

**RULES, PROCEDURES, AND GUIDELINES FOR
LEGISLATIVE INTERIM COMMITTEES AND ACTIVITIES**

XI. REQUESTS FOR MATERIAL

A. Right to Know Policy:

- (1) Records subject to constitutional individual privacy protection are protected from public review or scrutiny.
- (2) All other records are subject to right to know provisions of the Constitution.
- (3) It is necessary for the staff to protect records from theft, loss, defacement, or alteration and to prevent undue interference with the discharge of committee functions.

B. The following procedures apply to records that are available for public inspection and copying:

- (1) Committee records are available for inspection and copying upon request by any person during regular office hours of the LSD.
- (2) The request may be oral or in writing to the Executive Director of the LSD and must reasonably identify the record wanted.
- (3) The records may be inspected in appropriate accommodations within the State Capitol as identified by the Executive Director.
- (4) Copies of material will be made and distributed at a cost-reimbursable rate. Requests for copying that involve excessive staff time may be referred to the Executive Director. The person making a request may be required to copy the records in the offices of the Legislative Services Division.

C. The following records are not available for public inspection and copying:

- (1) Personnel records, except general employment information, such as dates and duration of employment, title of position and salary.
- (2) Prior to bid opening, information that would give advantage to any person bidding on services or other contracts sought by the committee.
- (3) Material prepared in anticipation of litigation that would not be available to a party in litigation with the committee under the Montana Rules of Civil Procedure on pretrial discovery.
- (4) Prior to any testing period, materials used to test job applicants if disclosure would compromise the fairness or objectivity of the testing process.

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- (5) Proprietary information, including computer programs, which is entrusted to the committee under exclusive contract.
- (6) Any other information that the Executive Director of the LSD determines to be not available because the demands of individual privacy clearly exceed the merits of public disclosure.

XII. EQUIPMENT

Legislative Services Division equipment, including but not limited to telephones, computers, software, and copying and fax machines, is primarily for the use of LSD staff and may be made available to committee members for committee business. When the Legislature is in session, legislators may use LSD equipment from time to time. Use of LSD equipment at any time may not interfere with the staff's need for and use of the equipment. Any use of LSD equipment must be for legislative business only.

XIII. COMPLETION OF INTERIM COMMITTEE WORK

September 15 prior to a regular legislative session is the guideline date for completing interim committee work. For the purposes of this guideline, "completing interim committee work" means that the committee:

- A. shall have adopted its findings, conclusions, and recommendations, if any, with respect to an interim study assigned to it by bill, by the Legislative Council, or under its own authority;
- B. if a final report is prepared, shall have approved a draft of the report as prepared by the committee's staff;
- C. shall have approved for introduction in the next legislative session, all draft legislation that is prepared by the committee's staff on behalf of the committee in executing its duties under 5-5-215(2), MCA;
- D. shall have assigned an unopposed or holdover legislator, preferably a member of the committee, as the sponsor of legislation described in XIII. E., above;
- E. shall have submitted for LSD drafting purposes, any request for legislation made on behalf of an entity described in and for which the committee has monitoring responsibility under 5-5-215(1)(c), MCA.