

DIVISION OF LIBRARY AND INFORMATION SERVICES

Legislative Records:
Guide to Preparation and Transfer

Prepared by the staff of the:

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Introduction

The purpose of this publication is to help you identify legislative records that are eligible for transfer either to the State Archives of Florida or to the State Records Center. This manual also provides guidance on how to prepare legislative records and audio recordings for transfer, and the process for approval and physical transfer through the State Library and Archives of Florida's Capitol Branch.

You will find a list of permanent records eligible for transfer to the State Archives of Florida on page 6 of this guide; non-permanent records that are eligible for storage in the State Records Center are listed on page 7.

The records are scheduled according to acceptable guidelines found in the *General Records Schedule GS1-SL for State and Local Government Agencies*. The GS1-SL can be found on the State Library and Archives of Florida's Records Management Web site at <http://dliis.dos.state.fl.us/RecordsManagers>, and individual records retention schedules for legislative offices are located in the Capitol Branch. This manual also includes sections on preparing legislative documents, preparing legislative audio recordings, and transferring these items to the State Archives or storing them at the State Records Center. An appendix provides sample forms and examples for preparing contents lists and labeling folders, boxes, tapes, and compact discs.

About the State Archives of Florida

The State Archives of Florida, located in the R.A. Gray Building in Tallahassee, is the central repository for state government records of historic and permanent value. The State Archives collects, preserves, and makes available for research the historically significant records of the state, as well as private manuscripts, local government records, photographs, and other materials that complement the official state records. When records are transferred to the State Archives, legal custody is also transferred. Thus, the records become a permanent part of the State Archives' collection and may be accessed on-site at the research facility. Copies are available on-site, or by telephone, mail, or e-mail.

About the State Records Center

The Edward N. Johnson Records and Information Center is home to the State Records Center, a state-of-the-art facility with a storage capacity of 245,000 cubic feet. The primary function of the State Records Center is to serve agency needs for inactive records maintenance and security. The Records Center offers state and local government agencies low-cost storage, service, and disposal of inactive records; security microfilm and magnetic tape storage; and document microfilming. These services offer cost savings for records storage, convenience, and security for government agencies.

Records stored at the State Records Center remain in the legal custody of the original office and can be returned to that office by request. The records will be delivered or agency personnel may pick up or view the records on-site.

About the Capitol Branch of the State Library and Archives of Florida

The Capitol Branch is the section of the Division of Library and Information Services located in Room 701 of the State Capitol Building. The Capitol Branch provides priority information and research services to the members and staff of the Florida Legislature while also serving the information needs of other state agencies, and assists the general public with legislative research. The Capitol Branch also serves as the primary contact for all legislative record transfers to either the State Records Center or the State Archives.

Records Eligible for Transfer to the State Archives of Florida

The State Archives of Florida can only accept records that are listed on approved records retention schedules with a permanent retention. According to established records retention schedules, the following legislative records are listed as having permanent retention and are therefore eligible for transfer to the State Archives of Florida:

- **Bill Files:** Copies of bills (including claims bills); amendments; vote sheets; staff analyses; fiscal notes; and any correspondence, reports, or similar materials relating to the bill from members or state agencies. Any materials from analysts' files should be placed in the main bill file.
- **Meeting Files:** Agendas of meetings for full and subcommittee meetings, voting records, amendments, and appearance cards.
- **Committee Meeting Recordings:** Cassette audiotape recordings of full and subcommittee hearings and discussion on bills and issues brought before committees.
- **Sunset/Sundown and Interim Project Files:** Materials gathered by staff in evaluating agencies and programs for required review. They may also consist of materials gathered in an interim research project on issues under legislative review.
- **Floor Debate Recordings:** Audiotapes containing verbatim records of all proceedings on the floor of the Senate or House.
- **Voting and Attendance Records:** All vote sheets and roll calls in committee.
- **Legislative Budget Requests:** Proposed state agency budgets submitted to the Legislature.
- **Public Service Commission Nominating Council Records:** Includes, but is not limited to, minutes, applications, agendas, correspondence, and meeting tapes.
- **Special, Select, Ad Hoc, and Joint Committee Records:** Minutes, subject files, correspondence, bill files, meeting files, meeting tapes, and reports.

