

Archiving Legislative Documents

Each year, state legislatures produce large numbers of paper and electronic documents, including bills, amendments, chamber rules, committee reports, correspondence, journals, status summaries, and tapes of hearings or floor sessions. These documents are a valuable record of legislative history, and many legislative chambers are attempting to preserve them.

Guidelines. More than three-fourths of the nation's legislative chambers reported that they have guidelines for the retention and archival of legislative documents and records. Only 12 legislative bodies responded that they had no such guidelines in place (see table 00-7.48).

Where the guidelines are set. The guidelines for the retention and archival of legislative documents and records usually are dictated by a combination of sources. The most common combination couples a statute with a Senate or House rule or internal policy (see table 00-7.49). Eleven chambers indicated that an executive-legislative policy establishes the archival procedures. Three chambers—Georgia Senate, Louisiana Senate and Oklahoma House—indicated some directive set by federal law. Only one chamber—Louisiana Senate—has guidelines set by the state auditor.

Responsibility for implementation. In most legislative assemblies, the clerk or the secretary implements the retention and archival guidelines for legislative documents and records (see table 00-7.50). Nineteen chambers reported that the state archivist plays a role in preserving legislative documents. According to 14 legislative bodies, the secretary of state has responsibility for the retention of legislative records. In only a handful of states, the legislative historian or archivist or the legislative council, management committee or service office is responsible for guideline implementation.

Documents retained. The archival guidelines in 62 chambers specify which legislative documents or records must be retained. For 16 legislative bodies, however, no mention is made of what must be kept (see table 00-7.51).

Tables 00-7.52 and 00-7.53 illustrate the legislative documents and records that most frequently are saved. These include bills (69 chambers), resolutions (69 chambers), journals (67 chambers), roll-call votes (58 chambers), committee reports (56 chambers), amendments (52 chambers), and veto and other gubernatorial messages (52 chambers). Chambers also retain other types of documents and records—for example, calendars, bill analyses, bill status or history information, fiscal notes, executive orders, tapes of floor session and committee hearings, and various directories. Tables 00-7.54, 00-7.55, 00-7.56 and 00-7.57 provide examples of how long documents and records are kept by legislative chambers.

Status of documents after the retention period.

Documents specified by the guidelines. Most legislative documents are sent to state archives after the specified retention period expires (see table 00-7.58). The secretary of state receives material from 21 legislative assemblies. Eighteen chambers maintain their own legislative archives. Sometimes, however, documents and records are destroyed after the required retention period.

Non-specified records. Retention and archival guidelines often do not address every type of document or record produced by a legislature. What happens to the documents that are not listed? Fifty-two legislative assemblies indicated that they retain non-specified documents as long as storage space permits and the materials then are destroyed (see table 00-7.59). In 10 chambers—Arkansas House, Georgia Senate, Hawaii House, Michigan House, Minnesota House, Ohio Senate, Oklahoma House, Tennessee Senate, Texas Senate and Virginia Senate—documents that are not covered by the guidelines are immediately sent to the state or legislative archives. On the other hand, non-specified documents often are destroyed immediately by the Arkansas Senate and House, Indiana Senate, Ohio House, Oklahoma House, Pennsylvania House and Virginia House

Archiving methods used. The formats by which documents and records may be preserved vary. Common archival methods include plain paper, acid-free paper, microfilm, microfiche, computer file, digital file and CD-Rom. Table 00-7.60 illustrates that plain paper is the archival method used most often by legislative bodies. Legislative records are preserved via computer files by 31 legislative assemblies. Twenty-six chambers archive material on microfiche. Twenty-five chambers store documents on microfilm. Sixteen chambers use acid-free paper. Digital files and CD-Rom are used less frequently to retain documents.

Table 00-7.48 Guidelines for Retaining and Archiving Documents

The following chambers have guidelines for retaining and archiving legislative documents and records.

Alabama Senate	Montana Senate and House
Alaska Senate and House	Nebraska Senate
Arizona Senate and House	Nevada Senate and Assembly
Arkansas Senate and House	New Hampshire Senate
California Senate and Assembly	New Mexico Senate and House
Colorado Senate	New York Assembly
Connecticut Senate and House	North Carolina Senate and House
Delaware House	North Dakota Senate and House
Florida Senate and House	Ohio Senate and House
Georgia Senate and House	Oklahoma House
Hawaii Senate and House	Oregon House
Illinois Senate	Pennsylvania House
Indiana Senate and House	Rhode Island House
Iowa Senate and House	South Carolina House
Kansas Senate and House	South Dakota Senate and House
Kentucky Senate and House	Tennessee Senate
Louisiana Senate and House	Texas Senate and House
Maine Senate	Utah Senate and House
Maryland Senate and House	Virginia Senate and House
Massachusetts Senate and House	Washington Senate and House
Michigan Senate and House	West Virginia Senate and House
Minnesota Senate and House	Wisconsin Senate and Assembly
Mississippi House	Wyoming Senate and House
Missouri House	District of Columbia Council

The following chambers do not have guidelines for retaining and archiving legislative documents and records.

