

CONFIDENTIALITY

Requests for Information and Reports

1. We do not disclose the legislator's name, without his or her permission, except to our nonpartisan colleagues who may have information on the subject and to people making a Freedom of Information (FOI) request.
2. Since the request slips are public documents, we will disclose them to anyone who submits an FOI request. It is our practice to inform the affected legislator of the FOI request.
3. Our reports are public documents; thus, anyone can call the office and request a copy, make copies from the library, or print them from the web. (See *Release of Documents* section of this manual for more detail.)
4. We remove the legislator's name from reports before posting them on the web or placing them in the library.
5. OLResponses are public documents and subject to FOI.
6. Legislators can request, and we will provide, confidential research and reports, which we keep confidential, even from our other nonpartisan colleagues.

Bill Analyses

1. We share with LCO, OFA, bill sponsors, and committee chairpersons problems that we have with a bill before the analysis is printed in the file.
2. In rare instances, we share with agencies and other outside authorities or experts pre-file analyses if we need advice and believe they can be of some assistance.
3. We do not otherwise provide copies of pre-file analyses.
4. Once an analysis makes the file, we will give anyone a copy.
5. Upon request, we provide preliminary analyses of (a) fully drafted bills submitted at the request of the governor or a state agency; (b) fully drafted bills scheduled for public hearing; (c) bills still in, or just voted out of committee; and (b) filed amendments not yet adopted. The above-stated policies apply to these analyses, including the policy on confidentiality.