Records Eligible for Transfer to the State Records Center

The State Records Center offers low-cost storage, service, and disposal of inactive records for state agencies. According to established records retention schedules, the following are examples of **non-permanent legislative records** that are eligible for transmittal to the State Records Center:

- Senate and House Bills: Bills introduced in the Senate or House.
- House Bill Drafting Case Files: Correspondence, initial requests for proposed bills, drafts and final copies, and information used in drafting bills.
- House Speaker Reference Files: Speaker's Office reports and correspondence used as reference materials.
- House Clerk's Subject Files: Correspondence and reports filed with the Clerk.
- Correspondence and Memoranda (Administrative): Duplicate correspondence and memoranda of a general nature that are associated with administrative practices, but do not set policy or procedure, document business, or act as a receipt.
- Appointment and Confirmation Records: The supporting documents for persons appointed to state office. Includes letters of recommendation, executive appointment questionnaires, FDLE background checks or investigative documents, and certificates of confirmation.
- Senate Travel Reports: Reports of out-of-state conventions, conferences, and meetings for state officers and employees. Records document date of travel, location, name of convention, purpose of convention, name and position of person(s) attending, total persons attending, and public funds spent.
- Lobbyist Registration and Expenditure Reports: Forms on which legislative and executive branch lobbyists register, and statements of expenditures.
- Other non-permanent public records that legislative committees create.

Reports and Publications Eligible for Transfer to the Capitol Branch

Legislative committee, commission, and task force reports and publications are maintained in the collection of the Capitol Branch. Upon publication, seven copies of each report should be transferred to the attention of the Capitol Branch.

The types of reports that are transferred include, but are not limited to, the following:

- Committee Reports
- Final Reports
- Interim Reports
- Special Project Reports
- Findings and Recommendations
- Session Summaries
- Policy Recommendations
- Preliminary Reports
- End of Session Reports
- Budget Recommendations

Preparing Paper Records for Transfer

The originating office is responsible for preparing paper records and audio recordings for transfer to the State Archives or storage at the State Records Center. The steps for preparing legislative records for transfer are:

1. Identify Records for Transfer

For a list of records with permanent value that are eligible for transfer to the State Archives of Florida, please see page 6 of this manual. See page 7 of this manual for a list of non-permanent records that should be sent to the State Records Center. For any records not listed, please contact the Capitol Branch prior to transfer.

2. Obtain Appropriate Boxes for Transfer

Depending on the records' final destination, there are specific carton options for each facility. Banker boxes are not accepted at either facility. It is important to obtain the appropriate boxes when preparing records:

- State Archives records should be boxed in approved acid free cartons. Please note that the carton used to transfer records to the State Archives has a separate box top.
- Use standard records storage boxes for items sent to the State Records Center. These cartons have flaps that fold over alternately to make the top.

For supplies, contact your Sergeant at Arms' office. Joint committees should contact the Office of Legislative Services for boxes. One box equals one cubic foot. To calculate the number of boxes needed, use the following measures:

1 letter-size file drawer = 1.5 cubic feet

1 legal-size file drawer = 2.0 cubic feet

1 lateral-size file drawer = 2.5 cubic feet

3. Prepare File Folders

All documents must remain in original file folders. Place loose papers in a file folder to prevent misplacement or loss of records. Remove the following inappropriate items from file folders:

- Duplicate copies of any material: Include only one copy of each document in each carton. This should be the original, if possible. However, annotated copies should not be removed from the files; remove exact duplicates only.
- Audit Reports: Forward any audit reports found to the Auditor General's Office.
- Session law service and computerized bill histories: Discard duplicates.
- Pendaflex pockets and Duo-Tang folders: Replace anything other than regular manila folders.
- Rubber bands and paper clips: Both items deteriorate and will damage the documents over time.
- Convenience copies of reports, publications, or memos for which your office was not the originator.

