment	Amendment draft	PDF, WordPerfect, Hard Copy	WordPerfect	Hard	Slow	Internal Only	Bill Drafters, Proofing, Word Processing, Bill Clerks
Senate Amendment	Amendment draft	PDF	WordPerfect	Hard	Slow	Internal Only	Bill Drafters, Proofing, Word Processing, Bill Clerks
Floor Amendment	House/Senate Floor Amendment draft	PDF, Hard Copy	202 MS Access/ Handwritten	Medium	Medium	Public	Bill Drafters, Legislators (Handwritten)
Committee Report	Report that shows amendments, recommendations and votes on a bill by a committee	PDF	WordPerfect/ MS Access	Medium	Medium	Public	Committee Secretaries, Bills Online Group
Amendments in Context	Version of bill that has current amendments incorporated with color-coded tags in body of bill	PDF	WordPerfect+Macros/ 202 MSAccess/ Handwritten	Hard	Slow	Public	AIC Group
Final Version	Final Version of bill after governor has signed/vetoed and has chaptered	PDF	WordPerfect+Macros/ 202 MSAccess			Public	Enrolling & Engrossing
Previous Versions of Bill	PDF and HTML versions of a bill prior to amending	PDF	PDF Markup	Medium	Slow	Internal Only	Bill Drafters, Proofing, Word Processing
LESC Analysis	Report describing the impact on education of a bill	PDF	LESCAnalysis MS Access/ MS Word				LESC
Fiscal Impact Statements ("Fiscal Impact Reports - FIRs")	Document describing the fiscal impact of a bill	PDF	FIR MS Access/ MS Word	Easy	Quick	Public	LFC
PDF Committee Meeting Notice/Agenda	Notice given to all relevant parties detailing the date of a committee meeting and which legislation will be considered	MS Word, PDF	Committee Module MS Access/MS Word	Easy	Quick	Public	Committee Secretaries
HTML Committee Meeting Notice/Agenda	HTML version of committee schedule posted on website	HTML	Committee Module MS Access/Website update	Easy	Quick	Public	Committee Secretaries
Committee Meeting Minutes (interim committees only)	Minutes detailing the actions that occurred during a committee meeting	PDF	wordPerfect+Macros	Hard	Slow	Public	Committee Staff
Appointments	A ticketing-system approach that tracks candidates and generates formal appointment letters for confirmed candidates and makes journal entries	Rules Committee Background Check and Report					Rules Committee, Entered into Journal by Journal Clerk
Votes	Document that shows members' votes for a bill on the floor	PDF	International Roll Call voting system			Public	Voting System Operator
Daily Bill Locator	Report that lists legislative history of all legislation introduced	PDF, Website, Hard Copy	Leginfo db	Hard	Medium	Public	Jeret Fleetwood, Bill Historians

Interim Committee Legislation  Legislation by Title  List of all legislation by bills)  Legislation with Sponsors  Legislation with Subjects  Legislation with Governor Initials or SA designation  Statistics  List of legislation requestive to the legislation introsparty  Legislation Spell Check  Amendments/Substitutes  Concordance: Chapter to Bill  Concordance: Bill to Chapter  Concordance: Wetoed Bills  Concordance: Constitutional  Amendments  Concordance: Bill to Chapter  Concordance: Bill to Chapter  List of all passed bills, to all passed bills,		1					
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Legislation with Sponsors Legislation with Subjects List of all legislation with Subjects List of all legislation by that duplicate bills have that duplication and that duplicate bills have that dupli	islation endorsed by interim committees	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
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legislation	ists bills and joint resolutions that propose to change ction of law or the constitution	PDF, Hard Copy	TOC db	Medium	Medium	Public	Bill Historians
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Legislator Information Report that compiles In New Member Information List of new (incoming) member they will replain Committee List List of membership of	ls, amendments and substitutes on website	Website	WordPerfect+Macros, committee db	Easy	Quick	Public	Bill Historians
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	pership of each interim committee, by committee	Leglog, WordPerfect	Leglog, WordPerfect	Medium	Medium	Public	Jeret Fleetwood, Bill Historians
(includes meeting roor	pership of each standing committee, by committee seting room & regular meeting times)	Leglog, WordPerfect	Leglog, WordPerfect	Medium	Medium	Public	Jeret Fleetwood, Bill Historians
Committees by Member List of each member's		PDF	Leglog	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
address	nember's name, address, phone number(s) and email		Leglog	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Birthdays List of each member's	nember's birthday	PDF	Leglog	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians

Candidate Lists	List of all candidates for legislative seats and statistics regarding	WordPerfect, PDF	WordPerfect	Hard	Slow	Public	Jeret Fleetwood
	number of Democrats and Republicans with primary and general						
	election opposition						
Mailing Labels	File folder labels produced for each interim committee meeting	Leglog, PDF for Hard	Leglog	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
		Сору					
Committee Labels	Same as mailing labels, sorted by committee	Leglog, PDF for Hard	Leglog	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
		Сору					
Legislator by District	List of legislators, sorted by district number	PDf	Leglog	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Email Lists	Email utility that emails notices and attachments to members of	Email (uses Outlook)	Utility in Leglog db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
	any committee and additional CCs if desired						
New Member Checklist	List of each new member, showing steps from election to	Excel Spreadsheet	MS Excel	Medium	Slow	Internal Only	Jeret Fleetwood
	swearing in (legislative email account, photo, preferred contact						
	info, W9, etc.)						
Roll Call Sheet	Roll call sheet with yes, no and other columns and space for	PDF	leglog	Easy	Quick	Internal Only	Committee Staff
	motions and final vote						
Spouse List	List of each member's spouse	PDF	leglog	Easy	Quick	Internal Only	Jeret Fleetwood
Legislator/County/Party List	List of each member's county/counties and political party	PDF	leglog	Easy	Quick	Public	Jeret Fleetwood
Public Member Information	List of public members appointed to interim committees	Leglog	leglog	Medium	Medium	Internal Only	Jeret Fleetwood
Interim Committee	Form that asks committee members to identify preferred means	PDF	leglog	Easy	Quick	Internal Only	Committee Staff
Questionaire	of communication						