

Functional genre in Illinois State Government digital documents

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1.0 ABSTRACT

Provisions for collecting or archiving digital documents can be informed by knowledge of the genres of documents likely to be encountered. Although different aspects of collecting and curation may classify documents into genres based on differing criteria (e.g., size, file format, subject), this document addresses classification based on the functional role the document plays in state government, akin to (Toms, 2001), but here specifically Illinois State Government (ISG). The classifications listed herein are based on an overview of ISG digital documents, encountered in over nine years of gathering and archiving work with and for the Illinois State Library (ISL), and on discussions with practitioners in cataloging and in government documents librarianship. This report states definitions, and including examples of each such genre.

State government documents are interesting in this regard in that they are presumably somewhat comparable to both federal government documents and business documents. Perhaps surprisingly, there are also portions of the State Web that are somewhat less than businesslike, either in tone or in technological proficiency of implementation. In this respect state government digital documents may also be useful approximations to documents produced either personally or by small activities. Having a list of government document genres can inform work in information promulgation (e.g., through website design, or the design of a series of printed materials), and the grouping of documents for digital library or archival purposes.

This work was performed as part of the Extracting Metadata for Preservation (EMP) project grant (Godby, et al, 2009) (Unsworth, Sandore, et al, 2009) from the Library of Congress under the NDIIPP-2 program. Example text from the genre identified herein are being used in testing the EMP named entity recognition software.

2.0 SOURCES OF INFORMATION

In the case of ISG documents, developing a genre classification can be assisted through analysis of the archived copies and online digital document collections developed by ISL, beginning in 2001¹ (Jackson, 2003 & 2005). Instead of just speculating on the nature of digital publishing that might be going on, these extensive collections can be inspected, and indeed largely were, during the writing of the author's dissertation (Jackson, 2009). Accordingly, this work included a review of the 330 Illinois State Government websites currently online, inspecting homepages and the top-most levels to identify collections of document-like information products.

The results of a more detailed examination of the depository or information "authority" (Ingwersen, 1998) websites² (as opposed to "hubs" which primarily link to external information resources) are included here, again seeking document-like information products. Associated State Library staff and government documents librarians were also consulted.

The people consulted for this study were;

1. co-investigators of the EMP project,
2. ISL librarians involved in digital documents preservation, and
3. staff of the former Government Documents Library at the University of Illinois (that library content, still available on site, included primarily federal publications).

The document sources examined in this study were;

¹ This work includes website archiving (i.e., the PEP IMLS National Leadership Grant project at http://www.cyberdriveillinois.com/departments/library/who_we_are/pep.html and the CEP IMLS National Leadership Grant project at http://www.cyberdriveillinois.com/departments/library/who_we_are/cep.html), a permanent digital library for official publications (Electronic Documents of Illinois - EDI - at <http://ediillinois.org/>), a central collection facility for community-contributed, scanned-to-digital material (Illinois Digital Archive - IDA - at <http://www.idaillinois.org/>) and a search engine encompassing all ISG websites (Illinois Government Information - IGI - at <http://igi.finditillinois.org/cgi-bin/search.cgi>). The author's research team designed, constructed, and for multiple years operated PEP, CEP, EDI, and IGI. We also operated CEP for six other states, each for at least a year.

² Specifically, the information hub websites of primary concern here are; Electronic Documents of Illinois (EDI) at <http://ediillinois.org/>, the Illinois General Assembly (ILGA) at <http://www.ilga.gov/>, the Illinois Digital Archive (IDA) at <http://www.idaillinois.org/>, the publications-listing section of the Illinois Secretary of State website at <http://www.cyberdriveillinois.com/publications/publications.html>. EDI incorporates some of the publications of potentially all ISG agencies. ILGA includes only the document materials related to the actions of the Illinois General Assembly. IDA includes somewhat unofficial historical documents, scanned and contributed by various libraries within the State, plus scans by ISL of more official publications.

1. ISL archives of ISG websites, especially, as a matter of reader convenience, those websites still online, and utilizing automatically produced lists of those archived files in the file formats of contemporary word processing (e.g., Microsoft Word) and digital publishing (e.g., Adobe Portable Document Format) formats,
2. ISG authorities websites (as previously footnoted),
3. recent annual issues of the ISL "Publications of the State of Illinois,"³ and
4. the StateGILS metadata tag system⁴ list of subject headings.

Samples of all those documents were examined and classification into an emergent set of genres of was done, as listed following. In the course of the analytical work, lists of Web addresses illustrative of the postulated genres were retained, and are provided herein⁵. Text extracted from randomly sampled files from each genre is being used in testing the name extraction software produced by the EMP project.

