

61900.6 / P96 / 2/2

KS

PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS

ISSN 0163-3104

Government Documents

Fall 1980

TEXAS STATE LIBRARY

Vol. 2, no. 2

Texas State Publications Clearinghouse

DEC 24 1980

Inside This Issue...

- Texas Docs on Fiche p. 3
- Municipal Docs:
Austin City Budget p. 4
- Dallas Public: Govt.
Publications Div. p. 6
- Attorneys Use State
& Local Docs p. 8

The State of State Documents

For an excellent overview of state documents programs in the U.S., consult State Publications Depository Distribution and Bibliographical Programs compiled by Margaret T. Lane, Chairman of the Committee to Contact the States, S&LDTF, GODORT, ALA. This report was recently printed by the Texas State Publications Clearinghouse of the Texas State Library as Documents Monograph No. 2.

The survey includes information on the legal authority, personnel, powers and duties, publications, programs and workshops for each state program described. This report was drawn from a survey conducted by Mrs. Lane in 1979.

State Publications is available from the Clearinghouse for \$1.00 a copy. Write: Texas State Publications Clearinghouse, Room 307, Texas State Library, Box 12927 Capitol Station, Austin, Texas 78711

HB 480

Dallas Public Library

Texas Updates Its Depository Law

As a result of recent legislation passed by the 66th Texas Legislature, considerable changes have been made in the state documents program in Texas, changes which effect persons who use Texas state agency publications or need access to information concerning the operation of state government in Texas.

In the past the "depository law" (VATS 5442a) required Texas state agencies to deposit with the Texas State Publications Clearinghouse of the Texas State Library 150 copies of each document they published. The Clearinghouse listed these publications in a monthly checklist of documents received and distributed copies of the documents to designated depository libraries around the state. Non-depository libraries receiving the checklist used it as a current awareness tool and ordering device. Requests for documents from non-depositories were filled while document supplies lasted.

The difficulty with this depository law was that it gave the Clearinghouse no authority to reduce the number of copies of a document required for deposit. An Attorney General's Opinion in 1978 confirmed what the law stated: the State Library had no option, it could request 150 copies of a publication or none at all. Many agencies, unable to deposit 150 copies of each document issued, were forced to

ignore the law and send fewer copies than required or no copies at all.

HB 480, passed by the Legislature in 1979, amended this depository law. The new law ties the number of copies of a document required for deposit directly to the number printed by the issuing agency and reduces to 65 the maximum number of copies an agency must submit. In addition, the law provides a mechanism to further reduce the deposit requirements when necessary.

Rules and regulations implementing the new law were published in the Texas Register in November 1979 to give information on the kinds and numbers of publications to be sent to the Clearinghouse and the designation of a publications contact person for each agency. Also, the Clearinghouse compiled and issued a Manual of Guidelines to assist agencies in complying with the new law.

The effect of this new legislation on the availability of Texas documents through the depository program has been enormous. First, it has greatly increased the distribution of documents to the depository libraries, and, second, it has curtailed the Clearinghouse's documents distribution to non-depository libraries.

Continued on page 3

Legal Briefs

Frederick Riemann
State Law Library

Recently there has been concern shown in the library community as to the status of U.S. government depository libraries. It seems that everyone took for granted that the depositories were allowing the public inside to use the materials which the government gives to the libraries to that end.

A survey appearing about a year ago in a periodical serving the information community charged that many of the depositories were not permitting the public to use the documents collections. Usually the offenders were academic libraries which had not drawn the distinction between their right to limit the use of their collections to the students of the institution and their obligation, as depositories, also to allow the public the use of the collections.

Most of you reading this are not working in U.S. government depository libraries, but it is important that you know--and that you

convey to your patrons--that the public has every right to use depository library materials. Many times you will have to refer a patron to a depository library, and it is, therefore, in your own interest--as well as in your patrons'--to know which are the depository libraries in your area and whether they permit the public full use of the depository materials in their collections.

The U.S. government spends a lot of money so that, ideally, its citizens will have access to the information compiled at their expense. If the depository libraries in your area do not allow the public to use these materials, talk to the documents librarian and, if necessary, to the head librarian. If this brings no results, get in touch with the Superintendent of Documents, Washington, D.C. After all, it's the law! (44 U.S.C. 1911)

FACS data are particularly useful to local and regional planners, service providers, and professional and volunteer groups for planning, public education, proposal writing, and advocacy. They are effective tools in alerting citizens to conditions that exist in their communities.

