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Introduction

What Is Public LegSearch?

Public LegSearch is the Legislature's public online search system. With it you can enter keywords to search and display various types of legislative websites and documents. For example, you can search the Revised Code of Washington (RCW) for any section that contains references to salmon fishing in Puget Sound. Or, you may search the Legislature's websites for links related to state parks.

Purpose of the Manual

This manual provides instructions and guidance for using Public LegSearch to find legislative websites and documents.

Prerequisite Skills

This manual assumes you have a working knowledge of the Windows operating system and Internet browser features.

How the Manual Is Organized

The manual is arranged as follows:

- Accessing Public LegSearch
- Searching websites vs. documents
- Creating a basic query
- Viewing and navigating through the results list
- Combining and printing search results
- Executing proximity and zone searches
- Search terms and operators
- Searching for RCW and WAC references
- Availability of historical bill documents and zones
- Document zone definitions and samples
- Troubleshooting

Graphics Conventions Used in the Manual

Bolded items represent keystrokes, menu items, or buttons.

Browser and Search Terminology

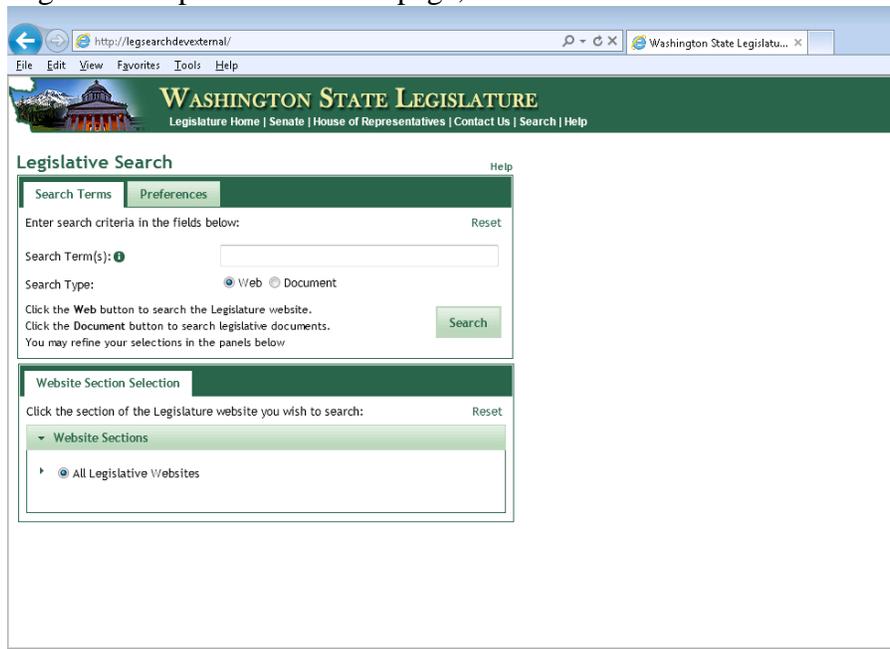
You'll see the following terms throughout the manual.

Boolean search	A way to combine terms in a keyword search with "logical" connectors, e.g., "and," "or," and "not"—NOTE: symbols may be used instead of the actual words
Keyword Search	Search for text inside legislative documents and websites
Documents Named Like	Field in which you enter all or part of the document file names

Document Selection Area	The location of all the document types available for searching
Link	Usually represented by blue and underlined text, a link moves you from the current browser page to another, moves you to another location within the current document, or opens a form or e-mail message. The cursor changes shapes when it touches a link. You are pointing at a link when the cursor changes to a hand with a pointing finger.  If the browser status bar is turned on, then the path the link is pointing to appears on the status bar.
Query	The search terms that are entered to generate a search
Result list	The list of documents that meet the criteria of your search
Search terms	The keywords and symbols that indicate what you want to search for
Document type	The set(s) of documents you wish to search
Zone	A part of a document, for example, the history part of an RCW section.

Accessing Public LegSearch

- From the Legislature's public site home page, click the **Search** link from the banner.



The LegSearch window frames on the left provide fields and choices for establishing the criteria of your search, web vs. document search, search terms fields, zones, and document types and biennia/years. The results of your search are displayed in the right frame.

Searching Websites vs. Documents

Users have two types of search methods: web vs. documents. If you click the **Web** radio button, your searches are based on the Legislature's website sections. If you click the **Documents** radio button, the system searches against the selected legislative document type(s).

Creating a Basic Query

Setting up a basic query involves the following steps:

- Select your search type: web sites vs. documents.
 - If searching web sites, select all websites (default) or click the desired sub-site you wish to search.
 - If searching documents, click the desired document types and, if applicable, the biennia/year(s) and chamber.
- Enter the keyword(s) to search against.
- Run the search.

Selecting Web Sites

If you are running a web search, you may base your search on all legislative websites or an individual sub-site. To view and filter your search websites, use the following steps:

