Federal librarians and library technicians need a basic understanding of how Congress creates statutes and appropriates federal funds. The morning session of this one-day program will explain how to trace the development of a statute and identify the source documents needed to complete a formal legislative history. In the afternoon, participants will get an insider’s view of how agencies receive their appropriations and authorizations.

**Date**
Thursday, January 12, 2006

**Time**
9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entrance to the Library of Congress prior to 8:30 a.m.)

**Place**

**Metro**
Capitol South (Orange and Blue Lines)

**Sponsor**
FLICC Education Working Group

**Information**
Call FLICC (202) 707-4800; TTY (202) 707-4995

**Registration**
$100 (charge to FEDLINK Training Account/FT)
$110 (for all other transactions)

To register online, visit the FLICC Educational Programs Web site at [http://www.loc.gov/flicc/feveform.html](http://www.loc.gov/flicc/feveform.html), or complete and fax the form below to (202) 707-4825.

**Request ADA Accomodations**
five business days in advance at (202) 707-6362 TTY or ADA@loc.gov.

**Cancellations**
Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.

**Statutes and Appropriations**
Prepared a Federal Legislative History and Understanding The Federal Budget Authorization and Appropriations Process

Register online at [http://www.loc.gov/flicc/feveform.html](http://www.loc.gov/flicc/feveform.html) or fax the form below to FPE Registration (202) 707-4825.

Name____________________________________________
Title______________________________________________
Organization_______________________________________________________________________________________
Address__________________________________________________________________________________________
City, State, Zip_____________________________________________________________________________________ 
Phone (      )_________________Fax (      )_________________Email________________________________________

**Payment Method:**
- Bill the $100 registration fee to my agency’s FEDLINK Education/Training (FT) account. To establish an FT account or add funds to an existing account, contact the FEDLINK Fiscal Hotline at 202-707-4900.

> **FEDLINK ID______________ OCLC Symbol______________**

- Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document for the registration fee of $110. The Library of Congress will bill my agency based on this document. Originals of these forms must be submitted onsite at registration.

- Charge the $110 registration fee to my agency’s government credit card. (Do not include the account number; FEDLINK will contact the credit card holder listed below.)

> **CARD HOLDER___________________________________PHONE____________________________**

**Registrations are not complete until your FT account balance has been verified or other appropriate documentation is received.**
Draft Agenda

8:30 am  Registration and refreshments

9:00 am-12:30 pm  Nuts and Bolts of Preparing a Federal Legislative History
Review of the process of preparing a legislative history, using a specific statute as an example. The program will consist of four parts:

Part I: Understanding How Federal Laws are Published, Organized and Cited
Part II: The Federal Legislative Process and the Documents that Accompany That Process
Part III: Electronic Sources for Conducting Federal Legislative History Research
Part IV: Tangible Sources for Federal Legislative Research

The presenters are the authors of the comprehensive Web site entitled “Federal Legislative History Research: A Practitioner’s Guide to Compiling the Documents and Sifting for Legislative Intent” which can be found on LLSDC’s Legislative Source Book (http://www.llsdc.org/sourcebook) along with other related articles and research tools that they and other colleagues have produced.

Speakers: Richard J. McKinney
Assistant Law Librarian, Federal Reserve Board
Ellen Sweet
Legislative Reference Specialist, Department of Justice

12:30 pm-1:30 pm  Lunch (on your own)

1:30 pm  The Federal Budget Authorization and Appropriations Process – An Insider’s View
Get an overview of the federal budget and appropriations process. Participants will learn how the president initiates the process by budget request and how it relates to the congressional budget resolution. The presenter will then clarify the budget and appropriations committees’ roles, how Congress creates appropriations and authorizations and the significance of appropriations and authorizations for agencies. Sources of information for tracking the budget and appropriations process will also be discussed.

Speaker: Tom Armstrong
Assistant General Counsel for Appropriations Law, Government Accountability Office

3:30 pm  Adjourn