To request a free copy of your county's 19 page profile or to learn more about Children and Youth Services Division's other free informational services, call Terry Foster at 1-800-252-9642 (toll-free) or at 475-5833 in Austin. When writing, address inquiries to FACS Texas Department of Community Affairs, Children and Youth Services Division, P.O. Box 13166, Austin, Texas 78711.



Facts change, and FACS is keeping up with them. FACS, the Family and Child Statistics information system produced by the Children and Youth Services Division of the Texas Department of Community Affairs, is now available with a new update. These data can bring you the most current information on 150 items concerning the children and their families in your county and in the State as a whole--information on health, education, income, services, and other topics.

Notes from the Editor

There have been some changes in the staff here at the Texas State Publications Clearinghouse which may be of interest to our readers.

The first big change is that Bob Walton, the former coordinator of the Clearinghouse and editor of this newsletter, has taken another position in this library. Bob is now working as a systems analyst in the Data Processing Division. Kate Adams, Bob's assistant and state documents indexer, has taken over as coordinator. My first responsibility as coordinator has been to compile a manual of guidelines to assist Texas state agencies in complying with the new "depository law" passed by the 66th Texas Legislature.

Documents indexing and the day-to-day supervision of our new Micropublishing Program has been taken over by Lisa Garner. Karen Lawrence has been given the major responsibility for documents classification and periodicals.

Kate, Lisa, and Karen have pooled their efforts and talents in the production of this issue of Highlights. I might note that its production marks a turning point in the short history of this newsletter: this is the first issue of Highlights to be prepared using word processing equipment. In September the Clearinghouse began having support from new word processing equipment recently purchased by the State Library. This equipment should help us get Highlights back on its intended quarterly publications schedule.

Kate Adams



Fall 1980

Vol. 2, no. 2

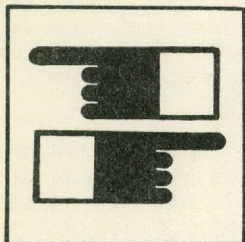
Katherine Adams, Editor



PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS is published quarterly by the Texas State Publications Clearinghouse, Texas State Library, Box 12927 Capitol Station, Austin, Texas, 78711. Information and materials proposed for publication are welcome and should be sent to the Editor, PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS, Texas State Publications Clearinghouse, Texas State Library, Box 12927 Capitol Station, Austin, Texas, 78711. The editor retains the right to accept and edit such materials.

HB 480....

Because the new law is flexible in terms of deposit requirements, many state agencies which were previously unable to comply fully with the depository law are now participating wholeheartedly in the depository program. The result is that many more agencies are sending documents to the Clearinghouse and that there is a substantial increase in the number of titles being deposited in quantities sufficient to permit distribution to designated depository libraries. Statistics indicate, for example, that in the first ten months of fiscal 1980 (the first year the new law was in effect) 93% more titles were received for distribution to depositories than were received in the same time period for fiscal 1979. For citizens of Texas this means that many more publications issued by their state's government are available to them in their local areas.



Librarian
Exchange

If your library has a special document need - or - discards available which you think might interest another library, please contact us so that we can list these items in the "Librarian Exchange." Listed below are several titles available from the Texas State Library. All inquiries should be addressed directly to the donor library and not to the "Highlights" newsletter. The library requesting the material agrees to pay any postage and packaging costs.

AVAILABLE

Karen Lawrence
Information Services
Texas State Library
PO Box 12927, Capitol Station
Austin, Texas 78711

1. American Statistics Index Abstracts: 1979, Nos.1-11
1980, No.12
Index: 1979, 1-3,Bks.1&2
4-6,Bks.1&2
7-9,Bks.1&2
1980, 10-12,Bks.1&2
2. Congressional & Administrative News
1979, Nos. 1-6,6A,7-10
1980, Nos. 11,11A

MICROFORMS

TEXAS STATE DOCUMENTS ON MICROFICHE

The new Micropublishing Program of the Texas State Publications Clearinghouse offers interested persons and institutions the opportunity to acquire Texas state governmental publications in microfiche format at a nominal charge.

The production of the microfiche involves filming the state documents received by the Clearinghouse, processing the film, preparing microfiche masters from the roll film, and duplicating the masters upon demand. The Clearinghouse carries out all aspects of the microfiche production in-house, with the exception of film processing, which is done by the Records Division of the State Library.

Systematic filming of state documents began in February 1980. The first few months of filming were devoted to designing and implementing efficient production techniques and quality control measures for the production of a quality microfiche product.

