

- b. The request may be oral or in writing to the Executive Director of the LSD and must reasonably identify the record wanted.
 - c. The records may be inspected in appropriate accommodations within the State Capitol as identified by the Executive Director.
 - d. 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.
3. The following records are not available for public inspection and copying:
- a. Personnel records, except general employment information, such as dates and duration of employment, title of position, and salary.
 - b. Prior to bid opening, information that would give advantage to any person bidding on services or other contracts sought by the committee.
 - c. 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.
 - d. Prior to any testing period, materials used to test job applicants if disclosure would compromise the fairness or objectivity of the testing process.
 - e. Proprietary information, including computer programs, which is entrusted to the committee under exclusive contract.
 - f. 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.

COMPLETION OF INTERIM COMMITTEE WORK

1. September 15 prior to a regular legislative session is the guideline date for completing interim committee work.
2. Completing interim committee work means that the committee:
 - a. adopts 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. approves publications requested by the committee or required by statute;
 - c. if a final report is prepared, approves a draft of the report, as prepared by the committee's staff;

- i. approves for introduction in the next legislative session all draft legislation, which may include up to four bill drafts on a partisan basis and an unlimited number of bill drafts on a bipartisan basis as allowed in [5-5-215\(2\), MCA](#) that is prepared by the committee's staff on behalf of the committee; and
- ii. assigns a member of the committee, preferably an unopposed or holdover legislator, as the sponsor of proposed legislation. An interim committee may assign a member who is up for election to sponsor the legislation upon reelection to the body or, in special circumstances and with the consent of the legislator requested, may request a legislator who is not a member of the committee to sponsor committee legislation;
- d. submits for LSD drafting any request for legislation made on behalf of an executive branch agency or entity described in and for which the committee has monitoring responsibility under [5-5-215\(1\)\(c\), MCA](#). Executive branch agencies or other entities shall provide requested legislation descriptions of that include the completed Executive Process Planning form required by the Governor's Office of Budget and Program Planning or equivalent information. To provide the committee adequate time to review the legislation and provide comments, requests should be submitted by June of the even numbered year; and
- e. completes all other duties and responsibilities assigned to a committee under Title 5, chapter 5, MCA, or elsewhere in the MCA, unless another date is specifically provided by law or in case of exigency.

EDUCATING INTERESTED PARTIES

1. Interim committees should educate entities or individuals interested in the legislative processes, particularly those processes involving preparation of agency-requested legislation, interim committee review, and preintroduction of bills, including deadlines and target dates.
2. To promote efficiency and consistency, the basic processes, timelines, etc. apply uniformly to all interim committees, executive agencies, and entities assigned to executive agencies, statewide elected officials, and the university system.