3.0 RESULTS

These functional genres were suggested as a result of working with the sources listed;

1. Legislation
2. Requirements, Codes, Regulations, and Laws
3. Oversight Reports
4. Special Topical Reports
5. Newsletters and Periodicals
6. Informatory or Introductory Material
7. Instructional Material
8. Slides
9. Budgetary Material
10. Audits
11. Legal Proceedings
12. Minutes
13. Plans or Projections
14. Two-Dimensional Displays
15. Contractual Material

³ "Publications of the State of Illinois" (<http://ediillinois.org/ppa/meta/html/00/00/00/00/83/35.html>, and as listed at http://www.cyberdriveillinois.com/departments/library/what_we_do/depository_programs/home.html and http://www.cyberdriveillinois.com/publications/pdf_publications/lda129.pdf) lists all recent acquisitions by ISL, regardless of media type.

⁴ The StateGILS metadata tag system was developed by a multi-state consortium of state libraries and archives, chaired by the Washington State Library and with the assistance of Jessica Milstead. Subsequently ISL became the maintenance agency for this metadata system. The current reference materials are online at <http://www.finditillinois.org/metadata/webmasters.htm>.

⁵ Preference has been given here to example documents located on the EDI and ILGA websites, in the interest of increased longevity of the Web addresses cited. For series or serial publications, the Web address provided links to the set of documents, rather than to an individual volume.

16. Memoranda
17. Forms and Instructions
18. Kids' Material
19. Directories
20. Website Locator and Navigation Webpages
21. Social Media and Interactive Communication Facilities
22. Press Releases
23. Datasets
24. Information Facilitating Recreation
25. State Academic Institutions
26. Newspapers of Public Record
27. Correspondence

Although it may also be possible to read this genres list as a cross-product of both overall document purpose with content, details of content are not intended to be included in this analysis. For example, considering "budgetary" as an overall descriptor, here, means that the document is largely constrained in its implementation form as a consequence of the preeminence of budgetary matters within its content (e.g., there may necessarily be extensive use of tabular or list constructions within such documents). This list intends to address only overall document purpose, supposing that serving that purpose causes the document to take on certain presentational conventions in at least a large portion of its content.

Further, as in most documents, subsections may vary from the overall purpose (e.g., any document may include a tabular display, or a map-based display, or the quoted text of a law). The genres listed here are intended to be interpreted in an overall sense of the role the document plays in state government. As in most classification work, a document would be classified under the one genre most influencing the overall document.

It should be noted that general terms describing documents are used with considerable variance in government circles. Just because a certain word occurs in a document title does not imply it should be classified here under the genre suggested by that word (e.g., a "report" may report exclusively on budgetary matters). The brief definitions at the start of each genre-descriptive paragraph (following) are what govern the classification of the document into the genres of this list.

3.1 Legislation

Legislation necessarily, and uniquely, has the form necessary for the authoritative formal statement of the text of laws and regulations. Some may wish to include sub-genres here, such as amendments and other follow-on material. Legislation⁶ is often enacted to honor some person or group, or to document some event in the public record. Legislation documents generally include measures to facilitate the operation of the legislature (e.g., line numbers).

⁶ In Illinois, such legislation is generally termed "resolutions". Example resolutions are included in the list, as they generally follow the overall form of legislation for legal/administrative purposes.

63 example documents were assembled and sampled:

1. <http://www.ilga.gov/legislation/96/SR/09600SR0046.htm>
Illinois Senate resolution re-awarding Pluto "full planetary status", whatever that means, as far as Illinois is concerned, and designating March 13, 2009, but not repeating annually, as "Pluto Day" in Illinois.
2. <http://www.ilga.gov/legislation/fulltext.asp?DocName=09500HB6733lv&SessionID=51&GA=95&DocTypeID=HB&DocNum=6733&print=true>
Text of House Bill 6733 in the 95th Session of the Illinois General Assembly, which temporarily changes the way vacancies for US Senator are handled in Illinois.
3. <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0413&print=true&write=>
The Internet Caller ID Act sets limits, within Illinois, on the uses of "caller ID" information displays by internet phone companies.
4. <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0828&print=true&write=>
Public Act 095-0828 changes the regulation of charity food pantries.
5. http://ediillinois.org/ppa/docs/00/00/00/01/47/29/20090128191803_HouseProsecutorsAppointmentofStaff.pdf
House Prosecutor's Notice of Appointment of Staff.
6. <http://www.ilga.gov/legislation/fulltext.asp?DocName=09600SR0433lv&SessionID=76&GA=96&DocTypeID=SR&DocNum=0433&print=true>
Illinois Senate resolution regarding pancreatic cancer awareness.
7. <http://ediillinois.org/ppa/meta/html/00/00/00/00/28/29.html>
Office of the Illinois State Treasurer Request for Proposals Publication of Names of Apparent Owners of Abandoned Property.
8. <http://www2.state.il.us/budget/Final%20NOS%20March%202005%20GO%20Certs.pdf>
Official Notice of Certificate Sale and Bid Form.
9. http://ediillinois.org/ppa/docs/00/00/00/01/33/69/20080926184419_08Calendar.pdf
Election And Campaign Finance Calendar.

