

# Preserving State Government Digital Information



## Minnesota Historical Society

### Records Retention Policies for Selected Legislative Records

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This document contains a Legislative Records Retention Table for selected legislative records as provided by Minnesota, and the six NDIIPP partner states: California, Illinois, Kansas, Mississippi, Tennessee, and Vermont. Not all record types are created or produced by each of the state legislatures, so a retention period will not be listed. Also, record titles are not always consistent or uniform among the states' legislatures, so there may be record titles that are redundant.

In this table, no distinction is made whether or not legislative content is in digital form or in hard copy. Therefore, depending on the medium, the creation, maintenance, preservation and use of legislative content is affected by each state's information management policies and procedures, best practices, workflow routines, and more. Please refer to this project's web site for more information.

Selected legislative records are retained permanently according to a state's legislative mandate, and/or a state's collection policy or historical practice. In most of the partner states the legislatures are exempt from the states' records laws, and often do not have records retention schedules to guide the retention and disposition of legislative records. To ensure the preservation of legislative content, in whatever form, requires cooperation among the staffs of the state library, state archives, legislature, and information technology in the states. Finally, the use of legislative content for legislative intent purposes (litigation, lobbying, etc.) is not always expressly allowed in all of the partner states.

Please consider this a DRAFT document that can be easily amended or changed. Any comments, corrections, or recommendations may be sent to the project team, care of:

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Notes:

- California does not have records retention schedules for legislative records. Information provided by the California State Archives (Nancy Zimmelman Lenoli and Rebecca Wendt).
- Illinois legislature is exempt from the state records act, and does not have records retention schedules. Information provided by the Illinois State Library (Connie Frankenfield) and the Illinois State Archives (David Joens).
- Kansas Legislature is not subject to the records laws of Kansas. Information provided by the Kansas Historical Society (Scott Leonard) and the Kansas Legislative Computer Services (Terri Clark).
- Minnesota legislature has some approved records retention schedules. Information provided by the Minnesota State Archives (Charles Rodgers).
- Mississippi. Information has not yet been provided by Mississippi.
- Tennessee. Legislature is not subject to the records laws of Tennessee as of July 1, 2001, though there are old retention schedules that are still generally used by practice. The Public Act that exempted the Legislature from the Public Records law does specifically mention that the practice of sending the original bills and rough journals to the Library and Archives shall remain in place. Information provided by the Tennessee State Archives (Wayne Moore and Greg Yates).
- Vermont legislative records are governed by Vermont statutes and legislative rules. Information provided by the Vermont State Archives (Gregory Sanford and Tanya Marshall).

	<b>California</b>	<b>Illinois</b>	<b>Kansas</b>	<b>Minnesota</b>	<b>Mississippi</b>	<b>Tennessee</b>	<b>Vermont</b>
<b>Record Type</b>							

<b>Acts</b>		Permanent		Permanent		Permanent	Permanent
<b>Appropriation Report</b>			Permanent				
<b>Audio Recordings: House and Senate Floor Sessions and Committee Meetings</b>	Permanent			16 years		Permanent	Permanent
<b>Audit Reports</b>			Permanent	Permanent		Permanent	
<b>Bills Files (Drafting)</b>						Permanent	Permanent
<b>Bill Status Cards</b>							Permanent
<b>Bills: Current</b>			Permanent			Permanent	
<b>Bills: Engrossed</b>		Permanent		Permanent			
<b>Bills: Enrolled</b>		Permanent	Permanent			Permanent	
<b>Bills: Resolution</b>		Permanent	Permanent	Permanent		Permanent	
<b>Bills: Substitute</b>		Permanent	Permanent				
<b>Bills: Vetoed</b>		Permanent	Permanent			Permanent	
<b>Bills: Vetoed Governor Message</b>		Permanent	Permanent			Permanent	
<b>Budget Analysis</b>			Permanent			Permanent	
<b>Bulletins</b>							Permanent
<b>Calendar: House, Senate</b>			Permanent			Permanent	
<b>Circulars</b>							Permanent
<b>Committee Membership</b>			Permanent				

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<b>Record Type</b>							

<b>Committee (Standing/ Interim) Minutes and Related Records (testimony, transcripts, reports, correspondence)</b>	Permanent		Permanent	Permanent			Permanent
<b>Compilations of Statutes (including indices)</b>							Permanent
<b>District Profiles</b>			Permanent				
<b>Executive Reorganization</b>			Permanent				
<b>Fiscal Notes</b>		Permanent	Permanent			Permanent	
<b>Governor's Appointments</b>		Permanent					
<b>Green sheets</b>			Retain until no longer useful				
<b>House Certificates</b>			Permanent				
<b>House/Senate Deadlines</b>			Permanent				

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<b>Record Type</b>							

<b>Index and Tables of Laws for the Acts and Resolves</b>		Permanent					Permanent
<b>Index to Bills</b>							Permanent
<b>Interim Reports</b>			Permanent				
<b>Journal: House, Senate</b>		Permanent	Permanent	Permanent		Permanent	
<b>Legislative Directory</b>			Permanent	Permanent			
<b>Legislative Procedures</b>			Permanent				
<b>Legislative Rosters: House, Senate</b>			Permanent	Permanent			
<b>Legislative and Secretarial Manuals</b>			Keep current version only				
<b>Lobbyist Register</b>						5 year retention, then reviewed by Library & Archives	Permanent
<b>Preferred Bill List</b>			Retain current copy during current year				
<b>Press List</b>			Retain current version				
<b>Reports and Studies: Standing/</b>		Permanent	Permanent	Permanent			Permanent

	California	Illinois	Kansas	Minnesota	Mississippi	Tennessee	Vermont
Record Type							

<b>Interim Committees and Subcommittees</b>							
<b>Reports and Studies: Legislative Staff</b>		Permanent		Permanent			Permanent
<b>Resolutions</b>		Permanent		Permanent		Permanent	Permanent
<b>Revisor's Greenbar Reports: Bills Currently in Committee, Bills Still in Committee, House/Senate Actions Report, Bills in Conference Committee</b>			Retain current copy during current year				
<b>Rules: House, Senate, Joint</b>			Permanent				
<b>Senate Actions: Governor Appointments</b>			Do not archive				
<b>Senate Chaplain's Book</b>			Permanent				
<b>Senate Members by County</b>			Do not archive				
<b>Social Calendar</b>			Retain for current				

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<b>Record Type</b>							

			legislative session				
<b>Statutes</b>	Permanent	Permanent	Permanent	Permanent	Permanent	Permanent	Permanent
<b>Subject Index Report</b>			Permanent				
<b>Subject Files: Committees</b>	Permanent			Permanent			
<b>Summaries</b>			Permanent				
<b>Supplemental Note</b>			Permanent				
<b>Transcripts: House and Senate</b>		Permanent					
<b>Video Recordings: Committee Meetings</b>	Permanent					Held in House and Senate Clerks' offices.	