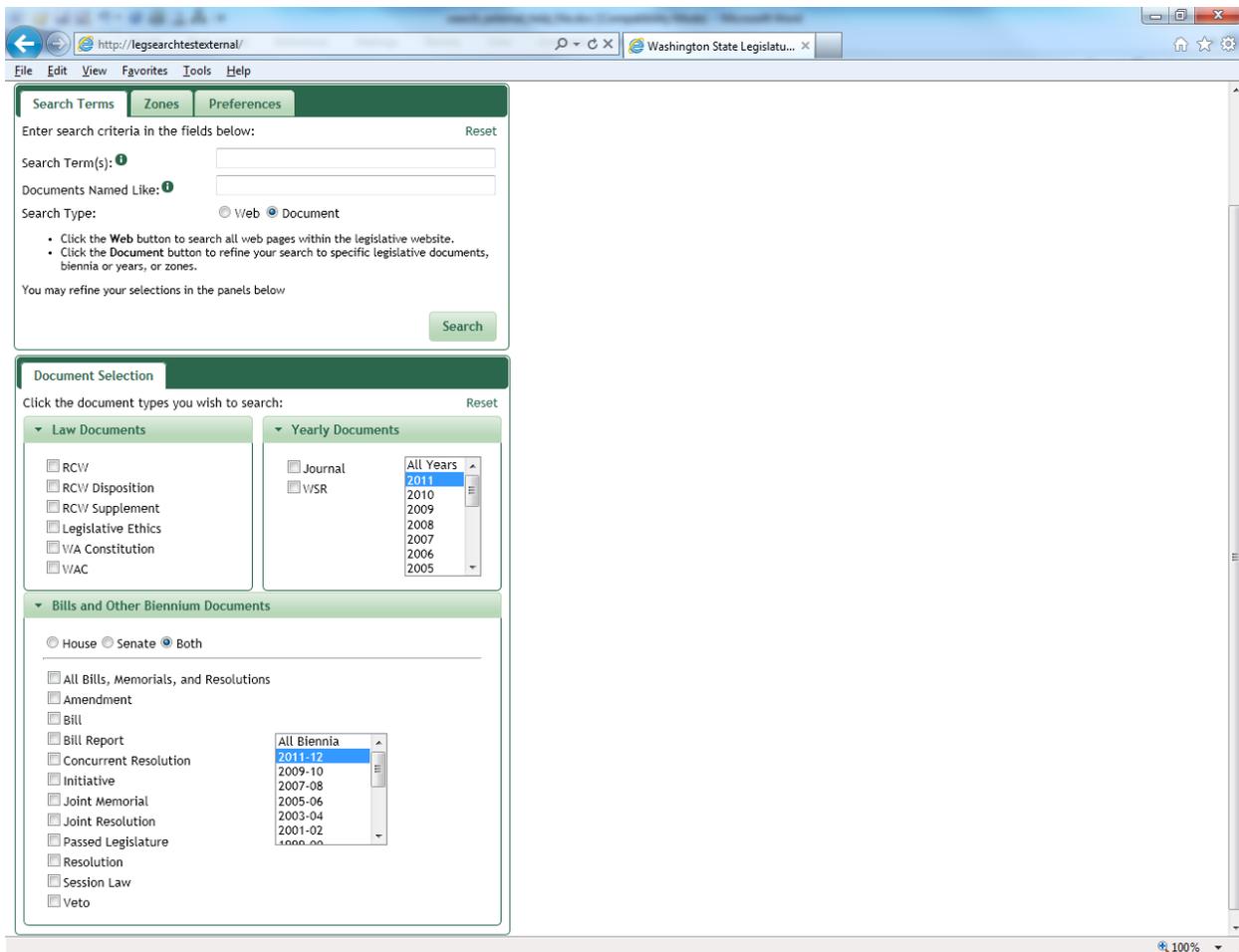
1. Click the arrow next to the **Websites** heading to display all websites. By default, all websites are selected.

The screenshot displays the 'Legislative Search' interface. At the top, there are tabs for 'Search Terms' and 'Preferences', and a 'Help' link. Below the tabs, a green bar contains the text 'Enter search criteria in the fields below:' and a 'Reset' button. The 'Search Term(s):' field is empty. The 'Search Type:' section has two radio buttons: 'Web' (selected) and 'Document'. Below this, there is a 'Search' button. The 'Website Section Selection' panel is expanded, showing a list of website sections with radio buttons next to each. The 'All Legislative Websites' option is selected. The list includes: House of Representatives, House Committees, Senate, Senate Committees, Bill Information, Revised Code of Washington (RCW), Washington Administrative Code (WAC), Code Reviser, Joint Administrative Rules Review (JARRC), Joint Legislative Audit & Review (JLARC), Joint Transportation (JTC), Legislative Ethics Board, Legislative Evaluation & Accountability Program (LEAP), Legislative Information Center (LIC), Office of the State Actuary (OSA), Select Committee on Pension Policy (SCPP), House Democratic Caucus, House Republican Caucus, Senate Democratic Caucus, and Senate Republican Caucus.

2. To filter by a specific site, click the button next to the site you wish to search against.

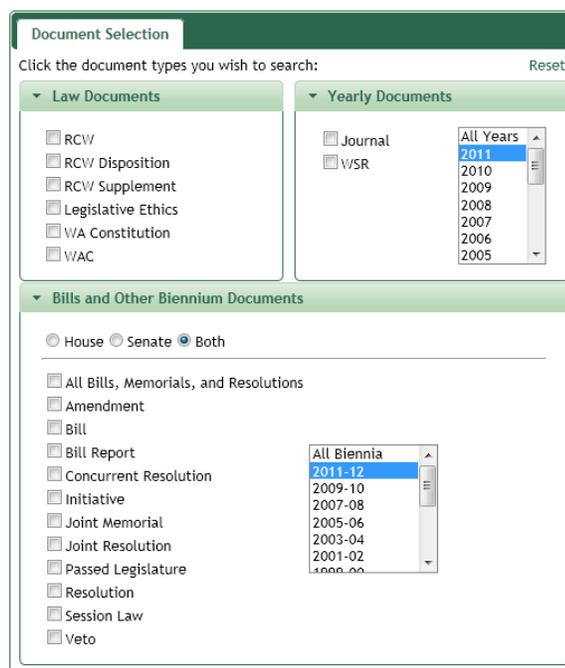
Selecting Document Types

If you click the **Document** button in the Search Terms area, the Document Selection area changes to display three expandable folders. The folders contain various document types with check boxes next to them to select the desired document types.



- Law Documents
- Bills and Other Biennium Documents
- Yearly Documents

If you can't see the contents of the folder, click the heading to display the document types. Conversely, click the heading again to close the folder and hide its contents. After you expand or hide a folder's contents, the browser remembers your setting the next time you open LegSearch. The following screenshots show samples of the opened and closed sections.



The following document types are searchable: (In the case of bill and yearly documents, the start year is indicated next to the document type.)

Law Documents:

- Revised Code of Washington (RCW)
- Revised Code of Washington Disposition
- Revised Code of Washington Supplement
- Washington Constitution
- Legislative Ethics
- Washington Administrative Code (WAC)

Bills and Other Biennium-Related Documents:

- Amendment 1991 - current
- Bill Report 1987 – current
- Bill 1985 - current
(including concurrent resolutions, joint memorials, joint resolutions)
- Passed Legislature 1985 – current
- Resolution 1991 - current
- Initiative 1989 - current
- Session Law 1991 – current
- Veto 1999 – current

Yearly Documents:

- Journal 1993 – current
- State Register 1997 - current

1. To choose your search documents, expand the applicable folder as described above.
2. Click the check box next to the desired document type(s). For instance, after expanding the Law Documents section, click the **RCW** check box to execute your search against all sections of the RCW.
3. For biennial and yearly documents, click the desired timeframe or use the current biennium/year default.
 - a. To select multiple biennia/years, use **Ctrl+Click** to make your selections, or click **All Biennia/All Years**.
4. Click the **House** or **Senate** radio button to filter by chamber.
 - a. Click the **All Bills, Memorials, and Resolutions** check box to select all bill documents (including all bill documents except Amendments, Bill Reports and Initiatives).
 - b. If you wish to search all bill versions without memorials or resolutions, click the following check boxes: **Bills, Passed Legislature (PL)**, and **Session Law (SL)**.
5. To remove a document type from your search, click the check box a second time to deselect it.
6. To remove all document type selections from your search, click the **Reset** button at the top of the Document Selection section.

