Public LegSearch Help

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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.
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:
  - *-* 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.
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.
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.

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* licenses*” 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.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Searching for</th>
<th>Documents Named Like Field Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Reports (1987-current)</td>
<td>Final Bill Reports</td>
<td><em>fbr</em></td>
</tr>
<tr>
<td>Bills</td>
<td>All Substitutes</td>
<td><em>-s</em></td>
</tr>
<tr>
<td>Bills</td>
<td>All Second Substitutes</td>
<td><em>-s2</em></td>
</tr>
<tr>
<td>Bills</td>
<td>All Engrossed</td>
<td><em>e</em></td>
</tr>
<tr>
<td>Bills</td>
<td>Original Bills without Substitutes</td>
<td>-<em>s</em> (minus at the beginning of the query indicates “not”)</td>
</tr>
<tr>
<td>RCWs</td>
<td>All Sections of Chapter 1.08</td>
<td>“RCW 1.08”</td>
</tr>
<tr>
<td>WACs</td>
<td>All sections of Chapter 173</td>
<td>“WAC 173-*”</td>
</tr>
</tbody>
</table>

Zone Searches for Common Items

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Searching For</th>
<th>Zone</th>
<th>Zone Field Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCWs</td>
<td>Chapter 1.08, chapter digest only</td>
<td>Citations</td>
<td>“RCW 1.08”</td>
</tr>
<tr>
<td>Session Laws</td>
<td>Individual Year from a Biennium folder</td>
<td>SLPL</td>
<td>2009</td>
</tr>
</tbody>
</table>

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.
Wildcard Searches
LegSearch uses two kinds of "wildcard" searches.

* Place the wildcard anyplace in the word to replace any number of characters.
  - \texttt{gam*} retrieves documents with game, games, gaming, gambling, and any word that begins with "gam"
  - \texttt{ga*ing} retrieves documents with gaming, gambling, gaining, gaping, garnishing
  - \texttt{*mit} retrieves documents with commit, permit, remit, submit, etc.

  \textit{Using the wildcard at the front of the word take considerably longer to search than other searches.}

  - \texttt{gam?} retrieves documents with game or gamy, that is, only documents that begin with "gam" followed by only one more character.
  - \texttt{ga?ing} returns documents with gaming or gaping, but not gambling or garnishing.

  \textit{You can use more than one placeholder. Type ? for each character, for example, g?m??ing.}

Applying Symbols for Boolean Arguments and Wildcards

<table>
<thead>
<tr>
<th>Boolean Operator</th>
<th>Example</th>
<th>For This Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>And (spacebar)</td>
<td>Basic health</td>
<td>Retrieves documents containing both words; the words may be anywhere in the document. For example, the first sentence may be “A \textit{basic} act relating to . . .” and at the bottom of the document you may see “. . . relating to the \textit{health} of streams in watershed areas.”</td>
</tr>
<tr>
<td>“Or”</td>
<td>Drunk or driving</td>
<td>Retrieves documents containing either or both words; they may be anywhere in the document.</td>
</tr>
</tbody>
</table>
### Boolean Operator

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

### 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:

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

#### From the Documents Named Like field:

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

### 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:

<table>
<thead>
<tr>
<th>Type</th>
<th>For This Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>173-162</td>
<td>Retrieves WAC 173-162 and any documents referencing this WAC, including the chapter digest and title digest.</td>
</tr>
<tr>
<td>173-162*</td>
<td>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.</td>
</tr>
</tbody>
</table>
From the Documents Named Like field:

