TIPS FOR RESEARCHING ALASKA LEGISLATIVE HISTORY USING ALASKA STATE LEGISLATURE WEB SITE www.akleg.gov

- *BASIS*
- *INFOBASES*
- *LEGISLATIVE LIBRARY (LLIB) INFOBASE*
- *GUIDE TO ALASKA LEGISLATIVE HISTORY MATERIALS*

ALASKA STATE LEGISLATURE
LEGISLATIVE REFERENCE LIBRARY
legislative.library@akleg.gov
907 465-3808
November 2016

Introduction:

The Alaska State Legislature website at www.akleg.gov has legislative materials including session laws, journals, bills, committee records (minutes, audio, documents), and *Alaska Statutes*.

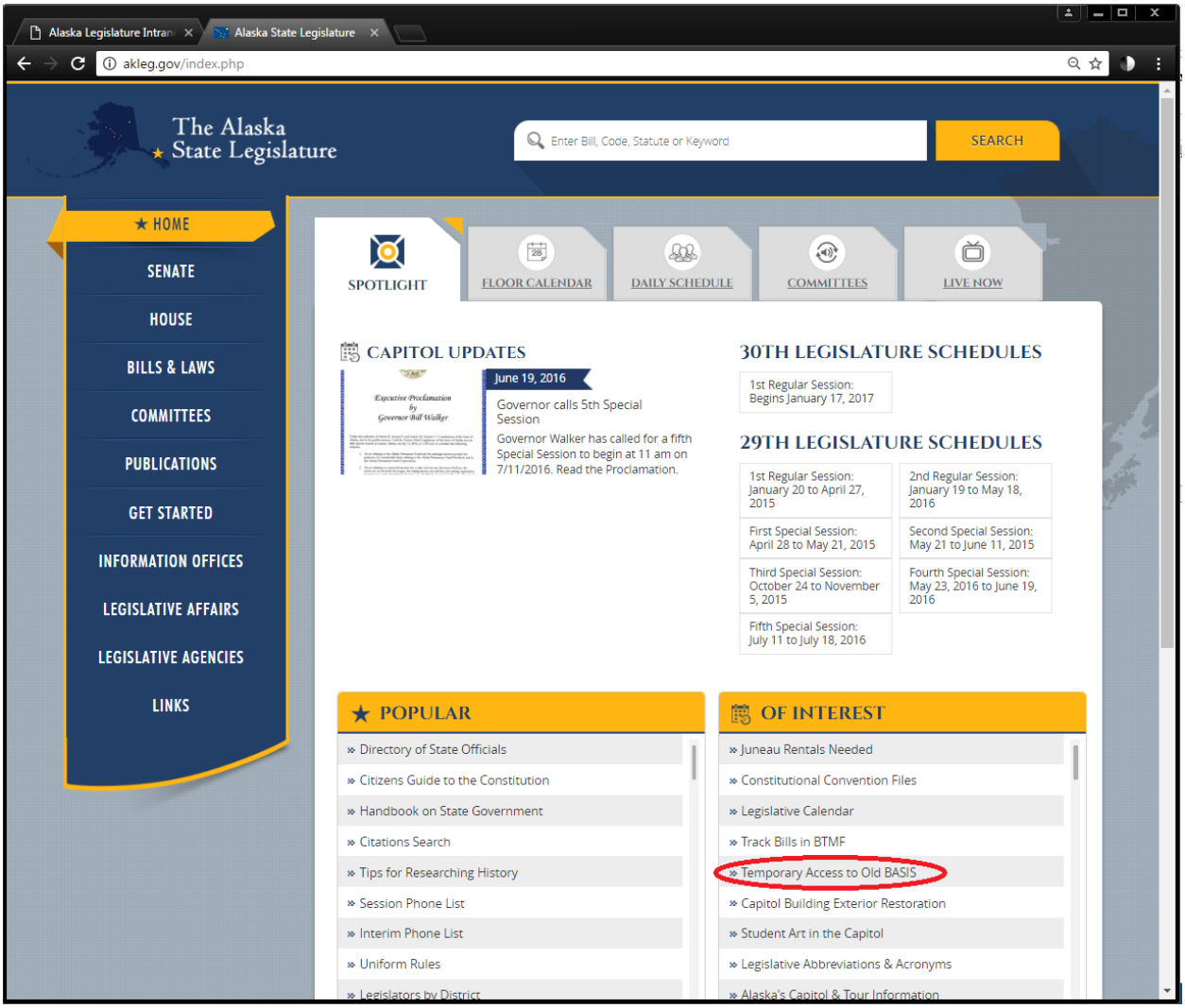
BASIS *(Bill Action Status Inquiry System)* covers the years 1993 to the present. Prior to 1993 you must use ***Infobases*****,** which cover 1982 to the present and include some materials not found on BASIS.