The filming schedule of the Micropublishing Program is designed to produce fiche copies of documents currently received by the Clearinghouse and listed on the monthly Texas State Documents checklist. In addition, plans call for the filming of retrospective series of older publications, such as the Bulletin series of the Texas Education Agency, Opinions of the Attorney General's Office, and Annual Reports of the Railroad Commission of Texas.

The Clearinghouse is currently waiting for approval by the State Library and Archives Commission for its pricing structure for microfiche. It is anticipated that documents which are listed on the monthly checklist will be sold at a per-fiche price, and that retrospective series will be offered at a package price.

Full details on documents availability and cost for microfiche will be forthcoming.

news update.....

The following pricing structure was approved by the Texas State Library administration just prior to this newsletter going to press.

Current documents--those documents listed on the Clearinghouse's monthly checklist, TEXAS STATE DOCUMENTS, beginning with the January 1980 checklist-- will be sold at 25¢ per fiche, with a \$1.00 handling charge per order.

Documents packages--selected groups or packages of documents generally made up of a series of publications from one agency which may include older and current materials--will be sold at a per package price to be based, generally, on 50¢ per fiche, with a \$1.00 handling charge per order.

Individual older documents--any documents listed on a monthly checklist issued before January 1980--will be filmed on demand and sold at 50¢ per fiche, with a \$1.00 handling charge per order.

The higher price for documents packages and for individual older documents is intended to cover the additional costs of locating and assembling these materials.

3. Congressional Information Service
Abstracts: 1979, Vol.10,
Nos.1-12
Index: 1979,1-3,Bks.1&2
4-6,Bks.1&2
7-9,Bks.1&2
10-12,Bks.1&2
4. The Federal Index
1979, Vol. 3, Nos.2-12
5. Index to U.S. Government Periodicals
1979, April through June
July through September

DOCUMENTS ROUNDTABLE

- Report from the Chair -

By Roberta Palen

The following is Roberta Palen's final column while serving as chairperson of the Documents Round Table of the Texas Library Association. Roberta's successor is Mr. Frank Pouzar of Dallas Public Library.

* * *

Anyone who has served as an officer of an organization probably experiences mixed feelings when the term of office is over. There is always too much that has been planned--and too little accomplished. I am presently wondering if I accomplished anything this past year. Nonetheless, I am grateful that I have had the opportunity to serve as chairperson of the Documents RT, although I wish that more projects could have been started and more workshops and meetings held.

Above all, the Round Table has given me an opportunity to meet many fine people whom I probably would not have met otherwise. I had thought that my most difficult task would be to find people willing to give some of their time to RT projects -- I am pleased to say that this was one of the easiest tasks. To all who in some way contributed their time and effort to promoting the RT -- a big Texas-size "Thank you."

Reporting on the TLA Annual Conference, many of you know Jennifer Reavis (Freelance Research Service) and Wally Cotton (Quadra Tech) spoke to us on micrographics -- considerations in planning, user acceptance, etc. The many favorable comments I heard after their speeches suggest that we had a most successful program! Both speakers are dynamic individuals who know the value of mixing theory with practicality. They had sound suggestions for all of us.

The business meeting was a surprise -- twice as long (two hours!) as had been scheduled. We amended the bylaws of the RT to provide for the newly created position of councilor to represent the RT on TLA Council. Frank Pouzar (Dallas Public) will be our councilor; Pamela Morris (UT-Arlington) is his alternate.

Continued on page 5

MUNICIPAL DOCUMENTS AS INFORMATION SOURCES



The City of Austin BUDGET

1. How much refuse was produced in Austin last year?
2. What is the cost to the City of Austin for a round of golf played on a public golf course? How many rounds are played in Austin annually?
3. How do I get in touch with the Austin Area Urban League?
4. How is the Building Inspection Department organized and what is it supposed to do?

What do all these questions have in common? Answer, they can all be answered using the City of Austin budget document in one volume or another and on one year or another.

Municipal documents of all types are full of information that can easily answer some stubborn questions, if you can only get at the data. The documents tend to be unwieldy, both in size and format. They generally lack a subject index. Some don't even have a table of contents. The exact contents tend to vary from year to year. But creative use can pay off in terms of patron satisfaction.

The City of Austin budget, for example, comes in two printed versions, the proposed and the approved. Each version is generally printed in two or more volumes. Because the format and information included vary from year to year, the user must establish not only that he needs to use the budget, but often which version and year to use.

