

## APPENDIX B

### ILLUSTRATIONS OF HOUSE AND SENATE EXECUTIVE COMMUNICATIONS WEB SITES

The Clerk of the House of Representatives prepares, and transmits annually to the Speaker of the House, a list of the reports that officers and departments must make to the Congress.<sup>1</sup> The list is arranged by the branch of Government and by agencies within each branch. For each requirement, the list identifies the report title and description, the agency responsible for submitting the report, the legislative citation mandating the report, and the report's due date. This inventory is maintained in a computerized publications system that also has a tracking feature noting the receipt of reports. The database is available to congressional staff on the congressional Intranet.<sup>2</sup> Figure B.1 shows what the "Executive Communications to the House" website looks like.

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<sup>1</sup> See Reports to Be Made to Congress, communication from the Clerk of U.S. House of Representatives, transmitting a list of reports which it is the duty of any officer or department to make to Congress, pursuant to rule III, clause 2, of the Rules of the House of Representatives, January 3, 2001, House Document No. 107-156 (Washington, D.C.: U.S. Government Printing Office, 2001).

<sup>2</sup> The congressional Intranet link to the House database is <http://www.congress.gov/execcomb/search.html>.

**Figure B.1: Executive Communications to the House Website Page**

**Executive Communications to the House**

HOME FEEDBACK HELP

Document Type: [ [Help](#) ]  Transaction Records  Requirement Records

Automatics singular/plural  On  Off Or use \* for word endings.

Word/Phrase: [ [Help](#) ]

Always use quotes or [connectors](#) when more than one word entered.  
Examples:  
 *t06318-106*  
*"final rule\*"*  
*draft\* w/6 legislation*  
*energy and "annual report"*

Submitted by: [ [Help](#) ]

Example: *peace corps*

All  Agency  Secondary  Tertiary  State  Source

Congress/Session (limits transaction records): [ [Help](#) ]

108	Press CTRL	1
107	while clicking to select more than one	2

Committee: [ [Help](#) ]

The “Executive Communications to the House” website is a computerized catalog of the communications to the House, including required reports, since the 100th Congress, and the requirements that mandate communications, including congressional reporting requirements.

There are two types of records in this database: Transactions and Requirements:

1. Transaction Records identify specific communications sent to the House. There are four categories of Transaction Records: Executive Communication (EC), Presidential Message (PM), Memorial (ML), and Petition (PT).

2. Requirement Records identify the Congressional mandates for reports from all branches of the Federal Government.

Not all Transactions are mandated. The content of the file is updated as new information is entered throughout the day by the Executive Communications Clerk, Legislative Resource Center, Clerk of the House, and becomes searchable in the Legislative Information System early the next morning.<sup>3</sup> The entire catalog record is searchable, either in the Word/Phrase box, or, more narrowly, in special field searches. The whole page combines into one search, with the exception of the requirement number.

Figure B.2 shows what one of the search results looks like if the search term “transportation statistics” is entered into the first box in the search engine. If you click on the transaction number in the upper left side of the results displayed it leads to more detailed information as shown in Figure B.3; and if you click on the matching requirement number at the bottom it shows more information on the congressional reporting requirement in the database, as shown in Figure B.4.

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<sup>3</sup> Each night the data is FTP'ed from the Clerk of the House to the Library of Congress. Data is also FTP'ed from the Secretary of the Senate to the Library to maintain its executive communications database, which is discussed later in this paper. The Library reads the Senate Communications data into an Oracle database. The House Communications data is read into a proprietary data structure used by the InQuery search engine, and not stored in Oracle.

**Figure B.2: An Example of a House Database Search Result**

1 . [T05795-108](#)

**Referred to:** Transportation and Infrastructure  
**Secondary:** Bureau of Transportation Statistics  
**Tertiary:** Deputy Director  
**Authority:** 49 U.S.C. 111(j)  
**Nature:** the Transportation Statistics Annual Report 2003  
**Matching requirement:** [R07475](#)

**Figure B.3: An Example of a House Database Search Result With More Data**

**TRANSACTION NUMBER:** T05795-108  
**OLI NUMBER:** EC05508  
**OLI CATEGORY:** EC  
**REFERRED TO:** Transportation and Infrastructure  
**SECONDARY:** Bureau of Transportation Statistics  
**TERTIARY:** Deputy Director  
**NATURE:** the Transportation Statistics Annual Report 2003  
**MATCHING REQUIREMENT:** [R07475](#)  
**SUBJECT TERMS:** Department of Transportation | Transportation and Travel |  
**AUTHORITY:** 49 U.S.C. 111(j)  
**CONGRESS:** 108  
**SESSION:** 1  
**CLERK DATE:** November 19, 2003 ( 20031119 )  
**SPEAKER DATE:** November 19, 2003 ( 20031119 )

**Figure B.4: An Example of a House Database Matching Requirement**

**REQUIREMENT NUMBER:** R07475  
**SECONDARY:** Bureau of Transportation Statistics  
**TERTIARY:** Director  
**AUTHORITY:** 49 U.S.C. 111(f) #Pub. L. 102-240, { 6006 (105 Stat. 2174)  
**REPORT FREQUENCY AND CONDITIONS:** Annually  
**NATURE:** Transportation Statistics Annual Report  
**SUBJECT TERMS:** Department of Transportation | Transportation and Travel |  
**PRINT REQUIREMENT:** NO  
**AGENCY:** Department of Transportation

In addition to being able to search the House database for the current Congress, the researcher has the option of searching for entries from prior Congresses, back to the 100<sup>th</sup> Congress. The database also contains useful information such as Executive Communications and Presidential Messages. Figure B.5 shows an example of the information provided for an Executive Communication from the 107<sup>th</sup> Congress for a legislative proposal to establish a Department of Homeland Security.