Infobases are text-searchable. You can search all the documents of an infobase for the entire two year legislature (and also search in multiple Infobases).

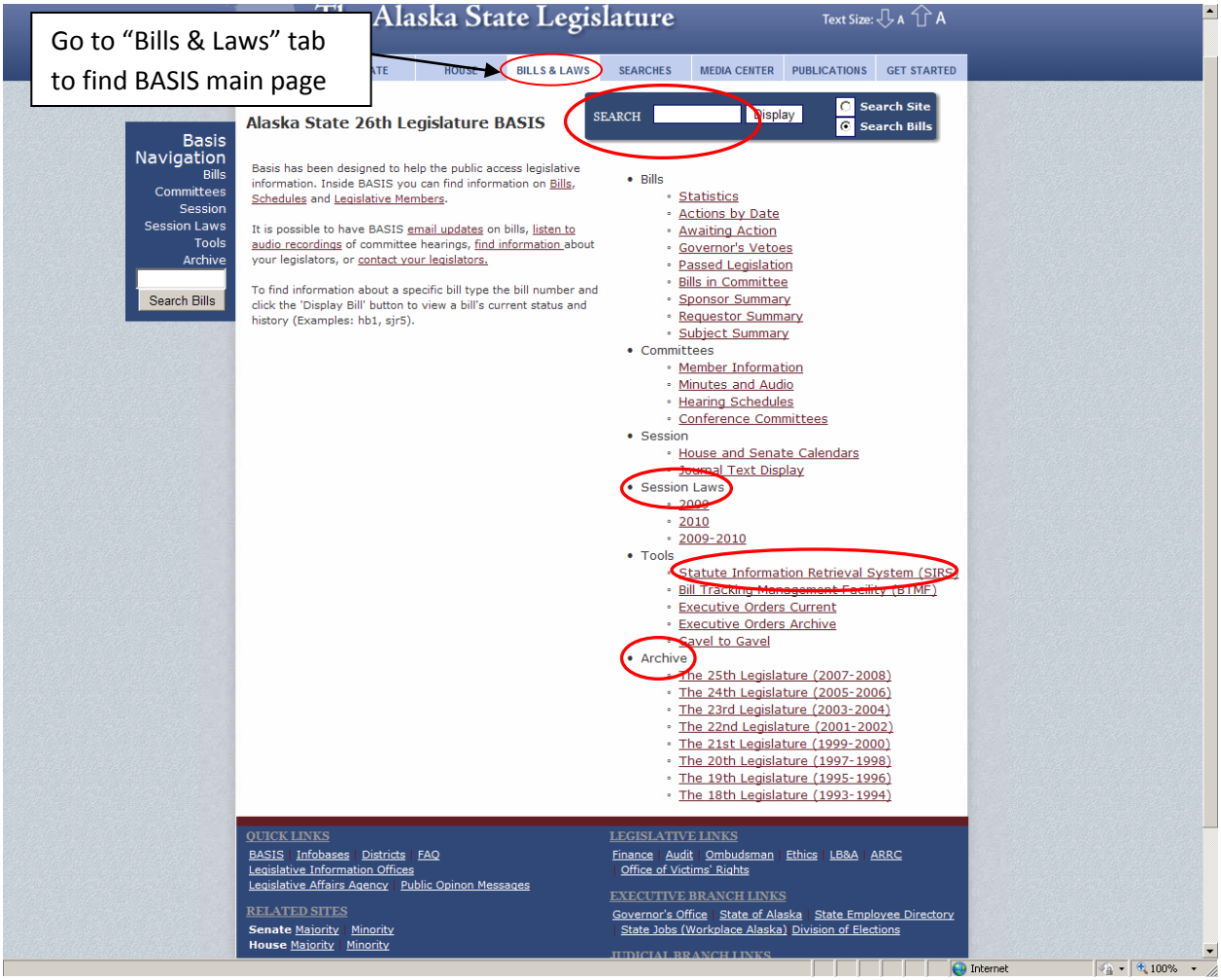
BASIS is text-searchable, but it may exhibit some quirks. **You may use the *BASIS* search box (in top red circle on the next page) to do text searches in the *Alaska Statutes*, *Alaska Administrative Code*, journals, bills, and minutes of recent two year legislatures.** Information is being continually added.