The 1978-1979 City Budget - Proposed is in three volumes. Volume I, Part I, includes the city manager's budget message and an analysis of the budget. Part II is a summary of the budget, summary of the departments, and summaries of specific funds. Part III breaks down by department the requested budget (1978-1979 appears in two versions--"basic" and "recommended" and includes comparison with the 1977-78 budget). A short explanation of any new positions or programs requested is also given.

Volume II is divided into the same departmental divisions but includes the actual expenditures for 1976-77, current budget (1977-78) estimated expenditures for 1977-78, and the (proposed) 1978-79 budget. It also includes, however, a description of the department and each individual division of that department as well as objectives and indicators for that division.

Volume III includes a department-by-department breakdown of employees by division, title and pay range, and a total per title of money allocated to that position within the department. It also gives an organizational chart for each department.

The approved budget this year is only one volume, and it is basically a restatement of the proposed budget, but does not include, of course, the amount actually approved as well as the duties of the department and divisions and the objectives and goals for each division.

Information contained in the budget varies from year to year. Volume III of the 1977-78 proposed budget includes summary sheets for each social service agency applying for city funding. These summaries include sources of funds both for current (1976-77) and proposed (1977-78) budgets, the number of clients served, and the objectives of

Continued on page 5

COUNTY RECORDS: MANAGEMENT & PRESERVATION

The Local Records Department of the Texas State Library's Archives Division has been involved in developing a number of publications addressing the permanent preservation and management of county government records.

A. COUNTY INVENTORY PROJECT

In cooperation with the North Texas State University County Records Inventory Project in Denton, the Texas State Archives is publishing inventories of records of each office in Texas counties. Each county's inventory lists titles, dates, and arrangement of each record in an office, describes its contents, and notes whether it has been indexed. The purposes of the inventories are to assist researchers in their use of historical and genealogical records and to provide basic data for county records management and preservation programs.

Inventories for approximately 50 counties have been published to date and are available for purchase for \$1.00 each from the Texas State Archives. A list of inventories published is available upon request.

B. COUNTY RECORDS MANUAL

The Texas County Records Manual, in preparation for over a year, was approved on August 3, 1978, by a review committee of county and state officials. The Manual sets minimum legal retention periods for all county records and enables county officials to develop systematic records retention and disposal program. TEX. REV. CIV. STAT. ANN. art.5442c, which mandated the preparation of the Manual, forbids the destruction of any county record prior to the expiration of the retention period set forth in the Manual. Individual county officials, however, may choose to

retain a record longer than the minimum if the needs of their offices require it and may transfer permanent records to the Local Records Department for preservation in one of its regional depositories. At the depositories such records are catalogued and made available to historians and other researchers.

In addition to stating retention periods, the Manual also outlines the legal requirements governing procedures for disposal of county records and includes general guidelines for using the retention periods to achieve the greatest benefits. The Manual will be revised as new legislation, the experience of officials in using it, and other developments require.

The Manual was required by law for the use of county officials, and

Continued on page 6

AUSTIN BUDGET...

the agency. Volume III-VI of the 1976-77 proposed budget include even more information: the entire grant proposal is reproduced, including budget, sources of funds, information on staffing, operational responsibility, and name and address of the agency. There are also summary sheets of the review by the Community Development Commission (the citizens board responsible for review and recommendations to the Austin City Council). These volumes even provide information on rejected agencies.

Municipal documents are made available to patrons by cataloging using the Dewey Decimal System. Additional analytical entries for agencies and other subjects are made for the Austin-Travis County Collection catalog. In addition, we have been cooperating with the Greenwood Press Urban Documents Microfiche Collection, where possible, so that Austin documents will become more widely available.

Answers:

1. City of Austin Budget, Proposed, 1978-79, Volume II, page 124.
1976-77 actual: 127,613 tons
1977-78 budgeted: 134,000 tons
1977-78 estimated: 137,000
1978-79 basic objective: 138,553
2. City of Austin Budget, Proposed, 1978-79, Volume II, page 162.
1976-77 actual: \$1.21/round; 176,080 rounds played 1976-77
estimated: \$1.47/round; 177,800 rounds played.
3. City of Austin Budget, Proposed, 1976-77, Volume III (under title of agency): gives name, address, phone number, and person with organizational responsibility.
- 4a. City of Austin Budget, Proposed, 1978-79, Volume III, page 46 gives organizational chart.
- 4b. City of Austin Budget, Proposed, 1978-79, Volume II, page 86 gives functions of department and breakdown of divisions.

May Schmidt
Assistant Curator
Austin-Travis County Collection

Rpt. from Chair...