Colorado House	Oregon Senate
Idaho Senate and House	Pennsylvania Senate
Illinois House	South Carolina Senate
Maine House	Tennessee House
Missouri Senate	Vermont Senate
Oklahoma Senate	

Table 00-7.49 Where the Guidelines Are Set

State (1)	Federal law	State constitution	State statute	Joint rule	Chamber rule	Executive-legislative policy	Joint legislative policy	Internal Senate or House policy	State auditor	Other
Alabama								S		
Alaska								B		2
Arizona			B							
Arkansas								B		
California			S			H	H			3
Colorado			S							
Connecticut		B	B	B	B					
Delaware			H					H		
Florida			B	S				S		
Georgia	S		S		S			S		4
Hawaii		B	B		H					
Idaho										
Illinois			S							5
Indiana			H		S					
Iowa		S				S	H	S		
Kansas			B							
Kentucky			H			H		S		6
Louisiana	S	S	B		H			B	S	
Maine			S							7
Maryland		B								
Massachusetts			B							
Michigan			B		S					
Minnesota		H	S		H	B		B		
Mississippi			H							
Missouri			H					H		
Montana			B							

Table 00-7.49 Where the Guidelines Are Set, cont'd.

State (1)	Federal law	State constitution	State statute	Joint rule	Chamber rule	Executive-legislative policy	Joint legislative policy	Internal Senate or House policy	State auditor	Other
Nebraska		S						S		8
Nevada		B	B					B		
New Hampshire			S							
New Jersey										
New Mexico		B	S							9
New York		H								
North Carolina										10
North Dakota			B							11
Ohio			B					B		
Oklahoma	H		H							
Oregon		H			H			H		
Pennsylvania								H		
Rhode Island		H								
South Carolina								H		
South Dakota		B	B	B		B	B			
Tennessee						S				
Texas			S		H			H		
Utah							S	H		
Vermont										
Virginia			H					H		12
Washington			S					B		
West Virginia		S						H		
Wisconsin			B							
Wyoming						B				
District of Columbia						S				

Table 00-7.49 Where the Guidelines Are Set, cont'd.

Key:

S=Senate

H=House or Assembly

B=Both chambers

Notes:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.
2. Alaska: The state archivist also sets guidelines for the Senate and House.
3. California: For the California Assembly, the secretary of state has jurisdiction over archiving records.
4. Georgia: For the House, the guidelines are set by the secretary of state and the Department of Archives and History.
5. Illinois: In the House, the guidelines are set by the clerk's office.
6. Kentucky: In the Senate, there is no formal written policy, but a traditional policy has evolved over the years.
7. Maine: The state archivist also sets guidelines for the Senate
8. Nebraska: The Senate also looks to records management standards.
9. New Mexico: The Senate also follows a policy developed with the State Commission of Public Records.
10. North Carolina: The Department of Archives has worked with the Senate and House to develop guidelines.
11. North Dakota: The guidelines for the Senate and House are set by Legislative Council policy.
12. Virginia: For the Virginia Senate, the guidelines are set by the state library.

Table 00-7.50 Who Implements the Guidelines

State (1)	The clerk or secretary	The legislative historian or archivist	The legislative council, management committee or service office	The state archivist	The secretary of state	Other
Alabama	S					
Alaska	B					2
Arizona	B					
Arkansas	B					
California				H	B	
Colorado	S					
Connecticut	B					
Delaware	H					
Florida	S	S				
Georgia	S				B	
Hawaii	B					
Idaho						
Illinois	B					
Indiana	S			H		
Iowa	B			S	S	
Kansas	B					
Kentucky	S					3
Louisiana	B			H		
Maine				S		
Maryland	B					
Massachusetts	B			H	H	
Michigan	B			S		
Minnesota	B			H		4
Mississippi	H					
Missouri	H			H	H	
Montana		H	H	B	B	

Table 00-7.50 Who Implements the Guidelines, cont'd.