Following are tips for performing an Alaska legislative history search using these legislative online resources.

First, we still advise that people use the old interface to BASIS for the time being. To get to the old interface, please click on the "Temporary Access to Old BASIS" link underneath the "Of Interest" tab on the www.akleg.gov homepage.



This will bring up the following page:



The **BASIS** main page allows you to search by bill number and find a bill’s Bill History/Action page with links to floor and committee action. Use the “**Archive**” link for prior two-year legislatures (1993 to current).

Use the “**Session Laws**” link to find the bill that became the session law.

Use the “**Statute Information Retrieval System (SIRS)**” to find a companion bill or bill that merged into your bill. Be aware that legislative history materials /discussion on your topic could be under another bill number. Search in SIRS by an *Alaska Statutes* (AS) citation in your bill, to see what other bills contained the same citation.

Check "**Full Text**" for all versions of your bill, to see if the language you are interested in was in the first version of the bill or added later by a committee substitute or floor amendment. If a large section was added, look for another bill that may have merged into yours.

Committee minutes are available at "**Minutes**", and at "**Display Committee Action with Bill History**" (click on it to expand the list below to include committee action and minutes).

"**Documents**" are materials created or collected by a committee during its deliberation, and include bill drafts, amendments, sectional analyses, and public comments. 2009 is the first year some of these are available online. All committee documents are in Committee Bill Files kept in the Legislative Reference Library and later in State Archives; and are on microfiche at various research libraries around the state. Committee Bill Files 2009+, are digitized and will soon be added.

Infobases are used primarily for legislative history searches 1982-1992, but are also helpful to use <u>with</u> BASIS, 1993 to present:

1) to do types of searches can't do in BASIS: term searches in materials not yet made text searchable in BASIS, such as bills 1993 to 2001.

2) to locate information not easily found in BASIS: executive order and confirmation hearings (must know date and committee to find in BASIS)

3) to search materials not <u>in</u> BASIS, such as the Legislative Library LLIB catalog of legislative history materials.