Entering Your Search Terms

After you select your document types, filter your results by entering keywords in the Search Terms field. The search system looks for the keywords in the documents' contents. There are three types of keyword search fields. They may be used independently or in combination with the other keyword fields. (See the appendices at the end of the manual for more assistance with entering search terms.)

- **Search Terms:** General keyword entry field
- **Documents Named Like:** Find documents based on the file name structure—common examples:
 - ***-s*** against bill documents finds all substitutes from the selected biennia bills
 - **“RCW 1.08*”** finds all documents contained in Chapter 1.08 of the RCW
 - **“WAC 173-62*”** finds all documents contained in Chapter 173-62 of the WAC.
- **Zones:** Zones are specially-designated areas within certain documents. Zones are discussed in a separate section of the manual.

Use the following process to enter your search terms:

1. Click in the **Search Terms** field.
2. Type your search term(s) in the field. Public LegSearch is not case-sensitive.

☞ Click the **Information** icon next to the Search Terms heading to see how to enter Boolean and search term operators. For detailed information about entering your search terms, see **Appendix A, Search Terms and Operators**. 

Running the Search

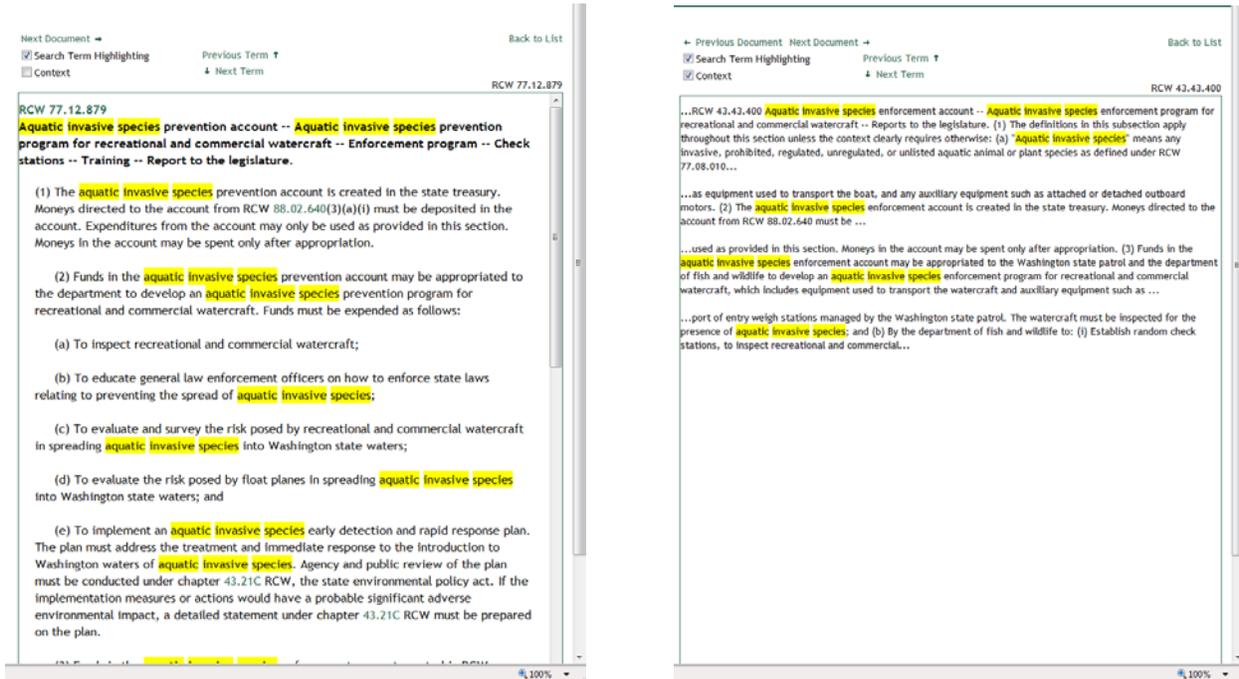
1. After you've selected your documents and entered your search terms, you are ready to run the search. From the Search Terms field, press **Enter** or click the **Search** button. The list of documents that match your criteria appears in the right Search frame. Above the result list, the system displays the number of documents that fit your search criteria. The results pane looks similar to the following.

The screenshot displays a search results interface. At the top, it shows '1 - 55 of 55' and a 'Go' button. Below this are checkboxes for 'Search Term Highlighting' (checked) and 'Context'. A 'Combine To Browser' dropdown and a 'View' button are also present. The main section is titled 'Search Results' with a 'Total: 55' indicator. The search query is '[fishing license]'. The results list includes various Washington Administrative Code (WAC) entries and their descriptions, such as 'Residency of purchaser', 'Willapa Bay -- Forage fish', 'Grays Harbor -- Seasons and lawful gear -- Forage fish', 'PERSONAL-USE LICENSES', 'Age of purchaser', 'Ocean spot shrimp pot fishery -- Coastal waters', 'Recreational license dealer's fees', 'Ocean forage fish', 'Master hunter permit program', 'Experimental fishery permits', 'The notice of noncompliance and intent to suspend licenses', 'Definitions', 'Temporary fishing or hunting license validation date', 'Washington food fish and game fish -- Freshwater exceptions to statewide rules', 'Free fishing weekend', 'Recreational license', and 'Ocean pink shrimp trawl fishery -- Coastal waters'. Each entry is preceded by a checkbox and a WAC number. A vertical scrollbar is on the right side of the results list. At the bottom right, there is a zoom level indicator set to 100%.

Viewing and Navigating Results

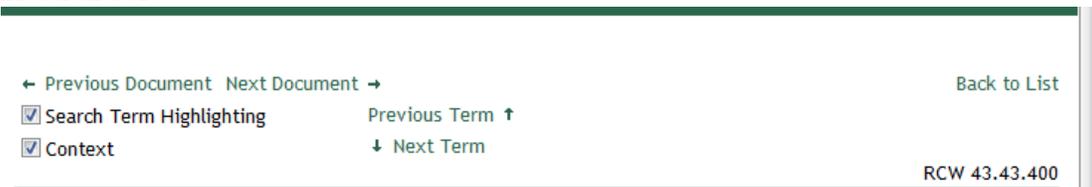
Viewing a Document from the Results List

Click the document hyperlink to view the contents. The document appears on the screen, and your terms are highlighted in yellow. If you want to see the context of the search term(s)—10 words before and after the term, click the **Context** check box above the result list. The screenshots below show a full document result vs. a context result.