State (1)	The clerk or secretary	The legislative historian or archivist	The legislative council, management committee or service office	The state archivist	The secretary of state	Other
Nebraska	S	S				5
Nevada	B	B	B	B	B	
New Hampshire	S				S	
New Jersey						
New Mexico	B					
New York	H					
North Carolina	B			S		
North Dakota			B			
Ohio	B					6
Oklahoma	H					7
Oregon	H		H			
Pennsylvania		H				
Rhode Island	H					
South Carolina	H			H		
South Dakota	B	B	B	B	B	
Tennessee	S			S	S	
Texas	H	S		S		
Utah	B					
Vermont						
Virginia	B					
Washington	S					8
West Virginia	B					
Wisconsin	B					
Wyoming			B			
District of Columbia	S					

Table 00-7.50 Who Implements the Guidelines, cont'd.

Key:

- S=Senate
- H=House or Assembly
- B=Both chambers

Notes:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.
2. Alaska: For the Senate and House, the legislative librarian also is responsible for implementing the guidelines.
3. Kentucky: In the House, the library implements the guidelines.
4. Minnesota: In the House, the Legislative Reference Library also helps implement the guidelines.
5. Nebraska: Records Management also helps implement the guidelines for the Senate.
6. Ohio: In the Senate, members are responsible for following the guidelines for their offices.
7. Oklahoma: In the House, the executive director of the Research, Legal and Fiscal Division also helps implement the guidelines.
8. Washington: In the House, the guidelines are implemented by the members, committees, other individual offices and the work room.

Table 00-7.51 Guidelines Specify Documents to be Retained and Archived

In the following chambers, the guidelines specify which documents are to be retained and archived.

Alaska Senate and House	Missouri House
Arizona Senate and House	Nebraska Senate
Arkansas Senate	Nevada Senate and Assembly
California Senate	New Hampshire Senate
Colorado Senate	New Mexico Senate and House
Connecticut Senate and House	New York Assembly
Delaware House	North Carolina Senate and House
Florida Senate and House	North Dakota Senate and House
Georgia Senate and House	Ohio Senate and House
Hawaii Senate and House	Oklahoma House
Illinois Senate	Oregon House
Indiana Senate	Pennsylvania House
Iowa Senate	South Carolina House
Kansas Senate	South Dakota Senate and House
Kentucky House	Texas Senate and House
Louisiana Senate and House	Utah Senate and House
Maine Senate	Virginia Senate and House
Massachusetts Senate and House	Washington House
Michigan Senate and House	West Virginia Senate
Minnesota Senate and House	Wisconsin Senate and Assembly
Mississippi House	District of Columbia Council

In the following chambers, the guidelines do not specify which documents are to be retained and archived.

Alabama Senate	Montana Senate and House
Arkansas House	Rhode Island House
Illinois House	Tennessee Senate
Indiana House	Washington Senate
Iowa House	West Virginia House
Kansas House	Wyoming Senate and House
Maryland Senate and House	

Table 00-7.52 Documents Retained

State (1)	Bills	Resolutions	Memorials	Petitions	Bill status information	Bill history information	Journals	Calendars	Bill analyses	Fiscal notes	Committee minutes	Committee reports	Amendments	Attendance sheets
Alabama	S	S					S			S	S	S	S	
Alaska	B	B	B		B	B	B		B	B	B	B	B	B
Arizona	B	B	B			H	B		B	B	B	B	B	H
Arkansas	S	S	S		S	S	B	S				S	S	S
California	B	B	H	B	B	B	B	B	B			B	S	S
Colorado	S	S	S			S	S	S				S	S	S
Connecticut	B	B	B		B	B	B					B		
Delaware	H	H			H	H	H	H		H	H	H	H	H
Florida	S	B	B	S	S	B	B		B	B	S	B	S	B
Georgia	B	B			B	H	B			H	B	H	B	H
Hawaii	B	B		H		B	B	S				B	B	H
Idaho														
Illinois	B	B	H	H	H	H	B	H	H	B	H	B	B	H
Indiana	S	S	S	S			S			S		S	S	S
Iowa	B	B	H		S	S	S	S			S		S	S
Kansas	B	B	H	B		S	B					B	B	B
Kentucky	B	B		S	H		B	S			B	B	S	B
Louisiana	B	B	B	B	S	S	B	B		B	B	B	B	H
Maine	S	S	S				S	S				S	S	S
Maryland														
Massachusetts	B	B	B	B	B	B	B				H	B	S	
Michigan	B	S	S	S			B		S		S	S	S	S
Minnesota	B	B	H		H	H	B				H	B	B	B
Mississippi	H	H				H	H							
Missouri	H	H					H	H	H	H	H	H	H	H
Montana	B	B		B		B	B			B	B	B		

Table 00-7.52 Documents Retained, cont'd.