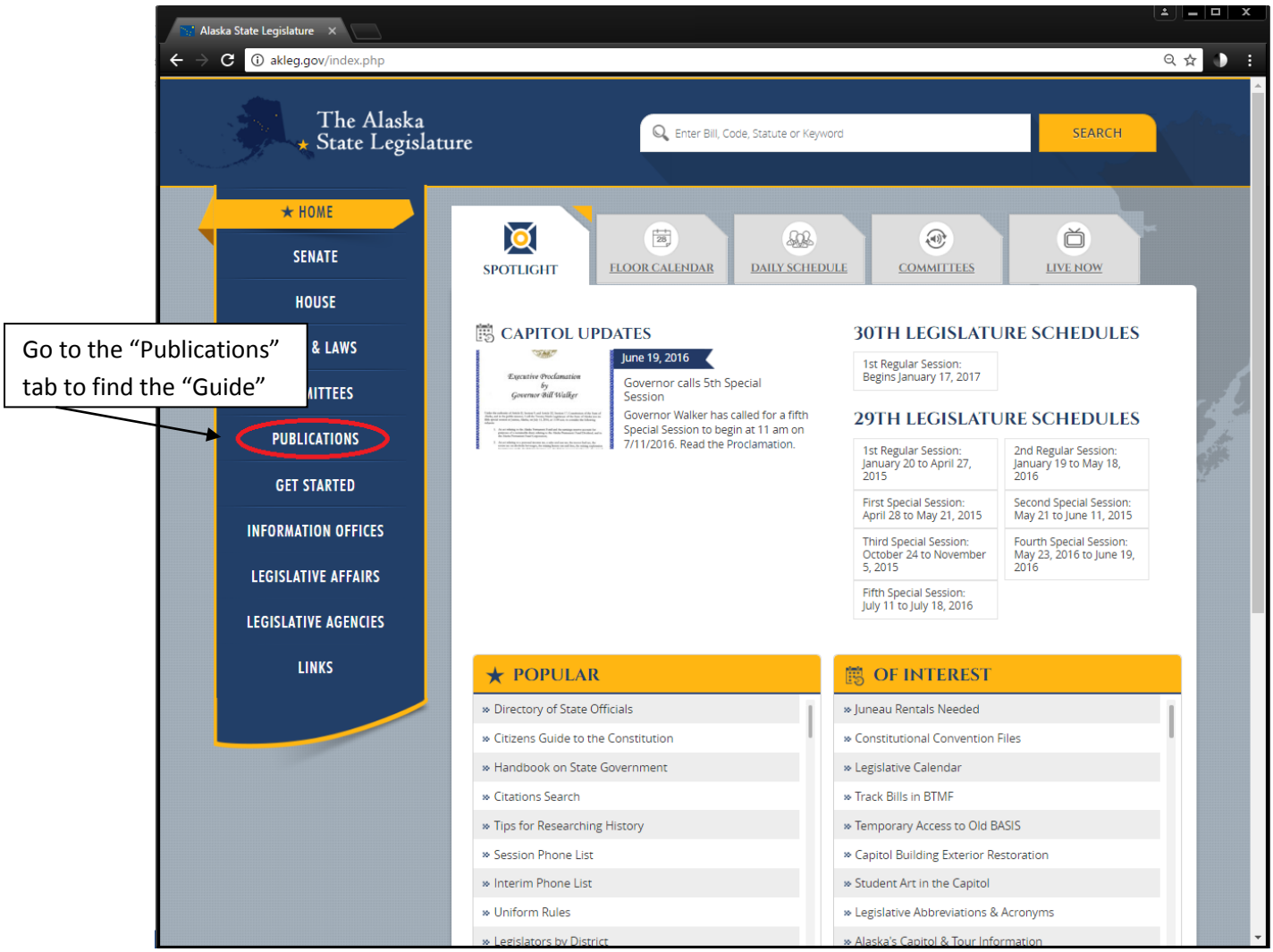
Measures, which is all versions of bills, and **Committee Minutes**, are the Infobases used most for legislative history searches

See attachment, "Steps to Using Infobases on Alaska State Legislature web site", for pictures explaining how to use the Infobases.

The Alaska Legislature also has Infobases on each computer desktop as **ALECSYS Infobases** … it's the same information, but with an easier to use search engine and a few more infobases including the *Alaska Statutes* annotated version.

The **Legislative Library Catalog Infobase** (LLIB) contains entries for materials helpful to those doing legislative history searches:

- special reports done by or for the legislature
- legislative history compilations (a few available on CD)
- lists of committees, including Conference Committees, from which committee materials are available -- files, minutes, and audio.



The “**Guide to Alaska Legislative History Materials”** is an easy to read comprehensive description of legislative materials and where they are to be found. Its table of contents may be used as a checklist for doing legislative history searches.

Library staff (907 465-3808) can help you with legislative history searches in BASIS and Infobases.

ATTACHMENT:

Steps to Using INFOBASES on
Alaska State Legislature web site

Steps to Using INFOBASES on AK State Legislature web site:

To find the Infobases use the Quick Link at the bottom of any page on the legislative website at www.akleg.gov.

Choose an Infobase, such as Committee Minutes 1989-1990.

Click on the oval Query button.

When you query put quotes around a phrase or bill number: “hb 4”

Put a check by “Headings with Hits” display option. Click on Search.

