**Section 200.20 Lists of types and categories of records**

The Bureau maintains records of the following general categories:

a) Records which are generally accessible for inspection and copying:

1) Minutes of meetings of the Legislative Reference Bureau's board and of its subcommittees.

2) Records relating to the receipt, obligation and expenditure of funds, budget and appropriation, purchasing and contracts.

3) General correspondence.

4) Records developed in relation to the preparation of the Legislative Synopsis and Digest.

b) Records which are generally exempt from inspection and copying:

1) Records developed in relation to the preparation of legislative documents. Exempt under Section 7(f) of the Freedom of Information Act (the Act)–preparation of legislative documents.

2) Personnel records of current and former employees. Exempt under Sections 7(b) of the Act–privacy and 7(w) of the Act–internal personnel rules and practices.

3) Applications for employment. Exempt under Section 7(b) of the Act–privacy.

4) Legislative Synopsis and Digest subscription records. Exempt under Section 7(i) of the Act–disclosure reasonably expected to produce private gain.

5) Computerized statute data base. Exempt under Section 7(a) of the Act–prohibited by law.