State (1)	Bills	Resolutions	Memorials	Petitions	Bill status information	Bill history information	Journals	Calendars	Bill analyses	Fiscal notes	Committee minutes	Committee reports	Amendments	Attendance sheets
Nebraska	S	S			S	S	S		S	S	S	S	S	S
Nevada	B	B	H	H	B	B	B	S		B	B	B	B	H
New Hampshire	S	S									S			
New Jersey														
New Mexico	H	H	H				H							
New York	H	H			H	H	H			H				H
North Carolina	B	B	B	B	S	B	B	B		H			H	
North Dakota	B	B			B	B	B		B	B	B	B	B	B
Ohio	B	B	S		B	S	B	B	B	B	B	B	H	H
Oklahoma	H	H	H	H	H	H	H			H	H		H	H
Oregon	H	H	H		H	H	H		H	H	H	H	H	
Pennsylvania	H	H		H	H	H	H	H	H		H	H	H	H
Rhode Island														
South Carolina	H	H												
South Dakota	B	B	B		B	B	B			B	B	B	B	
Tennessee	S	S	S	S		S	S	S	S	S	S	S	S	S
Texas	B	B			S	S	B	S	B	B	B	B	B	B
Utah	B	B	H		B	B	B	B	B	B	B	H	B	B
Vermont														
Virginia	B	B				S	B	S		H		B	B	H
Washington	H	H	H				H		H	H	H	H	H	
West Virginia	S	S			S	S	S				S			
Wisconsin	B	B	B	B	B	B	B	B	B	B	B	B	B	B
Wyoming														
District of Columbia	S	S	S	S	S	S				S	S	S	S	

Table 00-7.52 Documents Retained, cont'd.

Key:

S=Senate

H=House or Assembly

B=Both chambers

Note:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.

Table 00-7.53 More Documents Retained

State (1)	Roll-call votes	Messages from the other chamber	Veto and other gubernatorial messages	Executive orders	Gubernatorial appointments	Member salary/expense reports	Member ethics/disclosure forms	Staff salary/expense reports	Membership directories	Chamber rules	Tapes of committee hearings	Tapes of floor sessions
Alabama	S	S										
Alaska	B	B	B	B	B	B	B	B	B		B	B
Arizona	B	B	B		S	H	B	H	B	B	B	B
Arkansas	S	S	S	S	S	S		S	S	S		
California	B	S	B	S	S	S	S	S		S	B	B
Colorado	S	S	S		S							
Connecticut												
Delaware	H	H	H							H	H	H
Florida	B	S	S	B	S					S	B	B
Georgia	H	H	B		S	S		S	S	S		S
Hawaii	H	B	B	H	S	H		H		H		H
Idaho												
Illinois	B	B	B	B	S	H	H	H	H	B	H	B
Indiana	S	S	S			S	S	S	S	S		
Iowa	S	S	S	S	S	B	B	B		S		
Kansas	B	B	B	B	S					H		
Kentucky	B		S	S	S			S	H	B	B	H
Louisiana	B	H	B	S	S	B	B	B	B	B	B	B
Maine	S	S	S	S	S	S	S	S		S		S
Maryland												
Massachusetts	B	B	B				H		S	H		B
Michigan	S	S	S	S	S						S	S
Minnesota	B	B	B		S	S		S	B	B	B	B
Mississippi						H	H	H		H	H	H
Missouri	H	H	H	H		H		H		H	H	H
Montana						B		B				

Table 00-7.53 More Documents Retained, cont'd.

State (1)	Roll-call votes	Messages from the other chamber	Veto and other gubernatorial messages	Executive orders	Gubernatorial appointments	Member salary/expense reports	Member ethics/disclosure forms	Staff salary/expense reports	Membership directories	Chamber rules	Tapes of committee hearings	Tapes of floor sessions
Nebraska	S		S		S				S	S	S	S
Nevada	B	B	S			H	H	B		B	B	B
New Hampshire												
New Jersey												
New Mexico												
New York	H						H			H		
North Carolina	B	B	S		S							S
North Dakota	B	B	B		B	B		B	B	B	B	
Ohio	B	B	B		S	B		B	B	S		S
Oklahoma	H	H	H	H		H		H		H		
Oregon	H	H	H							H	H	H
Pennsylvania	H		H			H	H	H		H	H	H
Rhode Island												
South Carolina												
South Dakota	B	B	B	B	B							
Tennessee	S	S	S	S	S	S	S			S	S	S
Texas	B	B	B		S	B		B	B	B	B	B
Utah	B	B	B		S	B	B	H	B	B	B	B
Vermont												
Virginia	B	H	H		H	B	B	B	H	H	S	H
Washington	H					H	H	H	H	H	H	H
West Virginia	S		S		S							S
Wisconsin	B	B	B		S	B	B	B		H		
Wyoming												
District of Columbia	S		S		S					S	S	S

Table 00-7.53 More Documents Retained, cont'd.