Navigating through a Retrieved Document

After clicking the document link, a navigation bar appears above the green document identification bar.



Click one of the following navigation links to move within the document.

- Previous Term
- Next Term
- Previous Document
- Next Document
- Back to List

☞ You can also move within the document by clicking in the document once, then pressing the **Page Up** or **Page Down** key on the keyboard, or clicking and sliding the right scrollbar.

When you click the **Back to List** link, you return to where you left off opening documents from the list.

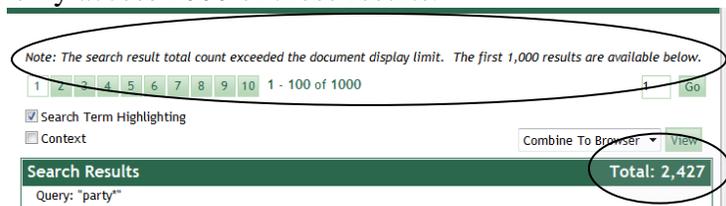
Using Hypertext Links

Many of the searchable document results contain hyperlinks to other documents, indicated by green underlined text. For example, bill titles list the RCW sections being affected by the bill; WAC sections contain the statutory authority for the administrative code section. If such a reference appears in underlined text, you can click the link to view the applicable document. Internet Explorer displays the internal hyperlink document in a new tab. Click the Public LegSearch tab to return to the original document.

☞ *Links are only active when using the browser.*

Maximum Document Search Results

The LegSearch system is designed so that only 1000 results appear. This architecture was selected because it will eliminate the time-out issues that occurred in the previous system. If you run a search with more than 1000 results, the total number of results appears on the page; however, users may only access 1000 of those results.



To view less than 1000 document results from a larger search, add more search terms or reduce the selected document types and/or biennia/years.

Combining Document Results

After you run a search, you may view one or more documents in the Search results pane. The following process describes how to combine document results.

1. Run your search.
2. When the result list appears, click the check box to the left of the documents you wish to combine, or, to select all results, click the **Select All** check box.
3. Click the **View** button to see all the selected documents combined in a new tab of the browser.
4. Click the Public LegSearch tab to return to the search application.

Printing in LegSearch

Printing the Result List

1. Run your search.
2. When the result list appears, left-click just to the left of the first result check box and drag over the first page's contents.
☞ *It may be easier to select your text by left-clicking and dragging from the bottom of the page to the top.*
3. Right-click the highlighted text, then click **Copy**.

4. Use one of the following options:
 - To create a list without hyperlinks, open Word or Excel, then click **Paste Special** and choose unformatted text (the last option). The bill numbers, biennia, and brief descriptions appear without hyperlinks.
 - To create a list with the same formatting as LegSearch, open Word or Excel, then click **Paste**. The existing formatting is retained. Note that it may take longer to paste the list using this method.
5. Use the application's print function to print the list.

Printing Documents

1. Perform your search.
2. When the result list appears, click the check box(es) next to the document(s) you wish to combine.
3. Click the **View** button to display the selected documents in a new window (tab) of the browser.
4. Click **Print**, or press **Ctrl+P**.

☞ Click **Select All** to choose all documents on a page for combination. Click **Select All** a second time to remove all check marks from all documents.

*LegSearch can reliably combine 50 average-sized documents into one file. If your results are set to more than 50 results per page, click the **Preferences** tab, click the **Results/Page** dropdown box, then click **50**. Click the **Search Terms** tab to return to your search.*

Official copies of bills can be printed from Online Reports by opening the PDF version of a bill and clicking the printer icon on the Acrobat toolbar.

Advanced Query Features

Proximity Searches

You can specify that query terms be within a certain number of words, or proximity, of each other. The Public LegSearch default is set to 5 words. The following steps describe how to set up a proximity search:

1. Place your terms in square brackets, for example, *[fishing license]*.
2. Click the **Preferences** tab to change your current proximity settings.
3. Click in the **Default Proximity (words):** field, then type the number of words you wish your proximity search to be within.

The screenshot shows the 'Legislative Search' interface with the 'Preferences' tab selected. The interface includes a header with 'Search Terms', 'Zones', and 'Preferences' tabs, and a 'Help' link. Below the tabs, there is a section titled 'Choose search result options using the search options below:'. This section contains three settings: 'Results/Page' set to 100, 'Max Docs' set to 1000, and 'Default Proximity (words)' set to 5. The 'Sort by' options are 'Rank' (selected) and 'Name'.

For example, if we type *[fishing license]* in the Query Input field for the WAC documents and leave the proximity at 5 words, we get 44 documents that meet our criteria. If we change the proximity to 15 words, we get 55 documents in our results list.

Zone Searches

Creating a Single Zone Search

Public LegSearch makes it possible to restrict your search to a certain part, or zone, of a document. For example, RCWs have captions, text, histories, and notes, and you can indicate that you want to search only the designated part of the section. You could tell LegSearch to find only those bills that have the word “trout” in the bill title.

1. Click the check box next to the document type(s) you wish to search.
2. Click the **Reset** button above the Search Term field to delete all text from the Search Term(s) and Documents Named Like fields. Search criteria in any of the Search Terms fields impacts the results.
3. Click the **Zones** tab. The following screen appears.

The screenshot shows the 'Legislative Search' interface with the 'Zones' tab selected. The 'Enter Zone Search Criteria:' section contains three rows of input fields. Each row has a 'Search Terms' field, a 'Zone' dropdown menu (set to 'BeginningSection'), and an 'Operator' dropdown menu (set to 'And'). A 'Reset' button is located to the right of the first row, and a 'Search' button is located to the right of the third row.

4. Click in the first **Search Terms** field, then type your search term(s).
5. Click the **Zone** list button, then click the zone name, for example, *Text*.
A complete list of zones can be found in Appendix C. Zone document samples are in Appendix D.

Combining Zone Searches

Public LegSearch can search for a term in one document zone and another term in a different document zone. This is referred to as combining zone searches.

1. Select your document type(s).
2. Click the **Zones** tab.
3. Repeat steps 4-5 above.
4. To add more zone search criteria, click the **Operator** list button, then click **And** or **Or**.
*Click the **And** operator if you want both conditions to be met. For example, if trout is in the first zone and salmon is in the second zone, only those documents containing both trout and salmon would be returned. Click the **Or** operator if you want either condition to be met. For example, if trout is in the first zone and salmon is in the second zone, the returned documents would contain either or both terms.*
*To use “Not” arguments in a zone search, press the minus (-) key then type the word you wish to exclude with no spaces between the minus and the search term. If you are combining zone searches with “not”, click the **Operator** list button, then click **And**. Apply the not operator within the Search Terms field.*
5. Click in the second **Search Terms** field, and add your search term(s) and zone.
6. Click the **Search** button to run the search.