**Figure B.5: House Example of Executive Communication from a Prior Congress**

TRANSACTION NUMBER: T07911-107  
OLI NUMBER: PM0093  
OLI CATEGORY: PM  
REFERRED TO: the Whole House on the State of the Union  
HOUSE DOCUMENT TITLE: A Legislative Proposal  
SECONDARY: the President of the United States  
NATURE: a legislative proposal to create a new Cabinet Department of Homeland Security  
CONGRESS: 107  
SESSION: 2  
HOUSE DOCUMENT NUMBER: 227  
CLERK DATE: June 18, 2002 ( 20020618 )  
SPEAKER DATE: June 18, 2002 ( 20020618 )

Until the mid-1990s, the Senate had no comprehensive system for managing reporting requirements. The Assistant Reporter in the Office of the Secretary of the Senate maintained a computerized log of “executive communications.” As a communication arrived in the Office of the Secretary, the Parliamentarian received it and assigned a control number, noted the committee that has responsibility for the matters covered in the communication, and sent it to the committee. Now, similar to the computerized system maintained in the House Clerk’s Office, the Secretary of the Senate maintains an Intranet database of executive communications that is available to congressional staff.<sup>4</sup> The Senate search engine is somewhat similar to the House one, but there are some differences, such as the pull-down window to facilitate searching by specific committees as shown in Figure B.6.

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<sup>4</sup>The Senate database is at <http://www.congress.gov/execcoms/>.

**Figure B.6: Senate Executive Communications Website Page**

Senate Executive Files [Communications](#) [Contact Us](#)

**Executive Communications to the Senate**

Fill out any or all of the fields below, then press *Search*. Press *Clear Form* to start a new search. [Help](#)  
Contents: [Document Type](#) · [Words](#) · [Committee](#) · [Congress](#) · [Communication No.](#) · [Print No.](#) · [Date](#)

**Document Type** [Help](#) [Top](#)

Executive Communication (EC)  Petition or Memorial (POM)  
 Presidential Message (PM)

**Words from Abstracts or Committee Names (not full text)** [Help](#) [Top](#)

in any field   
Automatic singular/plural  On  Off

Note: To construct complex searches, see the list of [connectors](#). Examples:  
**export** finds singular, plural, and other word forms, export, exports, exported, exporters, exporting.  
**export\*** finds all word forms in the database, export, exports, exported, exporters, exporting, exportation.  
**"export control"** finds the phrase.

**Committee** [Help](#) [Top](#)

Aging  
Agriculture, Nutrition, and Forestry  
Appropriations

Tip: Click in the box and then press the first letter of committee name to jump down the alphabet.  
Tip: To select up to 20 committees, hold down the CTRL key and then click more committees.

**Congress** [Help](#) [Top](#)

All  
108  
107

Tip: To select more than one Congress, hold down the CTRL key and then click more Congress numbers.

**Communication Number** [Help](#) [Top](#)

Examples: EC2, PM32, POM43

**Printed Document Number** [Help](#) [Top](#)

Examples: S.DOC.105-25, H.DOC.105-28

**Congressional Record Date** [Help](#) [Top](#)

Figures B.7, B.8, and B.9 show examples of Senate entries that correspond to the House entries shown above for the “transportation statistics” search and the Executive Communication from the 107<sup>th</sup> Congress to propose establishing the Department of Homeland Security. The most obvious—and expected—difference between the House and Senate databases is that each database refers to the specific House or Senate committee, respectively, that has jurisdiction over the relevant report or communication. Also, the Senate database does not link to the corresponding congressional reporting requirement.

**Figure B.7: An Example of a Senate Database Search Result**

1 . [108EC04984](#) Senate Commerce, Science, and Transportation (December 2, 2003)  
EC4984

A communication from the Director of the Bureau of Transportation Statistics, Department of Transportation, transmitting, pursuant to law, the Transportation Statistics Annual Report for 2002; to the Committee on Commerce, Science, and Transportation.

**Figure B.8: An Example of a Senate Database Search Result With More Data**

EXECUTIVE COMMUNICATION: 108EC04984

Congress: 108

Document Type: EC

Communications Number: EC4984

Cong record date: December 2, 2003

Abstract: A communication from the Director of the Bureau of Transportation Statistics, Department of Transportation , transmitting, pursuant to law, the Transportation Statistics Annual Report for 2002; to the Committee on Commerce, Science, and Transportation .

Referred date & Committee:

December 2, 2003 - Senate Commerce, Science, and Transportation

**Figure B.9: Example of an Executive Communication from a Prior Congress**

PRESIDENTIAL MESSAGE: 107PM00092

Congress: 107

Document Type: PM

Communications Number: PM92

Document Number: H. Doc. 107-227

Cong record date: June 18, 2002

Abstract: A message from the President of the United States, transmitting, a draft of proposed legislation entitled "Homeland Security Act of 2002"; to the Committee on Governmental Affairs.

Referred date & Committee:

June 18, 2002 - Senate Governmental Affairs