Key:

S=Senate

H=House or Assembly

B=Both chambers

Note:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.

Table 00-7.54 Length of Time that Documents Are Kept—Senate

State (1)	Bills	Resolutions	Memorials	Petitions	Bill status information	Bill history information	Journals	Calendars	Bill analyses	Fiscal notes	Committee minutes	Committee reports	Amendments	Attendance sheets
Alabama	1	1					1			1	1	1	1	
Alaska	2	2	1		1	1	1		2	2	2	2	2	
Arizona	1	1	1				1		1	1	1	1	1	
Arkansas	2	2	2	2	2	2	4	2				2	2	
California	1	1		1	1	1	1	1	1					
Colorado	1	1	1			1	1	1				1	1	1
Connecticut	1	1	1		1	1	1					ES		
Delaware														
Florida	15	15	15	1	1	1	1		1	1	1	1	1	1
Georgia	2	2			1		1	2		2	4	2	2	4
Hawaii	ES	ES			ES	ES	ES					ES	ES	
Idaho														
Illinois														
Indiana														
Iowa	1	1			2	2	2	2			2		2	2
Kansas														
Kentucky														
Louisiana	3	3	1	1	1	1	1	1		1	1	1	1	
Maine														
Maryland														
Massachusetts	2	2	2	2	2	2								
Michigan	1	4	4	1			3	1			1	1	1	3
Minnesota	4	4					1							
Mississippi														
Missouri														
Montana	1	1		1		1	1			1	1	1	1	

Table 00-7.54 Length of Time that Documents Are Kept—Senate, cont’d.

State (1)	Bills	Resolutions	Memorials	Petitions	Bill status information	Bill history information	Journals	Calendars	Bill analyses	Fiscal notes	Committee minutes	Committee reports	Amendments	Attendance sheets
Nebraska	1	1			1	1	1		1	1	1	1	1	1
Nevada	1	1			ES	1	1	ES		1	1	ES	1	
New Hampshire	1	1									1			
New Jersey														
New Mexico														
New York														
North Carolina	4	4	4	4	4			4						
North Dakota	1	1			1	1	1		1	1	1	1	1	1
Ohio	2	2	2		1	1	1	2	2	2	2	2		
Oklahoma	1						1							
Oregon														
Pennsylvania														
Rhode Island														
South Carolina														
South Dakota														
Tennessee														
Texas	1	1			5	5	1	5		5	5	5	5	1
Utah														
Vermont														
Virginia	1	1				1	1	1				1	1	
Washington														
West Virginia	1	1			1	1	1				1			
Wisconsin														
Wyoming														
District of Columbia														

Table 00-7.54 Length of Time that Documents Are Kept—Senate, cont'd.

Key:

I=Indefinitely

ES=End of session

A number=number of years

Note:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.

Table 00-7.55 Length of Time that More Documents Are Kept—Senate

State (1)	Roll-call votes	Messages from the other chamber	Veto and other gubernatorial messages	Executive orders	Gubernatorial appointments	Member salary/expense reports	Member ethics/disclosure forms	Staff salary/expense reports	Membership directories	Chamber rules	Tapes of committee hearings	Tapes of floor sessions
Alabama	1	1										
Alaska	2	2	2	1	2	1	1	1	1		2	1
Arizona	1	1	1		1		1		1	1	3	3
Arkansas		2	2	2	2							
California						5		5				
Colorado	1	1	1		1							
Connecticut												
Delaware												
Florida	1	1	1	1	1					1	1	1
Georgia	4	2	2		2	3		3	1	1		1
Hawaii		ES	ES		ES							
Idaho												
Illinois												
Indiana												
Iowa	2	2	2	2	2	2	2	2		2		
Kansas												
Kentucky												
Louisiana	1		1	1	1	3	1	3			3	
Maine												
Maryland												
Massachusetts									1			1
Michigan	4	3	4	3	1						1	1
Minnesota	1								1	1		
Mississippi												
Missouri												
Montana	1	1	1		1	3						

Table 00-7.55 Length of Time that More Documents Are Kept—Senate, cont'd.

