



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 utility	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

202 by Bill/ 202 by 202	List that correlates all legislation with its 202 number	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Interim Committee Legislation	List of all legislation endorsed by interim committees	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Legislation by Title	List of all legislation by locator title (useful for spotting duplicate bills)	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Legislation with Sponsors	List of all legislation with corresponding primary sponsors	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Legislation with Subjects	List of all legislation by title and subject codes (useful for ensuring that duplicate bills have been assigned the same subject codes)	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Legislation with Governor Initials or SA designation	List of legislation requested by the governor or state agencies	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Statistics	List of legislation introduced and passed in each chamber by party	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Legislation Spell Check	Critical utility in the Locator database (Leginfo) - includes ability to add New Mexico words & names each session	PDF	Leginfo db	Easy	Medium	Internal Only	Jeret Fleetwood, Bill Historians
Amendments/Substitutes	List that shows each time each piece of legislation has been amended or substituted (allows user to designate a start date)	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Concordance: Chapter to Bill	List of all passed bills, sorted by chapter number	PDF	Leginfo db	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Concordance: Bill to Chapter	List of all passed bills, sorted by bill number	PDF	Leginfo db	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Concordance: Vetoed Bills	List of all bills vetoed by the governor	PDF	Leginfo db	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Concordance: Constitutional Amendments	List of all passed joint resolutions proposing to amend the constitution, including constitutional amendment numbers assigned by the secretary of state	PDF	Leginfo db	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Concordance: House & Senate Bills	List of all passed bills, sorted by chamber	PDF	Leginfo db	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Concordance: Bill to Chapter with drafter	Same as bill to chapter report, but includes drafter names (used in assigning write-ups for Highlights publication)	PDF	Leginfo db	Easy		Public	Jeret Fleetwood, Bill Historians
HB in SJ/SB in HJC	List that shows bills from one chamber in other chamber's judiciary committee (Used to ascertain who's passing more of the other chamber's bills)	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Proof for Locations	Date and time specific report showing the current location of each piece of legislation that has changed locations within the defined time frame (Critical to locator proofing process)	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Proof for Actions	Date and time specific report showing the last action and current location for all legislation in the defined time frame	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Proof for Legislation	Date and time specific report showing all passed legislation, including location and chapter number	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Passed Legislation by Drafter	List of passed legislation, shown by year, including drafter name and chapter number	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Locator for Journal (House)	Puts Bill Locator into the format necessary for the House Journal	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Locator for Journal (Senate)	Puts Bill Locator into the format necessary for the Senate Journal	PDF	Leginfo db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
Table of Changes	Report that tracks proposed changes to state statute & constitution	PDF, Hard Copy	TOC db	Medium	Medium	Public	Bill Historians
Conflicts	Report that lists bills and joint resolutions that propose to change the same section of law or the constitution	PDF, Hard Copy	TOC db	Medium	Medium	Public	Bill Historians
Sponsorship	Report that tracks primary sponsors and co-sponsors for all legislation	PDF, Website	Leginfo db	Medium	Quick	Public	House Chief Clerk, Bill Historians
Bills Online	Publishes bills, amendments and substitutes on website	Website	WordPerfect+Macros, committee db	Easy	Quick	Public	Bill Historians
Subject Index	Report that lists all legislation by subject	PDF	Leginfo db	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Legislator Information	Report that compiles legislator information						
New Member Information	List of new (incoming) members by name, district and the member they will replace	MS Excel Spreadsheet	MS Excel	Medium	Medium	Internal Only	Jeret Fleetwood
Interim Committee List	List of membership of each interim committee, by committee	Leglog, WordPerfect	Leglog, WordPerfect	Medium	Medium	Public	Jeret Fleetwood, Bill Historians
Standing Committee List	List of membership of each standing committee, by committee (includes meeting room & regular meeting times)	Leglog, WordPerfect	Leglog, WordPerfect	Medium	Medium	Public	Jeret Fleetwood, Bill Historians
Committees by Member	List of each member's interim and/or standing committee assignments and role (chair, member, advisory, etc.)	PDF	Leglog	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Name & Address List	List of each member's name, address, phone number(s) and email address	PDF, Website	Leglog	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Birthdays	List of each member's birthday	PDF	Leglog	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians

Candidate Lists	List of all candidates for legislative seats and statistics regarding number of Democrats and Republicans with primary and general election opposition	WordPerfect, PDF	WordPerfect	Hard	Slow	Public	Jeret Fleetwood
Mailing Labels	File folder labels produced for each interim committee meeting	Leglog, PDF for Hard Copy	Leglog	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
Committee Labels	Same as mailing labels, sorted by committee	Leglog, PDF for Hard Copy	Leglog	Easy	Quick	Public	Jeret Fleetwood, Bill Historians
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 any committee and additional CCs if desired	Email (uses Outlook)	Utility in Leglog db	Easy	Quick	Internal Only	Jeret Fleetwood, Bill Historians
New Member Checklist	List of each new member, showing steps from election to swearing in (legislative email account, photo, preferred contact info, W9, etc.)	Excel Spreadsheet	MS Excel	Medium	Slow	Internal Only	Jeret Fleetwood
Roll Call Sheet	Roll call sheet with yes, no and other columns and space for motions and final vote	PDF	leglog	Easy	Quick	Internal Only	Committee Staff
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 Questionnaire	Form that asks committee members to identify preferred means of communication	PDF	leglog	Easy	Quick	Internal Only	Committee Staff