We also elected other officers. Frank Pouzar automatically assumes the chair, having been elected vice-chair/chair-elect last year. Mary Ann Higdon from Texas Tech was elected Secretary/Treasurer and Pat Weaver-Meyers from Lamar U. was elected vice-chair/chair elect. Congratulations to all of you!

Also at the meeting we began a discussion of who we are and where we are going. The RT is not many years old; we have had excellent people involved in its formative years. But we seem to be at loose ends at the present time. Do we attempt to be just like ALA's GODORT? Do we do something different? Should we concentrate on Texas state documents? The bylaws of the RT indicate that we are to promote documents, but this is purposely vague enough to permit us to go in almost any direction we choose.

In one of my other columns I posed this same question. Alas! I received no response. Please take the time to think about it. The RT is your organization, serving your needs, and responding to your ideas. Contact one of the officers and let your wishes be known. If you are not a member of the RT, why not? Perhaps some of the most valuable input we can receive is from documents librarians who are not members. What are we not doing? Send us your suggestions for a more effective Documents Round Table.



DALLAS PUBLIC LIBRARY: Government Publications Division

CITY OF DALLAS

By Milt Ternberg, Head, Government Publications Division, Dallas Public Library

The Government Publications Division was organized in late 1977 as a major unit of the Central Library. It was formed to pull together all government publications which were formerly housed in the Business and Technology and History and Social Sciences Divisions. The division consists of three sections -- Government Publications, Map and Atlas Collection, and Municipal Reference.

The Government Publications Section collects publications from state, federal, and international governments. The Dallas Public Library was designated a depository for U.S. Government publications in 1900 and the collection has grown rapidly since then. Presently, 97% of the item categories offered by the U.S. Government Printing Office are being selected. The 3% not selected is mainly in the U.S. Department of Defense. As the oldest and largest depository in North Central Texas, Dallas Public Library discards little, and local researchers can rely on the collection for older materials.

An extensive selection of indexes and bibliographies is available for locating materials. Online computer databases providing bibliographic access to government publications are searched through Lockheed's DIALOG and SDC's ORBIT. Federal publications are organized by the Superintendent of Documents scheme with high - interest materials duplicated in the subject divisions and classified using Dewey. The heaviest use of federal publications comes from the business and legal communities.

In addition to U.S. Government publications, the division is a depository for State of Texas materials. Approximately 11,000 items are in this collection which is organized by the Texas State Library classification scheme. Publications from other states are collected in the subject area of geology. Materials published by state geologic surveys are actively acquired with the current emphasis on Southwestern and energy-producing states. This collection has come to be an important asset to energy-related companies in the Dallas area.

In 1977, the library was designated an official depository for U.S. Government patents. Because of space limitations, paper copies of patents are not retained

(except for plant and design patents), but are purchased on microfilm. Patent files currently extend back to 1971 on microfilm with copies of the Official Gazette of the United States Patent and Trademark Office back to 1872. To assist patent searchers, a full range of search tools is available.

The last major segment of the Government Publications Section includes materials from international organizations. The division has a full standing order for all publications from the United Nations, UNESCO, Food and Agriculture Organization, and selectively acquires materials from the Organization for Economic Cooperation and Development, International Monetary Fund, and European Communities.

The second section of the division is the Map and Atlas Collection. The core of this collection includes large-scale U.S.G.S. topographic maps for Arkansas, Colorado, Louisiana, New Mexico, Oklahoma, and Texas. Small-scale maps are available for the entire United States. In addition, the section houses county highway maps for the five-state area and Colorado. Maps dealing with special subjects such as oil and gas, coal, geologic formations, transportation, national parks/recreation areas, etc. are also collected. Development plans include an atlas collection for individual states and foreign countries which will complement the foreign road maps and CIA country maps already in the collection.

Municipal Reference, the third section, is a specialized service and collection of materials for local government. Special assistance is provided to City of Dallas staff in their efforts to gather information for research projects. The collection consists of a wide variety of materials on urban and municipal subjects and includes local and regional government publications. These are acquired from the City and County of Dallas, Texas Area Five Health Systems Agency, Dallas/Ft. Worth Airport Board, North Central Texas Council of Governments and suburban cities such as Richardson and Irving. A full standing order for the Urban Documents Microfiche Collection from Greenwood Press provides microfiche copies of local government publications from numerous U.S. and

Canadian cities. The Municipal Reference Section publishes a bimonthly newsletter "Urban Information Review" which is distributed free to interested organizations and individuals.