Appendix A: Search Terms and Operators

Basic Search Terms

Single Word Search—To execute the most basic search in Public LegSearch, click the check box next to the desired document type(s), type a single word, and click the **Search** button. Public LegSearch retrieves any document in the selected document type(s) containing that search term.

Phrase Search—You may type multiple words surrounded by quotes to execute a phrase search. A phrase search retrieves only those documents in which the search terms occur together and in the order you typed them. If you type "commercial fishing license", the documents retrieved contain the exact phrase. You may also use wildcards within your phrase search, e.g., "*fish*licens**" finds "fishing license", "fish licenses", etc. To search for several words that may or may not occur together, use Boolean operators.

Documents Named Like

The Documents Named Like field searches for wording based on the file names or extensions of the saved document. The following table lists common queries entered in the Documents Named Like field based on document type.

Document Type	Searching for	Documents Named Like Field Entry
Bill Reports (1987-current)	Final Bill Reports	*fbr*
Bills	All Substitutes	*-s*
Bills	All Second Substitutes	*-s2*
Bills	All Engrossed	*.e*
Bills	Original Bills without Substitutes	-*s* (minus at the beginning of the query indicates "not")
RCWs	All Sections of Chapter 1.08	"RCW 1.08"
WACs	All sections of Chapter 173	"WAC 173-*"

Zone Searches for Common Items

Document Type	Searching For	Zone	Zone Field Entry
RCWs	Chapter 1.08, chapter digest only	Citations	"RCW 1.08"
Session Laws	Individual Year from a Biennium folder	SLPL	2009

Boolean Operators

When you want to search for several words that may or may not occur together, you must add a connector to indicate the relationship you are seeking between the terms. These connectors, called Boolean operators, are listed below and are followed by examples of their functions.

To access a help screen of Valid Operators in LegSearch, click the information icon to the right of the Search Terms label. 

Boolean Operator	LegSearch Symbol	Description	Example
And	[space]	Documents must contain both words. By default, two keywords with no operators between them are searched using "and".	<i>cat dog</i>
Or	Or	Documents may contain either or both words.	<i>cat or dog</i>
Not	[minus] -	Exclude the documents that contain the word or phrase immediately following the "minus" (-) sign. Do not put a space between the "-" and the word or phrase.	<i>cat -dog</i>

Wildcard Searches

LegSearch uses two kinds of "wildcard" searches.

*	<p>Place the wildcard anyplace in the word to replace any number of characters.</p> <p>gam* retrieves documents with game, games, gaming, gambling, and any word that begins with "gam"</p> <p>ga*ing retrieves documents with gaming, gambling, gaining, gaping, garnishing</p> <p>*mit retrieves documents with commit, permit, remit, submit, etc.</p> <p>☞ <i>Using the wildcard at the front of the word take considerably longer to search than other searches.</i></p>
?	<p>Acts as a single-character placeholder.</p> <p>gam? retrieves documents with game or gamy, that is, only documents that begin with "gam" followed by only one more character.</p> <p>ga?ing returns documents with gaming or gaping, but not gambling or garnishing.</p> <p>☞ <i>You can use more than one placeholder. Type ? for each character, for example, g?m??ing.</i></p>

Applying Symbols for Boolean Arguments and Wildcards

Boolean Operator	Example	For This Result
And (spacebar)	Basic health	Retrieves documents containing both words; the words may be anywhere in the document. For example, the first sentence may be "A <i>basic</i> act relating to . . ." and at the bottom of the document you may see ". . . relating to the <i>health</i> of streams in watershed areas."
"Or"	Drunk or driving	Retrieves documents containing either or both words; they may be anywhere in the document.

Boolean Operator	Example	For This Result
“Or” with Wildcard	Drunk or driv*	Retrieves documents containing either the word <i>drunk</i> or words beginning with “ <i>driv</i> ” such as <i>drive</i> , <i>drives</i> , or <i>driving</i> .
Not (minus sign)	Fishing -license	Retrieves documents containing the word <i>fishing</i> but not if the documents include the word <i>license</i> .

Using RCW Numbers in Searches

You can use RCW references and document names as search terms in the RCW or other document types by simply typing the RCW number. The results are different depending upon which field the RCW number is typed: Search Term(s) or Documents Named Like.

From the Search Terms field:

Type	For This Result
82.44.010	Retrieves <i>RCW 82.44.010</i> and any documents referencing this RCW section (internal references), including the chapter digest
82.44.*	Retrieves all the sections in Chapter 82.44 and any documents referencing those sections (internal references), including the chapter digest.
82.44	Retrieves any document referencing Chapter 82.44 (internal references) including the chapter digest.

From the Documents Named Like field:

Type	For This Result
82.44.010	Retrieves <i>RCW 82.44.010</i> and does not include any documents referencing this RCW section.
“RCW 82.44.*”	Retrieves all the sections in Chapter 82.44 and does not include any documents referencing this section, the chapter digest, or the title digest.

Using WAC Numbers in Searches

You can search WAC references and document names by simply typing the WAC number. Similarly to RCWs, the results are different depending upon which field the WAC number is typed.

From the Search Terms field:

Type	For This Result
173-162	Retrieves <i>WAC 173-162</i> and any documents referencing this WAC, including the chapter digest and title digest.
173-162*	Retrieves all WACs in Title 173, Chapter 162 and any documents referencing a WAC in this title and chapter (internal references), including the chapter digest and title digest.

From the Documents Named Like field:

Type	For This Result
“WAC 173-162”	Retrieves <i>WAC 173-160</i> and does not include any documents referencing this WAC.
173-162*	Retrieves all WACs in Title 173, Chapter 162 and does not include any documents referencing a WAC in this title and chapter, including the chapter digest and title digest.
173-162	Retrieves Chapter 173-162.

Searching for Session Laws and Passed Legislature by Year

Over the years, documents that display session laws have changed in format, structure, and even type of document. The following table provides the parameters to search for individual year session laws and passed legislature documents.

Document Type	Document Year	Search Term(s)	Search Term Field
Passed Legislature	1985-1990	“L yy*”	General Search Terms
Session Laws	1991-2002	“Laws of yyyy”	General Search Terms
Session Laws	2003-current	YYYY	1. Click Zones tab. 2. Click in Search Terms field and type the 4-digit year. 3. Click the Zone dropdown, then click SLPL .