State (1)	Roll-call votes	Messages from the other chamber	Veto and other gubernatorial messages	Executive orders	Gubernatorial appointments	Member salary/expense reports	Member ethics/disclosure forms	Staff salary/expense reports	Membership directories	Chamber rules	Tapes of committee hearings	Tapes of floor sessions
Nebraska	1		1		1				1	1		
Nevada	ES	ES	ES							1	5	5
New Hampshire												
New Jersey												
New Mexico												
New York												
North Carolina	4	4	4		4							4
North Dakota	1	1	1		1	4		4	1	1	1	
Ohio	1	1	1		1	6		6	1	1		1
Oklahoma												
Oregon												
Pennsylvania												
Rhode Island												
South Carolina												
South Dakota												
Tennessee												
Texas	1	1	1	1	1	5	5	5	5	5	5	5
Utah												
Vermont												
Virginia	1					3-4	5	3-4				
Washington												
West Virginia	1		1		1							1
Wisconsin												
Wyoming												
District of Columbia												

**Table 00-7.55 Length of Time that More Documents Are Kept—Senate,
cont'd.**

Key:

I=Indefinitely

ES=End of session

A number=number of years

Note:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.

Table 00-7.56 Length of Time that Documents Are Kept—House

State (1)	Bills	Resolutions	Memorials	Petitions	Bill status information	Bill history information	Journals	Calendars	Bill analyses	Fiscal notes	Committee minutes	Committee reports	Amendments	Attendance sheets
Alabama														
Alaska	2	2	1		1	1	1		2	2	2	2	2	
Arizona	1	1	1			1	1		1	1	1	1	1	1
Arkansas														
California		1												
Colorado														
Connecticut	1	1	1		1	1	1					ES		
Delaware		1-2			1-2	1-2	1-2	1-2		1-2	1-2	1-2	1-2	1-2
Florida		1	1			1	1		1	1		1		1
Georgia	1	1			1	1	1			1	1	1	1	1
Hawaii	2	2		2			2					2	2	2
Idaho														
Illinois	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Indiana														
Iowa														
Kansas														
Kentucky	1	1			1		1				1	1	1	1
Louisiana	ES	ES	4	4	1		1	1		1	1	1	1	1
Maine														
Maryland														
Massachusetts	3	3	3	3				8				3	3	
Michigan														
Minnesota	1	1	1		1	1	1				1	1	6	1
Mississippi														
Missouri	1	1					1	1	1	1	1	1	1	1
Montana	1	1		1		1	1			1	1	1	1	

Table 00-7.56 Length of Time that Documents Are Kept—House, cont'd.

State (1)	Bills	Resolutions	Memorials	Petitions	Bill status information	Bill history information	Journals	Calendars	Bill analyses	Fiscal notes	Committee minutes	Committee reports	Amendments	Attendance sheets
Nebraska														
Nevada	3	3	3	3							ES	3		
New Hampshire														
New Jersey														
New Mexico														
New York	2	2			2	2	1					10		2
North Carolina	2	2											2	
North Dakota	1	1			1	1	1		1	1	1	1	1	1
Ohio							1	2			3	2		
Oklahoma	1	1	1	1	2		1						2	1
Oregon	1	1	1		1	1	1		1	1	1	1	1	
Pennsylvania														
Rhode Island														
South Carolina	2	2												
South Dakota														
Tennessee														
Texas	ES	ES					1		ES	ES	1	ES	ES	1
Utah	3	3	3		3	3	1	3	3	3	3	3	3	3
Vermont														
Virginia	1	2					1			1		3	1	3
Washington														
West Virginia														
Wisconsin														
Wyoming														
District of Columbia														

Table 00-7.56 Length of Time that Documents Are Kept—House, cont'd.

Key:

I=Indefinitely

ES=End of session

A number=number of years

Note:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.

Table 00-7.57 Length of Time that More Documents Are Kept—House

State (1)	Roll-call votes	Messages from the other chamber	Veto and other gubernatorial messages	Executive orders	Gubernatorial appointments	Member salary/expense reports	Member ethics/disclosure forms	Staff salary/expense reports	Membership directories	Chamber rules	Tapes of committee hearings	Tapes of floor sessions
Alabama												
Alaska	2	2	2	1	2	1	1	1	1		2	1
Arizona	1	1	1			1	1	1	1	1	3	3
Arkansas												
California												
Colorado												
Connecticut												
Delaware	1-2	1-2	1-2							1-2	1-2	1-2
Florida	1			1							1	1
Georgia	1	1	1									
Hawaii	2	2	2	2								2
Idaho												
Illinois	6	2	2			2	2	2	2	2	2	2
Indiana												
Iowa												
Kansas												
Kentucky	1	1	1		1				1	1	1	1
Louisiana	1	4	4						1	1	1	1
Maine												
Maryland												
Massachusetts		3	3				1					1
Michigan												
Minnesota	1	1	1						1	1	1	1
Mississippi												
Missouri	1	1	1	1		1		1		1	1	1
Montana	1	1	1			3			3			

Table 00-7.57 Length of Time that More Documents Are Kept—House, cont'd.