Significant special collections not previously mentioned include: 1) Rand Corporation publications, 2) Declassified Documents Reference System, 3) American Statistics Index non-depository microfiche, and 4) CIS's complete committee prints collection.

Currently under construction is the Dallas Public Library's new Central Research Library which will open in early 1982. The Government Publications Division will occupy the entire 8th floor with over 41,000 square feet of space. Future plans call for entering the U.S. and Texas government publications into the library's online computer catalog, extensive expansion of the map and atlas collection, development of a local publications index, and expanding Municipal Reference into an Urban Information Center. Government publications play an essential role and have an exciting future at the Dallas Public Library.

County Records...

was not intended for general distribution. Consequently, only 500 copies were printed, and first priority is being given to purchase orders from counties; however, any copies remaining after these requests are filled will be available for purchase at \$14.70 each. Copies also will be available for reference at Texas state depository libraries, the Local Records Department of the State Archives, and in each county courthouse.

For additional information about either of these projects, or to order copies of the County Records Manual, please call (512) 475-2449 or write:

Local Records Department
Archives Division
Texas State Library
Box 12927, Capitol Station
Austin TX 78711

Marilyn Von Kohl
Assistant Director
for Local Records
Texas State Archives

INFORMATION ACCESS

CAPCO's Regional Atlas and Data Book

The abstract in the front of CAPCO's Regional Atlas and Data Book describes the contents as "A comprehensive presentation in nine chapters of basic data on population, economics, health and human resources, education, housing, transportation/communications/public utilities, special districts, and the physical environment in the 10 counties (Bastrop, Blanco, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson) of the Capital State Planning Region." This description is only a hint at the wealth of valuable information and fascinating data included in this publication.

There is nothing in this document which would not ordinarily be available in an information facility possessing publications from a wide variety of sources--state, federal, local, private, etc. The value of this book is that it does the leg work for you; it brings together information on the counties in the CAPCO region from these sources into one compact, 296-page spiral-bound volume.

Other sections of the publication include information that is generally more difficult to find, for example: Table IV-4: "Handicapped and Disabled Population by County: 1970, Estimated 1975, 1980"; and Table IV-10: "Title XX Eligibles and Title XX Eligible Households: 1978." Education statistics include "Public School Enrollment by County, by Grade, Sex, and Ethnicity: 1977" (Table V-1); "Average Daily Attendance by School District, 1977-78" (Table V-2); and "Selected Education Characteristics 1970 Census (Table V-3). For those who need to know what bus companies serve a particular community in the region or if one serves a community at all, that information is available too, in Table VII-2.

Section VIII (Precincts, Special Districts, and Substate Regions) includes maps of regions and districts for a variety of state and federal agencies, such as Regional Education Service Centers of the Texas Education Agency and Soil Conservation Service Administration areas and work units of the U.S. Department of Agriculture. These are Texas maps showing divisions for the entire state, with the CAPCO

region designated by crosshatching. In spite of the name, there are no precinct maps in this section. A useful addition would be maps of the county commissioners precincts.

The information is arranged under the nine broad headings given in the abstract. Some subheadings are also used (such as "population," with the subheadings "current" and "projected.") Various tables and maps within each subdivision give more specific information, and this is usually broken down on a county level, or occasionally, on a sub-county level, with counties listed in alphabetical order. For example, Table II-1: "100 Years of Population Growth by County," gives decade-by-decade figures for each county, plus regional and state totals. Tables II-2 and II-3 cover "County Population by Census County Division by Sex and Race: 1970" and "County Population by Age, Sex, and Race: 1970," respectively.

Hopefully the Regional Atlas and Data Book will be updated and reissued regularly. The major improvement that should be made is the inclusion of a subject index. Present access is through the table of contents, which is detailed but is time consuming to use for quick reference. The initial division of information into the nine major categories can be logically followed through the book, but approaching the material from a subject point of view would be made easier with a subject index.

Available from CAPCO, 611 So. Congress, Austin TX 78704, this publication is a bargain at \$6.00!

May Schmidt
Assistant Curator
Austin-Travis County Collection
Austin Public Library

Reference Sources on Governments in Texas

The documents of state, county and local government in Texas are important reference and research sources. But we often are asked for information about these governments their activities and their personnel.

The single best source (if you could have just one) of authoritative, comprehensive, brief descriptions of the units of government, as well as names of officials, is the Handbook of Governments in Texas, published by the Texas Advisory Commission on Intergovernmental Relations. The base volume, a looseleaf notebook, is \$25; the annual cost of periodic updates is \$10.