After you get the number of results, click on the “records with hits” bar

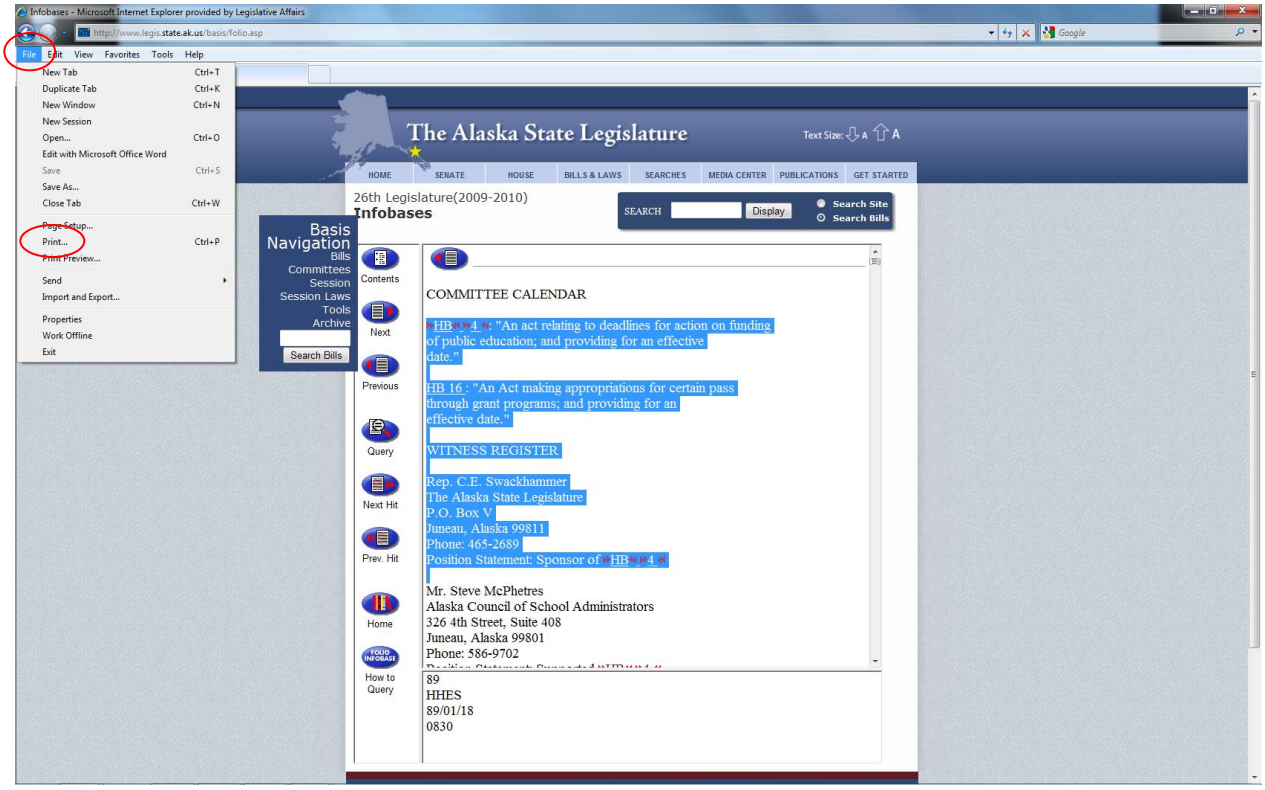
Then click on the “Contents” button

This will create a table of contents of your results (click on 4 expands it)

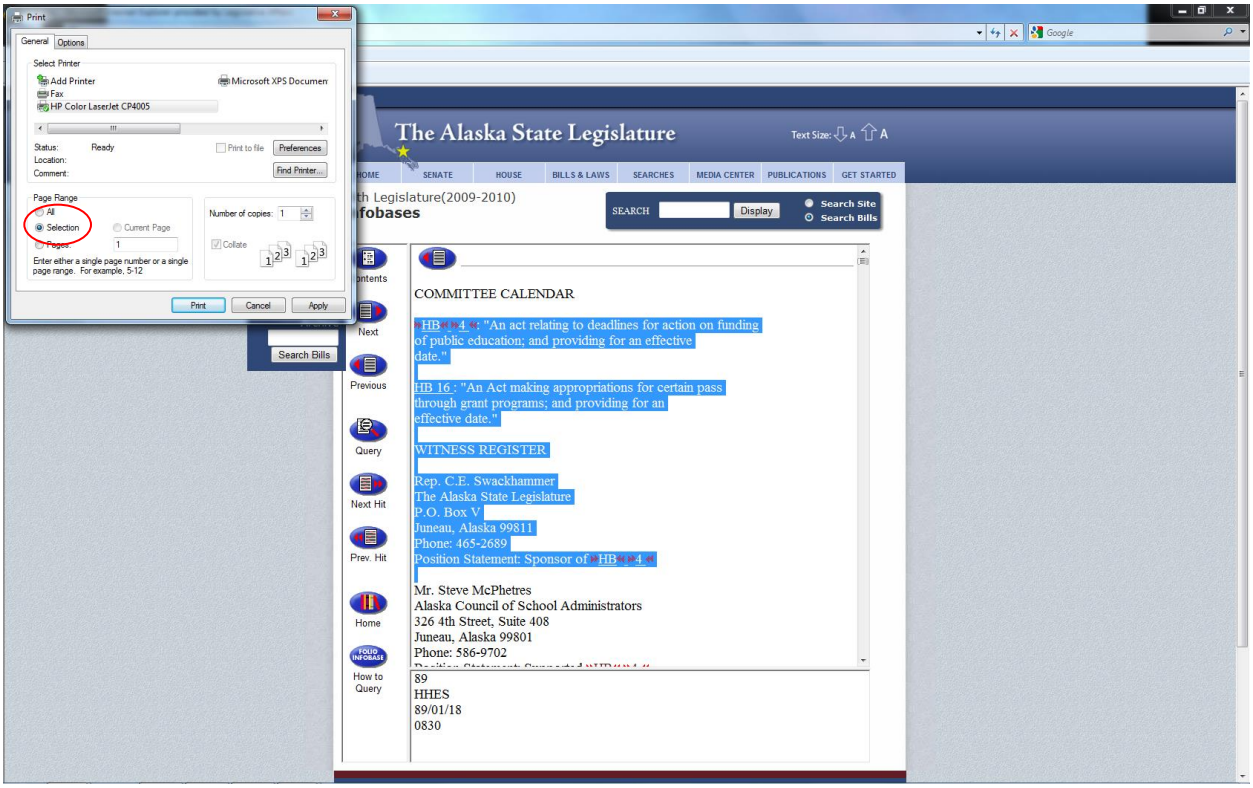
Refer back to contents list to make sure you stay within your search.