State (1)	Roll-call votes	Messages from the other chamber	Veto and other gubernatorial messages	Executive orders	Gubernatorial appointments	Member salary/expense reports	Member ethics/disclosure forms	Staff salary/expense reports	Membership directories	Chamber rules	Tapes of committee hearings	Tapes of floor sessions
Nebraska												
Nevada	3	3								2	ES	ES
New Hampshire												
New Jersey												
New Mexico												
New York	10						1			1		
North Carolina	2	2										
North Dakota	1	1	1		1	4		4	1	1	1	
Ohio		2	1			2	1					
Oklahoma	1	2	2	2		1		1		1		
Oregon	1	1	1							1	1	1
Pennsylvania												
Rhode Island												
South Carolina												
South Dakota												
Tennessee												
Texas	1	ES	ES			4-5		4-5	1	ES	1	1
Utah	3	3	3			3	2	3	1	1	3	1
Vermont												
Virginia	1	1	1		1	5	6	5		1		1
Washington												
West Virginia												
Wisconsin												
Wyoming												
District of Columbia												

**Table 00-7.57 Length of Time that More Documents Are Kept—House,
cont'd.**

Key:

I=Indefinitely

ES=End of session

A number=number of years

Note:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.

Table 00-7.58 Status of Specified Documents after Retention Period

State (1)	Specified documents are sent to the secretary of state	Specified documents are sent to the state archives	Specified documents are sent to the state library	Specified documents are placed in the legislative archives	Documents are retained as long as storage space is available, then destroyed	Specified documents are destroyed	Other
Alabama		S					
Alaska		B	B				
Arizona		B					
Arkansas	S					S	2
California	B	H					
Colorado	S	S					
Connecticut			B				
Delaware		H					
Florida		B			B		3
Georgia	S	B					
Hawaii		B		H		H	
Idaho							
Illinois		B					
Indiana		B		S			
Iowa	S	B			S		
Kansas	B						
Kentucky		B		H			
Louisiana	S	H		B	H		
Maine				S	S		
Maryland							
Massachusetts	S	B					
Michigan		B				S	4
Minnesota		H	S		H	S	
Mississippi		H					
Missouri							
Montana	B	B			H		

Table 00-7.58 Status of Specified Documents after Retention Period, cont'd.

State (1)	Specified documents are sent to the secretary of state	Specified documents are sent to the state archives	Specified documents are sent to the state library	Specified documents are placed in the legislative archives	Documents are retained as long as storage space is available, then destroyed	Specified documents are destroyed	Other
Nebraska	S	S		S		S	
Nevada	B	B		B	S	B	
New Hampshire	S	S					
New Jersey							
New Mexico	H					S	
New York		H					
North Carolina	H	B		H		H	
North Dakota						B	
Ohio		B		S		S	
Oklahoma		H		H	H	H	
Oregon		H					
Pennsylvania		H				H	
Rhode Island							
South Carolina		H					
South Dakota	B	B	B	B			
Tennessee		S					
Texas				B		H	
Utah		B					
Vermont							
Virginia		S				H	
Washington		H					
West Virginia	H	H		H			
Wisconsin		B	B				
Wyoming		B					
District of Columbia				S			

Table 00-7.58 Status of Specified Documents after Retention Period, cont'd.

Key:

S=Senate

H=House or Assembly

B=Both chambers

Notes:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.
2. Arkansas: In the Senate, selected documents are sent to the State History Commission.
3. Florida: In the Senate, the State Records Center, under the secretary of state, stores most of the legislative documents.
4. Michigan: In the Senate, some documents are returned to an agency upon request.

Table 00-7.59 Status of Non-Specified Documents

State (1)	Non-specified documents are sent immediately to state archives	Non-specified documents are placed immediately in the legislative archives	Documents are retained as long as storage space is available, then destroyed	These documents are destroyed immediately	Other
Alabama			S		
Alaska			B		
Arizona					2
Arkansas	H		S	B	
California			H		
Colorado			S		
Connecticut			B		
Delaware			H		
Florida			B		
Georgia	S		H		
Hawaii		H	S		
Idaho					
Illinois					3
Indiana			B	S	
Iowa			B		
Kansas			S		
Kentucky			S		4
Louisiana			B		
Maine			S		
Maryland					
Massachusetts			H		5
Michigan	H		S		
Minnesota		H	B		
Mississippi			H		
Missouri			H		
Montana			B		

Table 00-7.59 Status of Non-Specified Documents, cont'd.