- Materials with no informational value such as envelopes, routing slips, or illegible notes.
- Capitol Branch Materials: Remove any booklets to be sent as “gifts” or materials being returned to the Capitol Branch’s collection. Send them separately and label them “For Library Use.” These materials should not be sent in acid free or records storage boxes.

4. *Prepare Labels*

When labeling file folders, you may type the information on a secure label and affix it to the file folder, or handwrite the information directly on the folder. Label each file folder with the following information:

- Name of chamber
- Name of committee/office; subcommittee if applicable
- Type of record
- Date of records

5. *Prepare Boxes*

Please use the following guidelines when packing boxes for transfer:

- Maintain the original filing arrangement of the records (e.g., alphabetic, chronological, and numeric) when reboxing in appropriate cartons.
- Keep the records in their original file folders (except for Pendaflex or Duo-Tang folders). Use the proper size folder. Pack letter-sized files facing the short side of the box and legal-sized files facing the long side of the box. If mixed sized folders are packed in the same box, please accommodate both by using the long side of the box. Fill boxes from the front to the back.
- Pack the boxes reasonably full. Do not over pack or under pack. Leave enough space to easily retrieve or insert a file. Boxes packed too full can damage documents and are difficult to lift.
- Generally, only one record type per box is ideal. However, when there are small record types, more than one record type or year may be placed in the box (e.g., meeting and bill files; 1998 and 1999). Please be sure to list each record type on the box contents list.

6. *Prepare Box Contents List*

Contents lists are essential because they identify the files located in each box. They are used as a reference tool to provide access to the material and therefore must accurately reflect the files in the exact order that they are found in the box. When there is more than one file folder for a bill or meeting file, label the folders sequentially (e.g., “folder 1 of 2,” “folder 2 of 2”). Please be sure that the contents lists match the box contents. If a file is removed, delete it from the list. If a file is added, please add it to the list. Prior to sending the boxes to the Capitol Branch, check to make sure that a list has been created for each box. Please use the following guidelines when creating contents lists:

- Name of chamber
- Name of committee/office; subcommittee if applicable
- Former name of committee if name changed due to being combined with or split from another to form a new committee
- Type of record (e.g., bill files, meeting files, voting and attendance records)
- Inclusive dates (e.g., 1995; 1995-1997)
- A detailed listing of the files contained in each box

(See [Appendix](#), Examples A-B for samples.)

7. *Transfer Box Contents List*

Include page numbers on the contents lists sequentially and e-mail them to the Capitol Branch at legislativerecords@dos.state.fl.us. Please do not send the box contents lists in interoffice envelopes or file folders. Do not place them inside the boxes or tape them to the side or top of boxes. Contents lists will be accepted via e-mail only.

8. *Label and Number Boxes for Transfer*

The final step in preparing paper records for transfer is labeling the boxes.

State Archives: For boxes being transferred to the State Archives, please label the long side of the box in pencil, with the following information:

- Name of chamber
- Name of committee; subcommittee, if applicable
- Type of record
- Inclusive dates

Number the boxes sequentially (e.g., “1 of 5,” “2 of 5,” “3 of 5”). The Capitol Branch staff will prepare a typewritten label.

(See [Appendix](#), Example C for a sample.)