Use “next hit” and “prev hit”, rather than “next” and “previous”.

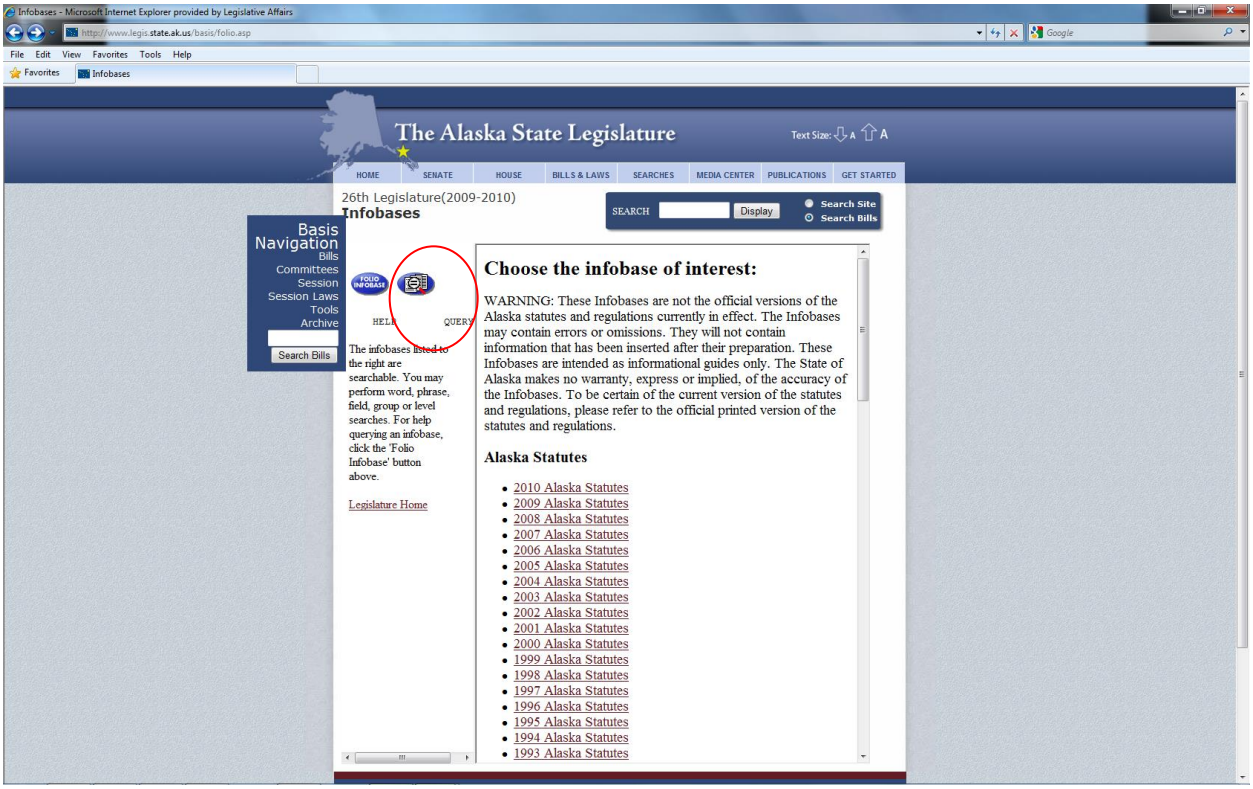
To print: Highlight what you want, then select “File”, “Print”