Resolving Common Search Problems

Compound word, hyphenated term, or two-word phrase

Some words may be written into a bill as a single word, a hyphenated word, or a phrase (for example, fire-fighter can be written as fire-fighter, firefighter, or fire fighter.) Drafters of legislation or other documents use the version familiar to them. To view all versions of this type of word, put an asterisk (*) between the two words for compound or hyphenated versions (fire*fighter recognizes fire-fighter or firefighter) and enter the two-word version as a phrase (such as “fire fighter”.) For the previous example, the search terms field contains:

fire*fighter or “fire fighter”

Combining Ands and Ors

Boolean “ands” and “ors” can be combined into one search term query by using parentheses. For example, you may want to find all bills that contain the word wildlife and contain either fish or salmon. Place the variable search terms (fish or salmon) between parentheses as the following example displays. Note that there is no operator designated between the parentheses and the word “wildlife”. This is because “and” is assumed when there is a space between search terms or phrases.

(fish or salmon) wildlife

Maximum document results

In order to eliminate time-out errors, LegSearch displays a maximum of 1000 documents. The system ranks all of the results, then displays the top 1000 in numerical order. For searches that are run to obtain a total (e.g., number of emergency clauses in session laws), the grand total

result displays above the search results list. If your list has more than 1000 results and you want to see all of your results, either add more search terms or select fewer document types (or biennia/years) to search against.

Using multiple search term fields

There are three areas in which you can enter search terms:

- Search Terms field
- Documents Named Like field
- Zone Search Terms fields

The different search term fields can be used together to filter your searches. For example, you could set up the following query and run a successful search.

Document Types Selected: 2007-08, 2009-10 House and Senate Bills

Zone Search entry: Fraser*, Sponsor zone

Search Terms field entry: Licens*

Keep in mind that when you use more than one search terms field, “and” is applied between the search term entry fields. You cannot designate “or” when using more than one search terms field unless the terms are against multiple zones only.

Appendix B: Historical Documents and Zones

LegSearch documents were added to the system during different years and biennia. Zones for the document types also began at different times. The following table summarizes when document types and zones were added to LegSearch.

Document Type	Begins	Zones Available
Amendments	1991-92	2005-06
Bills	1985-86	2003-04
Concurrent Resolutions	1985-86	2003-04
Joint Memorials	1985-86	2003-04
Joint Resolutions	1985-86	2003-04
Passed Legislature	1985-86	2003-04
Resolutions	1991-92	2003-04
Session Laws	1991-92	2003-04
Veto	1991-92	2003-04
Bill Reports	1987-88	None
Washington State Register	1997	None
Journals	1993	None

Appendix C: Document Zones by Type and Location

The former Search system displayed zone names that were applicable to specific document types. The new zone system consolidates and shares more generic zone names to create a shorter, more descriptive list. The following table indicates the old zone names, their new counterpart, the documents affected, and the zone's location in the document.

New Zone Name	Old Zone Name	Documents Affected	Document Search Location
BeginningSection	BEGSEC	Bills Passed Leg Session Laws	Section jingle, e.g., <i>RCW 81.04.010 and 1993 c 427 s 9 are each amended to read as follows</i>
CaptionsTitles	BILLTITLE	Bills Passed Leg Session Laws	Full bill title, e.g., <i>AN ACT RELATING TO.....</i>
	RCWCAPTION RCWCHNAME RCWTITLENAME	RCWs	RCW caption at the beginning of each section; RCW chapter name in the Chapter Digest; RCW title name in the Title Digest
	WACCAPTION WACCHNAME WACTITLENAME	WACs	WAC caption in the WAC Digest; WAC chapter name in WAC Chapter Digest; WAC Title name in the Title Digest
Citations	RCWCITE	RCWs	RCW section number (AKA citation or cite) e.g., <i>1.04.010</i>
	WACCITE	WACs	WAC section number (AKA citation or cite) e.g., <i>173-100-010</i>
Dissections	WACDISSEC	WACs	SLC-reserved zone search
EffectiveDate	EFFECTIVE	Session Laws	Date legislation became effective, e.g., <i>EFFECTIVE DATE: 6/12/08</i>
	WACEFFDATE WACEFFUNTILDATE	WACs	SLC-reserved zone searches
History	RCWHISTORY	RCWs	Follows the text of the section and appears in square brackets; indicates when the section was amended
	WACHISTORY	WACs	
Notes	RCWANNOTE RCWREVNNOTE RCWXREFNOTE	RCWs	Annotator's Note Reviser's Note Cross-reference Note
	WACREVNNOTE	WACs	Reviser's Note

New Zone Name	Old Zone Name	Documents Affected	Document Search Location
SLPL	SL_PLINF	Passed Leg Session Laws	The session law (SL) chapter and year, e.g., <i>Chapter 283 of 1999</i> or passed legislation (PL)
Sponsors	SPONSORS	Bills Passed Leg Session Laws	The member(s) who sponsored the legislation
Text	RCWSLTEXT	Bills Passed Leg Session Laws RCWs	Text of the document, as opposed to citations, captions, histories and notes
	WACTEXT	WACs	

Appendix D: Document Zone Samples

Bill Document

S-1029.1

SENATE BILL 5617

State of Washington 62nd Legislature 2011 Regular Session

By Senators Hobbs and Fain

Read first time 02/01/11. Referred to Committee on Financial Institutions, Housing & Insurance.

Sponsors

1 AN ACT Relating to group disability insurance; and amending RCW
2 48.21.010.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 **Sec. 1** RCW 48.21.010 and 2010 c 13 s 3 are each amended to read
5 as follows:

6 (1) Group disability insurance is that form of disability
7 insurance, including stop loss insurance as defined in RCW 48.11.030,
8 provided by a master policy issued to an employer, to a trustee
9 appointed by an employer or employers, or to an association of
10 employers formed for purposes other than obtaining such insurance,
11 covering, with or without their dependents, the employees, or specified
12 categories of the employees, of such employers or their subsidiaries or
13 affiliates, or issued to a labor union, or to an association of
14 employees formed for purposes other than obtaining such insurance,
15 covering, with or without their dependents, the members, or specified
16 categories of the members, of the labor union or association, or issued
17 pursuant to RCW 48.21.030. Group disability insurance includes the
18 following groups that qualify for group life insurance:

p. 1

SB 5617

1 RCW 48.24.020, 48.24.035, 48.24.040, 48.24.045, 48.24.050,
2 48.24.060, 48.24.070, 48.24.080, 48.24.090, and 48.24.095. A group
3 under RCW 48.24.027 does not qualify as a group for the purposes of
4 this chapter.

