

MEMORANDUM

FROM: Research Department, Kansas Legislative Council
TO: Joint Committee on Legislative Facilities October 11, 1967
RE: Legislative Index Services Meeting, September 21, 1967

Conferees represented each of the four groups that participate in preparing legislative indexes. They were:

1. Mrs. McDonald and Mrs. Washburn -- Office of the Secretary of State.
2. Mrs. Zarker and Miss Carle -- From the Senate and House of Representatives.
3. Miss Wheatley -- State Library.
4. Mr. Fred Carman -- Office of Revisor of Statutes

Ben Barrett from the Research Department also attended the meeting.

Indexing Services

State Library. The legislative reference librarian, Miss Wheatley, explained the type of index for legislative documents maintained in the State Library.

Miss Wheatley said that Kansas changed its indexing format in 1945, patterning it basically after Wisconsin legislative headings. To select proper headings and index notations for legislative documents, Miss Wheatley uses the following aids in the order of priority listed:

1. K.S.A. subject headings.
2. Public Affairs Information Service (P.A.I.S.) headings.
3. H. W. Wilson Indexes. One such index the company prepares is the Readers Guide to Periodical Literature and,
4. Library of Congress subject headings.

The State Library legislative document index is maintained on 3" x 5" card files. At the present time there is no reproduction of the file in the library or by other persons. The index occupies most of the west wall in the office where Miss Wheatley works.

The State Librarian (Mr. Stevens) has suggested the possibility of reproducing information in the card file in a book form which would probably be up-dated by periodic supplements. No action has been taken on the idea and no cost estimates have been prepared. A motivating factor for considering this change is to better utilize library space. Such a change would be a major undertaking.

Miss Wheatley said that her index is essentially research oriented in contrast to the more specialized (lawyer-oriented) index prepared for K.S.A. While utilization of the State Library index is greatest during a legislative session, the file is regularly used by reseachers throughout the year.

Each index card has the bill number and title (taken from the House and Senate Calendars) and additional explanatory notes. Bills are indexed by subject matter and extensive use is made of cross-reference notations.

Two important facts about the State Library index are:

1. Every bill or resolution is indexed for the State Library file at the time of introduction. Neither the Secretary of State nor the Revisor of Statutes are concerned with all bills and resolutions introduced during a session.
2. Continuity of the system is very important. The same kind of subject classifications should be used year after year. The legislative reference card file dates back to 1909, so that in order for the index to maintain its value it is essential that subject headings and classifications be consistent throughout the years.

Miss Wheatley said that the index for a legislative session is usually completed in about one month after adjournment.

House and Senate Journals

Mrs. Zarker and Miss Carle explained that the State Library card index file is the exclusive source of the information from which House and Senate permanent journal indexes are prepared.

It usually about a month after adjournment that the library card file is made available to the journal clerks, and it requires about 30 days for two persons, working in cooperation with the printing plant, to complete the permanent journal index.

These secretaries do not duplicate the work of the State Library, but rather, they begin with the library's finished product. For the permanent journal subject index, the journal clerks edit and shorten the library's explanatory notes and captions. The general headings in the permanent journal are identical to those used by the State Library.

In addition to the subject index for the permanent journals there is also a section showing complete bill histories. The bill histories are kept on a cumulative basis on special forms by clerks in the House and Senate separately. They are double-checked after the session. This particular index is not duplicated in any of the other publications. The bill titles are used to identify the bill (bills are listed numerically) and journal citations refer the reader to the page in the journal where action occurred. The bill history entries are verified after the session before becoming a part of the permanent journal.

Session Laws

The session laws and index, generally available by July 1 each year, are prepared by the Secretary of State. The index is separate and independent from the other indexes previously discussed in this report.

Major subject headings for the index are taken directly from K.S.A. and individual entries are prepared from the enrolled bill. The Secretary of State's index is unique in that it is the only one that indexes only the enrolled legislative documents and all of them. (e.g., Appropriation bills and concurrent resolutions are printed and indexed in the session laws. None of the other printed documents carry the entire text of these enactments.) Generally, the index includes references to all persons or agencies for whom appropriations are made in appropriation bill texts. Veto messages are also printed in the session laws.

The Secretary of State assigns the chapter numbers in the session laws. The chapter numbers are used by the Revisor when he publishes the K.S.A. supplement.

The Secretary of State's office keeps in triplicate an enrolled bill card file. One of the card indexes is kept by the Secretary of State and the other two are used by staff persons to prepare the session laws index.

K.S.A. Index

The Revisor of Statutes is committed to a particular type of index system that is more technical than other indexes. Miss Wheatley and Mr. Carman agreed that the K.S.A. index is oriented more toward lawyers, while the State Library index emphasizes general legislative research. The West Publishing Company prepared the K.S.A. index in cooperation with the Revisor's office. The "West" system must be followed when the K.S.A. supplements are prepared as continuity in any index is imperative. (Indexing the 1967 Session laws under the West system and integrating the entries into the existing pocket part indexes are presently being done in the Revisor's office.)

Only the permanent laws are incorporated in K.S.A. Concurrent Resolutions, appropriation bills, and other special bills, for example, are not included. The decision concerning which laws are to be included in K.S.A. is made by the Revisor, and only the laws included are indexed.

The conferees made no recommendations concerning changing the present services being provided, or for combining functions.