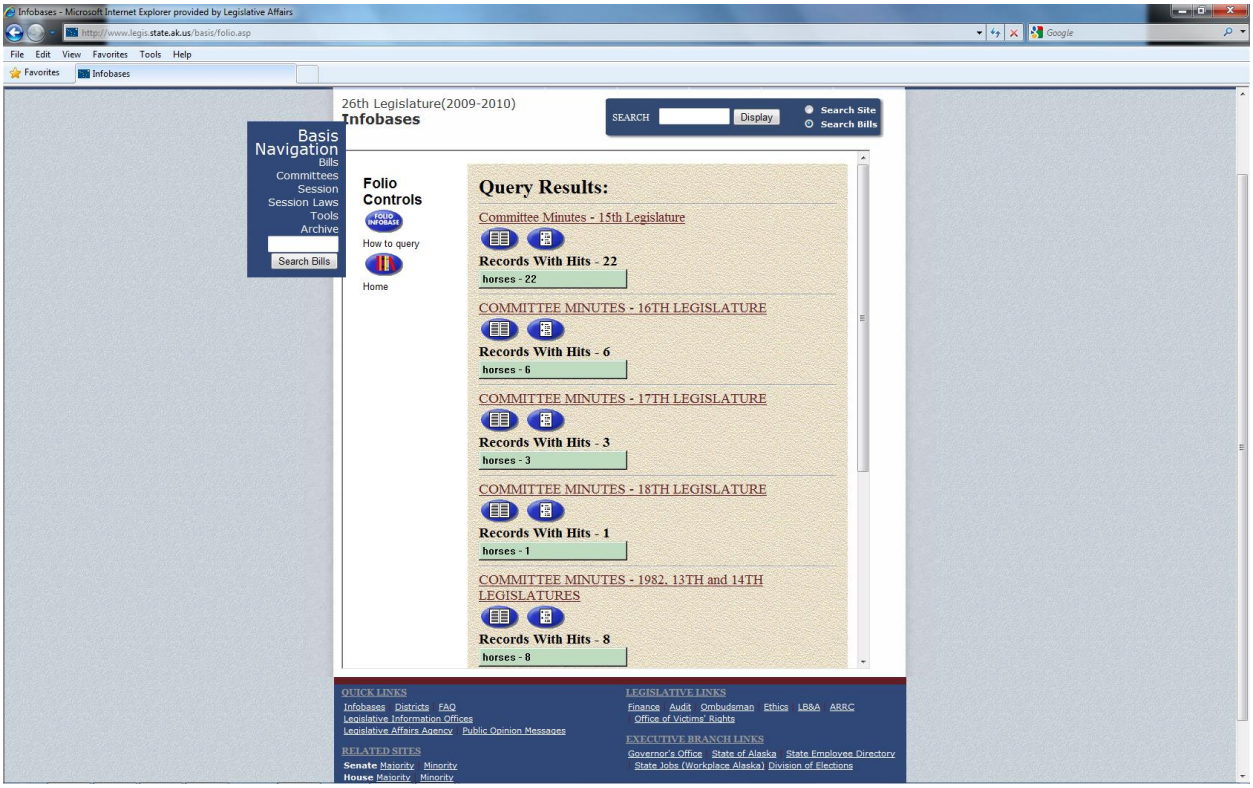


Choose Print “Selection”, not Print “All”.



To search multiple infobases, go to Infobase main page, select Query



Highlight the infobases you want to search, in “Select Infobases to search” box. To select Infobases that aren’t next to each other on the list, hold down the Ctrl key while you click on the infobases.

Query results will appear for each Infobase which has your search term