5 (2) Group disability insurance for lines of coverage identified in
6 RCW 48.43.005(19)(e), (h), and (k) offered to a resident of this state
7 under a group disability insurance policy may be issued to a group
8 other than the groups described in subsection (1) of this section
9 subject to the requirements in this subsection.

10 (a) A group disability insurance policy offered under this
11 subsection may not be delivered in this state unless the commissioner
12 finds that:

13 (i) The issuance of the group policy is not contrary to the best
14 interest of the public;

15 (ii) The issuance of the group policy would result in economies of
16 acquisition or administration; and

17 (iii) The benefits are reasonable in relation to the premium
18 charged.

19 (b) A group disability insurance coverage may not be offered under
20 this subsection in this state by an insurer under a policy issued in
21 another state unless the commissioner or the insurance commissioner of
22 another state having requirements substantially similar to those
23 contained in this subsection has made a determination that the
24 requirements have been met.

--- END ---

SB 5617

p. 2

Text

CaptionsTitles

BeginningSection

Text

Passed Legislature Document

SLPL

CERTIFICATION OF ENROLLMENT

HOUSE BILL 2694

61st Legislature
2010 1st Special Session

Passed by the House April 12, 2010
Yeas 96 Nays 0

Speaker of the House of Representatives

Passed by the Senate April 12, 2010
Yeas 43 Nays 2

President of the Senate

Approved

Governor of the State of Washington

CERTIFICATE

I, Barbara Baker, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **HOUSE BILL 2694** as passed by the House of Representatives and the Senate on the dates hereon set forth.

Chief Clerk

FILED

Secretary of State
State of Washington

HOUSE BILL 2694

AS AMENDED BY THE SENATE

Passed Legislature - 2010 1st Special Session

State of Washington **61st Legislature** **2010 Regular Session**

By Representatives Sells, White, McCoy, Kenney, Ericks, O'Brien, Roberts, and Chase

Read first time 01/12/10. Referred to Committee on Higher Education.

Sponsors

1 AN ACT Relating to a bachelor of science in nursing program at the
2 University Center; adding a new section to chapter 28B.50 RCW; creating
3 a new section; providing an effective date; and declaring an emergency.

CaptionsTitles

BeginningSection

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

5 **NEW SECTION. Sec. 1.** A new section is added to chapter 28B.50 RCW
6 to read as follows:

7 (1) RCW 28B.50.901 assigns responsibility for the north Snohomish,
8 Island, and Skagit counties' higher education consortium to Everett
9 Community College. In April of 2009, Everett Community College opened
10 Gray Wolf Hall, the new home of the University Center of North Puget
11 Sound. The University Center currently offers over twenty bachelor's
12 and master's degrees from six partner universities.

Text

13 (2) Although Everett Community College offers an associate degree
14 nursing program that graduates approximately seventy to ninety students
15 per year, the University Center does not offer a bachelor of science in
16 nursing. Some graduates of the Everett Community College program are
17 able to articulate to the bachelor of science in nursing program
18 offered by the University of Washington-Bothell at its Bothell campus

Session Law Document

SLPL

CERTIFICATION OF ENROLLMENT

SUBSTITUTE HOUSE BILL 1679

Chapter 259, Laws of 2010

61st Legislature
2010 Regular Session

EMERGENCY SERVICES PERSONNEL--CATASTROPHIC DISABILITY INSURANCE

EFFECTIVE DATE: 06/10/10

Passed by the House March 6, 2010
Yeas 95 Nays 0

FRANK CHOPP

Speaker of the House of Representatives

Passed by the Senate March 4, 2010
Yeas 46 Nays 0

BRAD OWEN

President of the Senate

Approved March 31, 2010, 3:47 p.m.

CHRISTINE GREGOIRE

Governor of the State of Washington

CERTIFICATE

I, Barbara Baker, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **SUBSTITUTE HOUSE BILL 1679** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BARBARA BAKER

Chief Clerk

FILED

April 1, 2010

Secretary of State
State of Washington

SUBSTITUTE HOUSE BILL 1679

AS AMENDED BY THE SENATE

Passed Legislature - 2010 Regular Session

State of Washington 61st Legislature 2010 Regular Session

By House Ways & Means (originally sponsored by Representatives Simpson, Van De Wege, Ericks, Williams, White, Kelley, Sells, Ross, Hope, and Conway; by request of LEOFF Plan 2 Retirement Board)

READ FIRST TIME 02/02/10.

CaptionsTitles

1 AN ACT Relating to access to catastrophic disability medical
2 insurance under plan 2 of the law enforcement officers' and
3 firefighters' retirement system; amending RCW 43.43.040; reenacting and
4 amending RCW 41.26.470; and creating a new section.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6 **NEW SECTION.** Sec. 1. This act may be known as the Jason McKissack
7 act.

8 **Sec. 2.** RCW 41.26.470 and 2009 c 523 s 6 and 2009 c 95 s 1 are
9 each reenacted and amended to read as follows:

10 (1) A member of the retirement system who becomes totally
11 incapacitated for continued employment by an employer as determined by
12 the director shall be eligible to receive an allowance under the
13 provisions of RCW 41.26.410 through 41.26.550. Such member shall
14 receive a monthly disability allowance computed as provided for in RCW
15 41.26.420 and shall have such allowance actuarially reduced to reflect
16 the difference in the number of years between age at disability and the
17 attainment of age fifty-three, except under subsection (7) of this
18 section.

RCW Chapter Digest

Citations

Chapter 24.46 RCW
FOREIGN TRADE ZONES

Captions Titles

RCW SECTIONS

[24.46.010](#): Legislative finding -- Intent.

[24.46.020](#): Application for permission to establish, operate and maintain foreign trade zones authorized.

Notes

NOTES

Operation of foreign trade zones by port districts: RCW [53.08.030](#).

RCW Title Digest

Citations

Title 25 RCW
PARTNERSHIPS

Captions

Chapters

- [25.04](#) General and limited liability partnerships.
- [25.05](#) Revised uniform partnership act.
- [25.10](#) Uniform limited partnership act.
- [25.12](#) Limited partnerships existing prior to June 6, 1945.
- [25.15](#) Limited liability companies.

Notes

NOTES:

- Powers of appointment: Chapter [11.95](#) RCW.
- Probate provisions relating to partnership property: Chapter [11.64](#) RCW.

RCW Section

Citations

RCW [2.14.060](#)
Judicial retirement principal account -- Creation -- Transfer of deficiencies -- Contributions -- Use.

CaptionsTitles

Text

The judicial retirement principal account is created in the state treasury. Any deficiency in the judicial retirement administrative account caused by an excess of administrative expenses disbursed from that account over earnings of investments of balances credited to that account shall be transferred to that account from the principal account.