State (1)	Non-specified documents are sent immediately to state archives	Non-specified documents are placed immediately in the legislative archives	Documents are retained as long as storage space is available, then destroyed	These documents are destroyed immediately	Other
Nebraska			S		
Nevada					6
New Hampshire			S		
New Jersey					
New Mexico			B		
New York			H		
North Carolina			H		7
North Dakota			B		
Ohio		S	H	H	
Oklahoma		H	H	H	
Oregon			H		
Pennsylvania				H	
Rhode Island					
South Carolina			H		
South Dakota					8
Tennessee		S			
Texas	S		H		
Utah			B		
Vermont					
Virginia	S		H	H	
Washington			S		9
West Virginia			B		
Wisconsin			H		10
Wyoming			B		
District of Columbia					

Table 00-7.59 Status of Non-Specified Documents, cont'd.

Key:

S=Senate

H=House or Assembly

B=Both chambers

Notes:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.
2. Arizona: In the Senate and House, the non-specified documents are retained as long as space is available and then are sent to the state archives.
3. Illinois: In the House, these documents are destroyed after the General Assembly adjourns sine die.
4. Kentucky: In the House, most are retained until the next regular session.
5. Massachusetts: In the Senate, non-specified documents are kept for a reasonable period of time and then are forwarded to the state archives.
6. Nevada: In the Senate and House, these documents are reviewed and then retained or destroyed as needed.
7. North Carolina: In the Senate, some documents are placed in the legislative library; others are destroyed.
8. South Dakota: In the Senate and House, the status of these documents is left to the discretion of the person or agency holding the records.
9. Washington: In the House, these documents are kept in the work room for two years and then destroyed.
10. Wisconsin: In the Senate, the status of these documents is left to the discretion of the authority holding the records.

Table 00-7.60 Methods Used to Archive Documents

State (1)	Plain paper	Acid-free, archival paper	Microfilm	Microfiche	Computer file	Digital file	CD-Rom	Other
Alabama	S							
Alaska	B			B		B		
Arizona	B	B	B		B		H	
Arkansas	H				S		S	
California	S	H	H				H	
Colorado	S			S				
Connecticut		B						
Delaware		H		H				
Florida	B		S					
Georgia	B		B	S	B			
Hawaii	B				H			
Idaho								
Illinois	S	H	H					2
Indiana	H							3
Iowa	B		S		S		S	
Kansas	B							
Kentucky	B							
Louisiana	H		H	S	S	H		
Maine	S				S		S	
Maryland			B					
Massachusetts	B			H		S		
Michigan	S	B		B				
Minnesota	B	H	B	H	B			
Mississippi	H		H					
Missouri	H			H	H	H		
Montana		B						

Table 00-7.60 Methods Used to Archive Documents, cont'd.

State (1)	Plain paper	Acid-free, archival paper	Microfilm	Microfiche	Computer file	Digital file	CD-Rom	Other
Nebraska			S		S			
Nevada	B			B	B	B	H	4
New Hampshire	S							
New Jersey								
New Mexico	S				H			
New York	H				H			
North Carolina	B	H	B		H			
North Dakota	B			B	B		B	
Ohio	B	B	S	B	S			
Oklahoma	H				H			
Oregon	H		H	H	H	H		
Pennsylvania	H		H	H			H	
Rhode Island								
South Carolina	H							
South Dakota	B		B	B	B			
Tennessee	S		S	S				
Texas	H			S	H			
Utah	B						S	
Vermont								
Virginia	B				H			5
Washington	B		S	S	S		S	
West Virginia	B	H			H			
Wisconsin	B			B	H	S		
Wyoming	B							
District of Columbia			S		S			

Table 00-7.60 Methods Used to Archive Documents, cont'd.

Key:

S=Senate

H=House or Assembly

B=Both chambers

Notes:

1. The following chambers did not return a survey: Alabama House, Delaware Senate, Mississippi Senate, New Jersey Senate and General Assembly, New York Senate, Rhode Island Senate, Vermont House, American Samoa Senate and House, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and House, and Virgin Islands Senate.
2. Illinois: The Senate uses acid-free folders.
3. Indiana: The Senate stores its records in acid-free boxes.
4. Nevada: In the Senate and House, some information is stored on audio and video tape.
5. Virginia: The House stores its records in acid-free, archival boxes.