State Records Center: For boxes being transferred to the State Records Center, label the boxes sequentially with the “Records Storage Box Label” found online at <http://dlis.dos.state.fl.us/recordsmgmt/publications.cfm> (under “FORMS”). You can choose to print either two or three labels per page. Complete each box label with the following information:

- Name of chamber, committee; subcommittee, if applicable
- Type of record
- Inclusive dates
- Description of records (e.g., Bill Files SB 2-SB 782; HB 1-HB 783)

Preparing Audio Recordings for Transfer

Current legislative committee hearings and floor debates are recorded on compact discs. However, older recordings that are found on cassette tapes are still eligible for transfer. Therefore, the instructions for legislative audio recordings pertain to compact discs and cassette tapes.

1. Request Legislative Audio Recording Supplies

Please use the following guidelines for requesting boxes for compact discs or cassette tapes:

- Contact the staff of the Sergeant at Arms' Office or the Office of Legislative Services for archival quality boxes.
- The preferred cases for compact discs are the slim hard jewel cases, which provide better protection for the compact discs.
- Cassette tapes come in protective plastic cases. Cassette tape boxes come packaged with dividers. Please keep tapes in their individual case and use the dividers for each tape box transferred.

2. Prepare Legislative Audio Recordings

Audio recordings should be arranged in chronological order in their boxes. First insert all full committee recordings in chronological order, and then add all subcommittee recordings, if applicable. Please do not interfile full committee and subcommittee tapes. Please use the following guidelines for arranging legislative audio recordings and cassette tapes:

- When placing the compact discs in their boxes, begin inserting them in chronological order beginning with the first date, from the front of the box to the back. You may include more than one year if space is available.
- When placing cassette tapes in the box, turn the box so that it opens like a book. In chronological order, beginning with the first date, start placing tapes in the box at the upper left hand side. Continue until this side is filled with 12 tapes. Start again at the upper right hand side and repeat the process. Each tape box holds a total of 24 tapes. In some instances, one or two more tapes can be inserted with ease. Do not force tapes in the box or remove dividers to insert extra tapes. You may include more than one year if space is available.

3. Label Legislative Audio Recordings

Please use the following guidelines when labeling legislative audio recordings:

- Use the appropriate software to label compact discs with the name of chamber, name of subcommittee, if applicable, and inclusive dates. If software is not available, type or clearly print the information.
- Label the compact disc box with the same information and the number of compact discs included in each box. You may use a computer generated label or print the information clearly on the box. (See [Appendix](#), Example D for a sample.)
- For cassette tapes, use the prepackaged labels for sides A and B and the enclosed jacket for the tape case. Type or clearly print the name of the chamber; name of full

committee; subcommittee, if applicable; date; and number of tapes (e.g., “Tape 1 of 3”).

- Include the list of bills or topics discussed.
- Label the cassette tape box in the space for contents with the following information:
 - Name of chamber, committee; subcommittee, if applicable
 - Inclusive dates for tapes (e.g., 2/3/97-4/8/97)
 - Number of tape boxes (e.g., “1 of 5”)

(See [Appendix](#), Examples E and F for samples.)

4. *Prepare Box Contents List for Legislative Audio Recordings*

Please use the following guidelines when creating box contents lists for audio recordings:

- Create a contents list describing each compact disc or cassette tape placed in a box. Complete the form with the following information:
 - Name of chamber
 - Name of committee; subcommittee, if applicable
 - Inclusive dates
- For cassette tapes, list all tapes on the left hand side of the box, beginning in the upper left hand corner. Then repeat the process with the right hand side.

(See [Appendix](#), Example G for a sample.)

5. *Transfer Legislative Audio Recordings with Paper Records*

When preparation for compact discs and/or cassette tapes is complete, transfer them to the Capitol Branch along with paper records. E-mail the contents list for compact discs and cassette tapes to the Capitol Branch at legislativerecords@dos.state.fl.us.