The contributions under *section 19 of this act shall be paid into the principal account and shall be sufficient to cover costs of administration and staffing in addition to such other amounts as determined by the administrator for the courts. The principal account shall be used to carry out the purposes of this chapter.

[1988 c 109 § 17.]

History

Notes

NOTES:

*Reviser's note: The reference to section 19 of this act appears to be incorrect. Section 20 of the act, codified as RCW [2.14.090](#), was apparently intended.

Effective date -- 1988 c 109: See note following RCW [2.10.030](#).

WAC Chapter Digest

Citations

Chapter 182-04 WAC
PUBLIC RECORDS

Last Update: 8/27/10

CaptionsTitles

WAC SECTIONS

- [182-04-010](#) Purpose.
- [182-04-015](#) Definitions.
- [182-04-020](#) Whom should I contact about a public records request?
- [182-04-025](#) How will the HCA respond to my public records request?
- [182-04-027](#) Why might the HCA need to extend the time to respond to a public record request?
- [182-04-029](#) What records can I request and/or copy?
- [182-04-035](#) When can I inspect or obtain copies of documents?
- [182-04-040](#) How do I make a public record request?
- [182-04-041](#) Preserving requested records.
- [182-04-045](#) Copying costs.
- [182-04-050](#) What happens if the record I requested is exempt from disclosure?
- [182-04-055](#) Will the HCA review the denial of my request?
- [182-04-060](#) Protection of public records.
- [182-04-070](#) Request for inspection of records.

Dissection

DISPOSITIONS OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 182-04-030 Public records officer. [Order 01-77, § 182-04-030, filed 8/26/77.] Repealed by 97-21-125, filed 10/21/97, effective 11/21/97. Statutory Authority: RCW [41.05.160](#).
- 182-04-065 Communication with the board. [Order 01-77, § 182-04-065, filed 8/26/77.] Repealed by 97-21-125, filed 10/21/97, effective 11/21/97. Statutory Authority: RCW [41.05.160](#).

WAC Title Digest

Citations

Title **132H WAC**
COMMUNITY COLLEGES – BELLEVUE COLLEGE

CaptionsTitles

Last Update: 3/11/09

Chapters

- [132H-106](#) Bylaws and standing orders of Community College District VIII.
- [132H-108](#) Practice and procedure and formal hearing rules for contested case hearings.
- [132H-116](#) Parking and traffic rules.
- [132H-120](#) The student code of Community College District VIII.
- [132H-121](#) General conduct.
- [132H-122](#) Withholding services for outstanding debts.
- [132H-131](#) Scholarships and financial aid.
- [132H-133](#) Organization and general operating policies of Community College District VIII.
- [132H-136](#) Library media center code.
- [132H-140](#) Fees -- Facility rental -- Additional services for Community College District VIII.
- [132H-142](#) First amendment activities for Community College District VIII.
- [132H-155](#) Discrimination complaint procedure of Bellevue Community College.
- [132H-160](#) Admissions, residency classification and registration regulations -- Schedule of fees and financial aid for Community College District VIII.
- [132H-169](#) Access to public records at Bellevue Community College.
- [132H-204](#) Vehicle use policy.
- [132H-400](#) Student athletic participation.
- [132H-410](#) Family Education Rights and Privacy Act.
- [132H-450](#) Environmental protection policy for Community College District VIII.

DISPOSITIONS OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE
Chapter 132H-104
BYLAWS AND STANDING ORDERS

OF GOVERNING BOARDS

- 132H-104-010 Regular meeting of Community College District VIII board of trustees. [Order 26, § 132H-104-010, filed 3/7/75; Order 5, § 132H-104-010, filed 10/5/72.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW [28B.50.140](#).
- 132H-104-020 Procedure -- Audience participation. [Order 8, § 132H-104-020, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW [28B.50.140](#).
- 132H-104-030 Procedure -- Order of the agenda. [Order 8, § 132H-104-030, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW [28B.50.140](#).
- 132H-104-040 Preparation of agenda materials. [Order 8, § 132H-104-040, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW [28B.50.140](#).
- 132H-104-050 Distribution of board materials. [Order 8, § 132H-104-050, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW [28B.50.140](#).
- 132H-104-120 Appointing authority. [Order 9, § 132H-104-120, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW [28B.50.140](#).
- 132H-104-130 Delegation of authority for higher education personnel law -- Classified personnel. [Order 50, § 132H-104-130, filed 4/8/77; Order 9, § 132H-104-130, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No.

Dissection

WAC Section

CaptionsTitles

Citations

WAC 132H-133-040 Organization/operation information (1) Organization: Bellevue Community College, Community College District VIII is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(2) Operation: The administrative office is located at the following address: 3000 Landerholm Circle[,] S.E., Bellevue, Washington 98007-6484. Educational operations are also located at other sites throughout the district. The office hours are 8:00 a.m. to 5:00 p.m., Monday, through Friday, except legal holidays. During the summer months the college operates on an alternate schedule and throughout the year, some evening services are provided. Specific information is available through the college public information office and in the quarterly schedule.

(3) Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address: Bookstore, 3000 Landerholm Circle, S.E., Bellevue, Washington 98007-6484.

Text

History

[Statutory Authority: RCW 28B.50.140. 03-01-009, § 132H-133-040, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-040, filed 9/10/92, effective 10/11/92.]

NOTES:

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

Notes

Appendix E: Troubleshooting

- If the Search screen appears to be frozen, click the **Refresh** button in the Address toolbar to restart LegSearch. You may need to re-enter your document selections and search terms. 
- If you click the browser's **Print** button from the toolbar, the default printer and its settings automatically begin. If you want to review or set your printer settings, click **File**, then **Print** from the browser menu.
- Printing is controlled by the browser. If your printing results are unsatisfactory, click **File**, **Page Setup** on the browser menu to check the page setup.
- LegSearch is not designed to directly print legislative documents. Use the combine features to display the documents in Word, then print from there.
- “No Matches” is not an error message. Reevaluate the Query Input argument for logic errors, typing errors, or re-phrase your query.
- If the displayed document list doesn't match what you believe you queried for:
 - Click the **Reset** button in the Search Terms tab to clear the Search Terms, Documents Name Like, and Zone Search Terms fields and re-enter your search terms. Check that the Query Input and/or Document Named Like fields on the main LegSearch screen are cleared of a previous query and that **Zone Off** appears beneath the Query Input field.
 - Check that all Zone fields contain only the query criteria necessary for the search requested.
 - Click **Clear Marked Folders**, then mark the appropriate folders again.