Section I provides basic information about each state agency, such as the names of the board or commission members and their terms, the executive director or agency head, how these people can be contacted, the amount of each appropriation, and brief summary of the agency's responsibilities and functions.

An historical overview of the county system development and the structure and functions of each department of county government is found in Section II. General information, such as population, county seat and zip code, and the name of the county judge is given.

The historical development of municipal government in the state, plus an overview of each municipal department, comprises Section III. The population and address of the municipal government is given for incorporated cities.

Special governmental entities, created to deal with problems in public education, roads, health, housing, water supply and conservation, are covered in Section IV. The address of an umbrella organization is available so that the interested person knows who to contact for additional information about a specific district or authority.

ATTORNEYS:

Frequent Users of State and Local Documents

BY KARL GRUBEN
LIBRARIAN
VINSON & ELKINS

Attorneys are heavy users of state and local documents. No matter whether the attorney works in a 200-person firm or is a sole practitioner, he will be forced to use documents produced at all levels of government. Why? Attorneys are part of the system of government bureaucracy which produces proposals, budgets, studies, analyses, forms, reports, rules, regulations, orders, decisions, and the like. Lawyers, in fact, produce a high percentage of these documents themselves. Attorneys rely on government to produce materials that help to interpret rules, regulations, and laws dealing with their clients' affairs, and the government responds by producing a large quantity of legal and official documents.

At the local level the records used by attorneys include municipal documents such as city court and city council records. City court records are not officially or even unofficially reported to the public at large, but they are used to locate precedent in the clients' favor when consulted by the attorney. The original record for these city courts must be viewed at the courthouse or city hall. To the court, these records are too valuable to release for any length of time beyond that necessary for photocopying the document.

City council records must also be used because the governing body of every incorporated city, town, or village has been granted the power to exercise some amount of dominion or control over its inhabitants. Attorneys must consult these records to see whether their clients may drill for oil in the city parks; or lay an inflammable gas pipeline down the middle of main street; or stop the city, town, or the village from condemning their client's private property for a city street, or at least ensure that the client will receive a proper sum if the city fathers do succeed in condemning the property.

City council records usually are consulted in the office of the city secretary. Again, like the court, the city secretary does not like the documents to leave the office. There are a few commercial services which reproduce city ordinances and charters for various cities, towns, and villages across the United States.¹

Unfortunately, these services are never truly complete or up to date because the commercial services reproduce only what the editors consider the most "pertinent" of the ordinances that pass the council, and these are issued some period of time after promulgation. In addition, if the ordinance is rather bulky or is considered to be a code, it is frequently reproduced as a separate service e.g., the Houston Building Code.² The City of Dallas, however, produces and distributes its own civil and criminal code through the office of the city secretary. Only one source in Texas attempts to keep a centralized bank of all Texas cities' ordinances-----the Texas Municipal League.

At the county level the documentation attorneys need is quite similar. They must search the county courthouse records for birth and death certificates, marriage licenses, materialmen's liens, secured transactions liens, and clouds on land titles. Often they will need the county court records to perfect an appeal from a prior judgment against their client. Again, these court records are priceless to the court, since they are the only publicly available copy of a public record.

At the state level the attorney's need for documents is so diverse as to defy belief. Bibliographic control has been established, to a certain extent, with the institution of the expanded coverage of the State Library's

Texas State Documents monthly checklist. Many attorneys, however, are not familiar with the checklist, and have no knowledge of the agencies within state government, the authority possessed by each agency, or the documentation produced by the agencies. Widespread knowledge of the existence of these items, this author believes, would spark a plague of attorneys seeking this documentation not unlike that of the plague of locusts brought down upon the Egyptian pharaoh by Moses, an early documentation person for laws and regulations.

Two areas which interest attorneys greatly lack bibliographic control. These are two areas the Texas State Documents checklist was never intended to control: administrative regulations and the documents chronicling the passage of a law.

Prior to the passage of the Texas Administrative Procedure and Texas Register Act (TEX. REV. CIV. STAT. ANN. art. 6253-13a) in 1975, which went into effect on January 1, 1976, the only method for obtaining state agency regulations was to contact the agency and wade through the administrative morass of trying to find the person who had that particular regulation in his or her filing cabinet. Often one person and one person only had the pertinent regulation. With the passage of the Register Act the various agencies with statewide jurisdiction were required to file their existing rules with the Secretary of State on, or before, March 1, 1976. Exceptions to this general rule were the legislature, the courts, institutions of higher education, and the Industrial Accident Board (Register Act section 3 (1)). No agency rule, order, or decision made or issued after the effective date of the Register Act is valid unless indexed and made available for public inspection under the provisions of the act (Register Act section 4(b)).