Transferring Records to the State Archives

When legislative paper records and audio recordings are properly prepared, the next step is to deliver them to the Capitol Branch for processing and transfer to the State Archives. To deliver records to the Capitol Branch, follow the steps below:

1. Review the “[Preparing Paper Records for Transfer](#)” section of this manual.
2. Review the “[Preparing Audio Recordings for Transfer](#)” section of this manual.
3. Contact the Capitol Branch via e-mail at legislativerecords@dos.state.fl.us or call 850.488.1069 to determine if space is available to accept the records.
4. Contact your respective Sergeant at Arms’ Office or the Office of Legislative Services to schedule a pickup of the records. These offices will transport the boxes to the Capitol Branch where they will be processed for transfer to the State Archives. The staff at the Capitol Branch will complete all transfer of custody documents and transfer forms and coordinate the box pickup schedule for the final transfer to the State Archives.

Accessing Legislative Records Transferred to the State Archives

Records that are transferred to the State Archives are available to legislative staff and the public for research. When records are transferred to the State Archives, legal custody is also transferred. The records become a part of the State Archives' permanent collection and cannot be removed from the facility. However, the State Archives can make photocopies of documents and duplicates of legislative audio hearings.

To research at the State Archives, contact the State Archives Reference staff via telephone, mail, e-mail, or on-site visit to the R.A. Gray Building. Normal hours of operation are Monday through Friday from 9:00 a.m. to 4:30 p.m. and Saturdays from 9:30 a.m. to 3:30 p.m. All researchers who visit the State Archives are required to register and follow all State Archives rules and regulations. Telephone requests for copies are handled in the order that they are received, and can normally be completed within one working day. Copies can be picked up in person, or they can be sent via interoffice mail.

Prior to contacting the State Archives Reference staff for access to legislative records, consult the Capitol Branch staff to obtain series and box numbers for the files you seek. This information may help expedite your request.

Please note that microfilmed staff analyses for bills that were passed between 1986 and 1997 are available in the Capitol Branch. The analyses are arranged by law number. They are available for self use, or when time permits, Capitol Branch staff can make photocopies.

The State Archives of Florida is located on the first floor of the R.A. Gray Building at 500 South Bronough Street, Tallahassee, Florida 32399. Contact the Reference desk at 850.245.6719 or archives@dos.state.fl.us.

Transferring Records to the State Records Center

When legislative paper records and audio recordings are properly prepared, the next step is to deliver them to the Capitol Branch for processing and transfer to the State Records Center. To deliver records to the Capitol Branch, follow the steps below:

1. Review the list “Records Eligible for Transfer to the State Records Center” found on page 7 to identify what records can be sent to the Records Center.
2. Review the document “Florida Records Storage Center: Preparing Records for Transfer” available at <http://dhis.dos.state.fl.us/barm/forms/PreparingRecordsForTransfer.doc>.
3. Contact the Capitol Branch to obtain bar codes for boxes. Affix bar codes to boxes as described in the document “Florida Records Storage Center: Preparing Records for Transfer.”
4. Complete a transmittal and receipt form, found at <http://dhis.dos.state.fl.us/barm/forms/Form201.PDF>.
5. E-mail the completed transmittal form to the Capitol Branch at legislativerecords@dos.state.fl.us.
6. Stack boxes for pickup as described in the document “Florida Records Storage Center: Preparing Records for Transfer.”
7. Capitol Branch staff will provide notification of approximate date for pickup and work order number.

Retrieving Records from the State Records Center

Records stored at the State Records Center remain property of the committee or office of origin, and therefore can be returned to the original office by request.

To retrieve legislative records stored at the State Records Center, contact the staff of the Capitol Branch. Please specify the type of record, year, and box number. They will make a request for the item(s) you wish to retrieve and inform you of the delivery date.

Usually, requests made prior to 11:30 a.m. will be filled the afternoon of the request. Those made after 11:30 a.m. will be filled the next business afternoon.

The State Records Center is located at 4319 Shelfer Road, Tallahassee, FL 32399-0250. Research is by appointment only. Contact the State Records Center at 850.245.6750.

The Capitol Branch is located at Room 701, The Capitol, Tallahassee, FL 32399-1400. Contact the Capitol Branch at 850.488.2812.