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

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.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Year</th>
<th>Search Term(s)</th>
<th>Search Term Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed Legislature</td>
<td>1985-1990</td>
<td>“L yy*”</td>
<td>General Search Terms</td>
</tr>
</tbody>
</table>
|                     |                    |                      | 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.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Begins</th>
<th>Zones Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendments</td>
<td>1991-92</td>
<td>2005-06</td>
</tr>
<tr>
<td>Bills</td>
<td>1985-86</td>
<td>2003-04</td>
</tr>
<tr>
<td>Concurrent Resolutions</td>
<td>1985-86</td>
<td>2003-04</td>
</tr>
<tr>
<td>Joint Memorials</td>
<td>1985-86</td>
<td>2003-04</td>
</tr>
<tr>
<td>Joint Resolutions</td>
<td>1985-86</td>
<td>2003-04</td>
</tr>
<tr>
<td>Passed Legislature</td>
<td>1985-86</td>
<td>2003-04</td>
</tr>
<tr>
<td>Resolutions</td>
<td>1991-92</td>
<td>2003-04</td>
</tr>
<tr>
<td>Bill Reports</td>
<td>1987-88</td>
<td>None</td>
</tr>
<tr>
<td>Washington State Register</td>
<td>1997</td>
<td>None</td>
</tr>
<tr>
<td>Journals</td>
<td>1993</td>
<td>None</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>New Zone Name</th>
<th>Old Zone Name</th>
<th>Documents Affected</th>
<th>Document Search Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BeginningSection</td>
<td>BEGSEC</td>
<td>Bills Passed Leg Session Laws</td>
<td>Section jingle, e.g., <em>RCW 81.04.010 and 1993 c 427 s 9 are each amended to read as follows</em></td>
</tr>
<tr>
<td>CaptionsTitles</td>
<td>BILLTITLE</td>
<td>Bills Passed Leg Session Laws</td>
<td>Full bill title, e.g., <em>AN ACT RELATING TO.....</em></td>
</tr>
<tr>
<td></td>
<td>RCWCAPTION</td>
<td>RCWs</td>
<td>RCW caption at the beginning of each section; RCW chapter name in the Chapter Digest; RCW title name in the Title Digest</td>
</tr>
<tr>
<td></td>
<td>RCWCHNAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RCWTITLENAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WACCAPTION</td>
<td>WACs</td>
<td>WAC caption in the WAC Digest; WAC chapter name in WAC Chapter Digest; WAC Title name in the Title Digest</td>
</tr>
<tr>
<td></td>
<td>WACHNAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WACTITLENAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citations</td>
<td>RCWCITE</td>
<td>RCWs</td>
<td>RCW section number (AKA citation or cite) e.g., <em>1.04.010</em></td>
</tr>
<tr>
<td></td>
<td>WACCITE</td>
<td>WACs</td>
<td>WAC section number (AKA citation or cite) e.g., <em>173-100-010</em></td>
</tr>
<tr>
<td>Dissections</td>
<td>WACDISSEC</td>
<td>WACs</td>
<td>SLC-reserved zone search</td>
</tr>
<tr>
<td>EffectiveDate</td>
<td>EFFECTIVE</td>
<td>Session Laws</td>
<td>Date legislation became effective, e.g., <em>EFFECTIVE DATE: 6/12/08</em></td>
</tr>
<tr>
<td></td>
<td>WACEFFDATE</td>
<td>WACs</td>
<td>SLC-reserved zone searches</td>
</tr>
<tr>
<td></td>
<td>WACEFFUNTILDATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>RCWHISTORY</td>
<td>RCWs</td>
<td>Follows the text of the section and appears in square brackets; indicates when the section was amended</td>
</tr>
<tr>
<td></td>
<td>WACHISTORY</td>
<td>WACs</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td>RCWANNOTE</td>
<td>RCWs</td>
<td>Annotator’s Note</td>
</tr>
<tr>
<td></td>
<td>RCWREVNOTE</td>
<td>WACs</td>
<td>Reviser’s Note</td>
</tr>
<tr>
<td></td>
<td>RCWXREFNOTE</td>
<td></td>
<td>Cross-reference Note</td>
</tr>
<tr>
<td></td>
<td>WACREVNOTE</td>
<td>WACs</td>
<td>Reviser’s Note</td>
</tr>
<tr>
<td>New Zone Name</td>
<td>Old Zone Name</td>
<td>Documents Affected</td>
<td>Document Search Location</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>--------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>SLPL</td>
<td>SL_PLINF</td>
<td>Passed Leg Session Laws</td>
<td>The session law (SL) chapter and year, e.g., <em>Chapter 283 of 1999</em> or passed legislation (PL)</td>
</tr>
<tr>
<td>Sponsors</td>
<td>SPONSORS</td>
<td>Bills Passed Leg Session Laws</td>
<td>The member(s) who sponsored the legislation</td>
</tr>
<tr>
<td>Text</td>
<td>RCWSLTEXT</td>
<td>Bills Passed Leg Session Laws RCWs</td>
<td>Text of the document, as opposed to citations, captions, histories and notes</td>
</tr>
<tr>
<td></td>
<td>WACTEXT</td>
<td>WACs</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D: Document Zone Samples
Bill Document

S-1026.1

SENATE BILL 5617

State of Washington
46th Legislature
2011 Regular Session

By Senators Roby and Pahn

On first reading 6/30/11. Referred to Committee on Financial Institutions, Housing & Insurance

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

Be it enacted by the legislature of the state of Washington:

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

(1) Group disability insurance is that form of disability insurance, including stop loss insurance as defined in RCW 48.11.050, provided by a single policy issued to an employer, to a trustee appointed by an employee or employees, or to an association of employees formed for purposes other than obtaining such insurance, covering, with or without their dependents, the employees, or specified categories of the employees, or such employers or their subsidiaries or affiliates, or issued to a labor union, or to an association of employees formed for purposes other than obtaining such insurance, covering, with or without their dependents, the members, or specified categories of the members, of the labor union or association, or issued pursuant to RCW 48.21.001. Group disability insurance includes the following groups that qualify for group life insurance:


(2) Group disability insurance for lines of coverage identified in RCW 48.24.600(13)(a), (b), and (c) offered to a resident of this state under a group disability insurance policy may be issued to a group other than the groups described in subsection (1) of this section subject to the requirements in this subsection.