ATTORNEYS....

The passage of the Register Act is truly marvelous for Texas attorneys except for one fact: The regulations filed with the Secretary of State for the March 1, 1976 deadline were never published in the Texas Register. The regulations published thereafter are amendments to those existing regulations previously filed. Thus, to date there are only two sources for official regulations, the Secretary of State's Office of the Texas Register and the agency itself. Help, however, is on the way. The Office of the Texas Register recently let a contract to Shepard's Citations to codify the Texas rules and regulations in a format similar to the federal Code of Federal Regulations (CFR). This work, which is called the Texas Administrative Code, began publication in October 1979 with volume one, which contained the first seven titles (see Barrow's article in Public Documents Highlights for Texas Vol. 1, No. 3).

The second most heavily used item at the state level is the documentation produced during the passage of a law by the legislature. Until fairly recently the state made very little effort to document the intention behind the passage of a law. Although the current efforts are nowhere near the prolific documentation accompanying the passage of a federal law, or even the laws of some other states, the new procedures can result in a more active interpretation of the Texas Legislature's intent. Starting with the 1973 session, the 63rd, the debate on the floor of both houses of the legislature was tape recorded. This debate is available from clerks in the House or Senate for a fee of \$1.85 per transcribed page. Senate debate tapes from 1973 to 1976, however, have been returned to the Legislative Reference Library for storage. These tapes correspond to the proceedings transcribed in the Congressional Record. There are

committee reports on various bills, but these resemble their Washington counterparts very little as there is little discussion of the rationale behind a bill. The committee reports are simple analyses of the textual content.

In summation, the need for local and state documents by attorneys is quite vital. Indeed, much of the practice performed by an attorney could not exist were it not for the documentation produced at these various levels of government. The control of documents at the local level is performed by the issuing agency, while at the state level only those items of a permanent nature have bibliographic control. The publication of administrative compilations and the continued efforts of the state legislature to document the legislative actions will aid attorneys' efforts to help their clients.

¹ Municipal Code Corporation,
1700 Capital Circle S.W.,
Tallahassee Florida 32304
(904-3171)

² City of Houston, Building
Permit Office, PO Box 1562, Houston,
Texas, 77001

INFO ACCESS: Reference Sources...

Specific names and addresses of regional agencies are given in Section V for councils of governments, health systems agencies, river authorities, economic development agencies, and metropolitan planning organizations.

The federal government is covered in Section VI, with brief descriptions of the major departments and offices. The addresses provided are also for the state or regional offices of the departments or offices.

For a more detailed description of the more than 240 state agencies, offices, and programs, consult Guide to TEXAS State Agencies, published by the LBJ School of Public Affairs at the University of Texas at Austin. It sells for \$12.50. Arranged in sections according to function, the agencies are described using uniform headings. This authoritative work covers selection, terms of office, and qualifications of members; legal authority; organization, chief administrative officer, and approximate number of employees (but no names!); and functions. Organization charts have been added to the latest edition. This guide is a very quick source for the correct name of an agency or program as well as an authority for answering questions about the

responsibilities of specific agencies of the state Democratic and Republican executive committee.

The Texas State Directory, which comes out each year in March, is of particular value now that it has a new, better organized, less cluttered format. For \$15 this publication can give you quick access to the names, addresses, and telephone numbers of the elected and appointed officials in charge of every branch of state government.

The section on the executive, legislative, and judicial branches contains photographs and brief biographical sketches of members, as well as office and local address. Members of county delegations and membership of the standing committees completes the coverage of the legislature.

Somewhat more unique is the section on county government. It is a convenient source for the names of judges, county attorneys, sheriffs, and others, including county commissioners.

All incorporated cities are listed in the section on city government. In it you can find the addresses of elected officials as well as purchasing agents, and the names and addresses of the members

Finally, Chief Elected and Administrative Officials, available free, is prepared by the Legislative Reference Library. This publication provides names, addresses, and telephone numbers for state and federal legislators through a variety of access points. An alphabetical list of state agencies, with the appropriate administrator's name and telephone number, is included.

Bonnie Grobar
Public Services
Texas State Library

Texas State Publications Clearinghouse
Room 307
TEXAS STATE LIBRARY
PO Box 12927 Capitol Station
Austin TX 78711

45

Non-Profit Organization
U.S. POSTAGE PAID
Austin, Texas 78711
Permit No. 586