Appendix

Checklist for Records Preparation

Prior to delivering legislative paper records to the Capitol Branch, please review this checklist:

1. Confirm that documents are eligible for transfer according to retention schedule GS1-SL.
2. Obtain the correct cartons for storage at the State Records Center or State Archives.
3. Keep or refile documents in manila file folders.
4. Remove inappropriate items.
5. Label each file folder.
6. Pack the box reasonably full.
7. Create a contents list for each box.
8. E-mail contents lists for paper records and audio recordings to the Capitol Branch at legislativerecords@dos.state.fl.us.
9. Label the boxes for transfer with the labels available [online](#). Affix the label at one short end of the box.

Prior to delivering legislative audio recordings to the Capitol Branch, please review this checklist:

1. Acquire legislative audio recording containers.
2. Prepare audio recordings of committee meetings and floor debates.
3. Arrange audio recordings by:
Full Committee – chronologically by date.
Subcommittee – chronologically by date. If there are multiple subcommittees, group each separately with chronological date listing.
4. Label legislative audio recordings.
5. Prepare box contents list describing each box.
6. E-mail contents list for legislative audio recordings to the Capitol Branch at legislativerecords@dos.state.fl.us.

Example A

**FLORIDA STATE SENATE
OFFICE/COMMITTEE FILES
STATE ARCHIVES OF FLORIDA**

Series _18_____ Box _____ _1___ OF ___1___ FOR BOX ___1___ BOX ___1___ OF _____3___ LOCATION _____ (FOR ARCHIVES USE)

CURRENT COMMITTEE/OFFICE NAME: Health & Rehabilitative Services

FORMER COMMITTEE/OFFICE NAME:

TYPE OF RECORDS: BILL FILES

INCLUSIVE DATES: 1993

BILL NUMBER SHORT TITLE

SB 16	Aid to Families with Dependent Children
SB 28	Reimbursement for Medicaid Services
SB 60	Memophilia
SB 110	Delinquency
SB 152	Mobile Home Parks, Lodging Parks, Recreational Vehicles Parks
SB 158	Onsite Sewage Treatment & Disposal Systems
SB 162	Hospices
SB 164	Nursing Homes & Related Health Care Facilities
SB 176	Alcohol & Other Drug Abuse
SB 254	Public Assistance
SB 290	Criminal Activity by Youth & Street Gangs
SB 300	Continuing Care Advisory Council of the Department of Insurance
SB 302	Nursing Homes & Related Health Care Facilities
SB 304	Treatment & Rehabilitation of Drug Dependents
SB 308	Child Care
SB 344	Child Support Enforcement
SB 386	Sexually Violent Offenses
SB 430	Department of HRS

Example B

**HOUSE OF REPRESENTATIVES
OFFICE/COMMITTEE FILES
STATE ARCHIVES OF FLORIDA**

Series <u>18</u> Box _____
<u>1</u> OF <u>1</u> FOR BOX <u>1</u>
BOX <u>1</u> OF <u>3</u>
LOCATION _____
(FOR ARCHIVES USE)

CURRENT COMMITTEE/OFFICE NAME: House Commerce

FORMER COMMITTEE/OFFICE NAME:

TYPE OF RECORDS: MEETING FILES

INCLUSIVE DATES: 1986-1987

Agendas

Bill Referrals

Committee Reports

Special Order Calendar Requests

Subcommittee Reference

Meetings:

Full Commerce Committee

12/3/86 Presentations

4/16/87 Meeting Canceled

4/22/87 HB's 45, 143, 162, 198, 206, 207, 328, 340, 344, 357, 448, 561, 656, 739, 773, 781, 1006, 1172

4/23/87 HB's 328 and 773

4/30/87 HB's 174, 972, 973, 1186, 566, 646, 1144, 597, 809, 1153, 1219, 358, 891, 904, 1189, 111, 788, 385, 787, 802, 912