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

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

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

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

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

--- EBD ---
Passed Legislature Document

HOUSE BILL 2694

AS AMENDED BY THE SENATE
Passed Legislature - 2010 1st Special Session
State of Washington
61st Legislature
2010 Regular Session

By Representatives Selis, Utz, McCoy, Kenney, Erick, O'Brien, Roberts, and Chase

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

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

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

3 NEW SECTION. Sec. 1. A new section is added to chapter 28B.50 RCW
4 to read as follows:
5 (1) RCW 28B.50.001 assigns responsibility for the north Snohomish,
6 Island, and Skagit counties' higher education consortia to Everett
7 Community College. In April of 2009, Everett Community College opened
8 Gray Wolf Hall, the new home of the University Center of North Puget
9 Sound. The University Center currently offers over twenty bachelor's
10 and master's degrees from six partner universities.
11 (2) Although Everett Community College offers an associate degree
12 nursing program that graduates approximately seventy to ninety students
13 per year, the University Center does not offer a bachelor of science in
14 nursing. Some graduates of the Everett Community College program are
15 able to articulate to the bachelor of science in nursing program
16 offered by the University of Washington-Bothell at its Bothell campus

p. 1

LEG 2694.PL
LABEL

SHB 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, Ricks, Williams, White, Kelley, Sells, Ross, Hope, and Conway; by request of BEOF Plan & Retirement Board)

READ FIRST TIME 02/02/10.

1 AN ACT Relating to access to catastrophic disability medical insurance under plan 2 of the law enforcement officers' and firefighters' retirement system; amending RCW 43.43.040; reenacting and 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 Act.

7 Sec. 2. RCW 41.26.470 and 2009 c 523 s 6 and 2009 c 93 s 1 are each reenacted and amended to read as follows:

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

p. 1
RCW Chapter Digest

RCW SECTIONS

24.46.010 Legislative finding -- Intent.
24.46.020 Application for permission to establish, operate and maintain foreign trade zones authorized.

NOTES:
Operation of foreign trade zones by port districts: RCW 53.06.030.
RCW Title Digest

Citations

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.
Judicial retirement principal account — Creation — Transfer of deficiencies — Contributions — Use.

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.

NOTES:

*Reviser’s note: The reference to section 19 of this act appears to be incorrect. Section 20 of the act, codified as RCW 214.090, was apparently intended.

WAC Chapter Digest

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?
182-04-030 Why might the HCA need to extend the time to respond to a public record request?
182-04-035 What records can I request and/or copy?
182-04-040 When can I inspect or obtain copies of documents?
182-04-045 How do I make a public record request?
182-04-050 Preserving requested records.
182-04-055 Coping costs.
182-04-060 What happens if the record I requested is exempt from disclosure?
182-04-065 Will the HCA review the denial of my request?
182-04-070 Protection of public records.
182-04-075 Request for inspection of records.

DISPOSITIONS OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

182-04-030 Public records officer. [Codex 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. [Codex 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

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>132H</td>
<td>Community Colleges – Bellevue College</td>
<td>104</td>
</tr>
</tbody>
</table>

### Dissection

- **132H-104-010** Regular meeting of Community College District VIII board of trustees. [Order 26, § 132H-104-010, filed 3-9-78; 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-104-120** 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 10-4-77; Order 9, § 132H-104-130, filed 3-9-73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9-13-78. Statutory Authority: RCW 28B.50.140.
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.

[Statutory Authority: RCW 28B.50.140, 03-01-099, § 132H-133-040, filed 12/5/02, effective 1/5/03. Statutory Authority: Chapter 28B.05 RCW and RCW 28B.50.140, 92-19-049, § 122H-133-040, filed 9/19/92, effective 10/11/92.]

NOTES:

Reviser's note: RCW 34.05.305 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems inessential 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.
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:
  o 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.
  o Check that all Zone fields contain only the query criteria necessary for the search requested.
  o Click Clear Marked Folders, then mark the appropriate folders again.