Banking & Commerce Subcommittee

4/15/87 HB's 344, 448, 656

4/28/87 HB's 566, 646, 776, 1144, 597, 712, 809, 1152, 1154, 1219

General Commerce Subcommittee

4/8/87 HB's 45, 162, 198, 206, 207, 340

4/15/87 HB's 198, 357, 561, 781

4/28/87 HB's 358, 891, 904, 1189, 1111

Labor & Employment Security Subcommittee

4/9/87 HB's 143, 328, 329

5/15/87 HB's 739, 773, 782

Example C

State Archives Box: Label long side of box in pencil as shown below:

Senate Labor Committee
Bill Files
2008
SB 2- SB 540
Box 1 of 2

Senate Labor Committee
Meeting Files
2008
March 5, 2008 - April 25, 2008
Box 2 of 2

Example D

Compact Disc and Cassette Tape Case Labels

SENATE AGRICULTURE COMMITTEE

POLICY SUBCOMMITTEE

MARCH 15, 1998

25 CDs

Box 1 OF 2

SENATE AGRICULTURE COMMITTEE

POLICY SUBCOMMITTEE

MARCH 15, 1998

15 CDs

Box 2 OF 2

Example E

Jacket of Cassette Tape Label

SENATE AGRICULTURE COMMITTEE
POLICY SUBCOMMITTEE
MARCH 15, 1998

BILLS HEARD

SB 445

SB 523

SB 666

SB 1078

Example F

Cassette Tape Box Label

CONTENTS

SENATE AGRICULTURE COMMITTEE
MEETING TAPES
MARCH 4, 1998 - MARCH 24, 1998

1 OF 2

Example G

**HOUSE OF REPRESENTATIVES
OFFICE/COMMITTEE FILES
STATE ARCHIVES OF FLORIDA**

PAGE _____ OF _____ FOR BOX _____ BOX _____ OF _____ LOCATION _____ (FOR ARCHIVES USE)

CURRENT COMMITTEE/OFFICE NAME: Commerce
FORMER COMMITTEE/OFFICE NAME:
TYPE OF RECORDS: Committee Tapes
INCLUSIVE DATES: 1986-1987

Full Commerce Committee

- 12/3/86 Remarks by Chairman, Staff Introductions, Presentations Department of Labor & Employment, Banking & Finance, Insurance, Division of Treasury and Legal Affairs
- 4/16/87 Meeting Cancelled
- 4/22/87 HB 45, 143, 162, 198, 206, 207, 328, 340, 344, 357, 448, 561, 656, 739, 773, 781, 1006, 1172
- 4/23/87 HB 328, 773
- 4/30/87 HB 174, 972, 973, 1186, 566, 646, 1144, 597, 809, 1153, 1219, 358, 891, 904, 1189, 1111, 788, 385, 787, 802, 912

Banking & Commerce Subcommittee

- 4/15/87 HB 344, 448, 656
- 4/28/87 HB 566, 646, 776, 1144, 597, 712, 809, 1152, 1154, 1219

General Commerce Subcommittee

- 4/8/87 HB 45, 162, 198, 206, 207, 340
- 4/15/87 HB 198, 357, 561, 781
- 4/28/87 HB 358, 891, 904, 1189, 1111

Labor & Employment Security Subcommittee

- 4/9/87 HB 143, 328, 329
- 4/15/87 HB 739, 773, 782
- 4/28/87 HB 788, 385, 787, 802, 912, 1220

Important Phone Numbers

Capitol Branch	850.488.2812
Archives & Records Management	850.488.1069
State Archives of Florida	850.245.6719
State Records Center	850.245.6750
State Library of Florida.....	850.245.6600
For Supplies:	
Senate Sergeant at Arms' Office.....	850.487.5224
House Sergeant at Arms' Office	850.488.8224
Office of Legislative Services, General Services	850.921.4032