[3.2 Requirements, Codes, Regulations, and Laws](#)

This material, too, is impacted by a need to be a formal statement of a requirement, code, regulation, or law. These formats are for purposes other than recording the business of the Legislature and the associated facilitation of editing or amending source text.

466 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/00/68/72.html>
Architect/engineer manual of the Capital Development Board.
2. <http://ediillinois.org/ppa/meta/html/00/00/00/00/28/71.html>
Bid information newsletter.
3. <http://ediillinois.org/ppa/docs/00/00/00/02/25/14/Pub-130.PDF>
Statement of who is required to withhold Illinois income tax.

4. http://ediillinois.org/ppa/docs/00/00/00/00/28/95/20070515183532_sos_dop171.pdf
Equipment requirements for specially constructed vehicles.
5. <http://ediillinois.org/ppa/docs/00/00/00/01/61/94/CertificateofInsurancerequirements.pdf>
Illinois Department of Labor's required information on certificates of insurance.
6. http://ediillinois.org/ppa/docs/00/00/00/00/69/88/20080206183635_tn08-093.pdf
Addressing VOC emissions from gas powered leaf blowers in the Chicago metropolitan region.
7. <http://ediillinois.org/ppa/meta/html/00/00/00/00/07/14.html>
The Illinois Register; contains records of public notice of rulemaking activity by Illinois agencies.
8. <http://ediillinois.org/ppa/docs/00/00/00/00/25/54/MunicipalTreasurersReferenceManual11-2005.pdf>
Municipal treasurer's reference manual.
9. <http://ediillinois.org/ppa/docs/00/00/00/02/10/22/RecordRetentionScheduling1999.pdf>
Records Retention Scheduling Manual, 1999.
10. <http://www.agr.state.il.us/AnimalHW/regs/ahpoultryregs.html>
Poultry regulations of the Department of Agriculture.

3.3 Oversight Reports

Oversight reports are recurring reports, addressing the performance of a significant portion of the reporting agency's role within state government (e.g., and quintessentially, annual reports). Reports are typically addressed, however accurately, to a specific body having oversight responsibility, but perhaps using the tone of a report to the wider citizenry or to the legislature. Topics addressed center around normal and emergent special activities of the year, for at least a substantial portion of the resources of the agency authoring the report.

126 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/00/45/77.html>
Full reports of the Illinois Judicial Conference.
2. http://ediillinois.org/ppa/docs/00/00/00/00/36/49/http___www.state.il.us_court_SupremeCourt_AnnualReport_to_GA.asp.pdf
A somewhat summarized annual report to the Illinois General Assembly on the 2006 Judicial Conference.
3. <http://ediillinois.org/ppa/meta/html/00/00/00/00/62/19.html>
Report summarizing the activity of court- annexed mandatory arbitration, including an overview of mandatory arbitration in Illinois and statistical data as reported by each arbitration program.
4. <http://ediillinois.org/ppa/meta/html/00/00/00/00/20/26.html>
African-American Family Commission Annual Report.
5. <http://ediillinois.org/ppa/meta/html/00/00/00/01/31/66.html>
Comprehensive Annual Financial Report of the State of Illinois.
6. <http://ediillinois.org/ppa/meta/html/00/00/00/01/31/91.html>
This publication contains reports that summarize the results achieved by programs administered by 40 of the largest state agencies.

7. <http://ediillinois.org/ppa/meta/html/00/00/00/01/26/84.html>
Affirmative Action Plans of the Illinois Department of Children and Family Services for various fiscal years.
8. <http://ediillinois.org/ppa/meta/html/00/00/00/00/35/34.html>
Department of Children and Family Services budget briefings of the fiscal year.
9. http://ediillinois.org/ppa/docs/00/00/00/01/26/63/20080815185650_CFSP2009.pdf
Five-year plans of the Department of Children and Family Services.
10. <http://ediillinois.org/ppa/meta/html/00/00/00/01/34/52.html>
The Governor's "State of the State" addresses.
11. <http://dot.state.il.us/annualreport/2007annualreport.pdf>
Illinois Department of Transportation annual report of 2007.
12. <http://ediillinois.org/ppa/meta/html/00/00/00/00/01/82.html>
Waste Management and Research Center annual reports.

3.4 Special Topical Reports

Special reports are typically; (a) topically focused (e.g., scientific, agricultural, fiscal, assessments), (b) not recurring, or at least aperiodic, and (c) are motivated by events or special circumstances, which may continue or recur. They may provide topically-focused information in some depth, as opposed to addressing in detail a large portion of the efforts of the agency authoring the report.

36 example documents were assembled and sampled:

1. http://ediillinois.org/ppa/docs/00/00/00/00/36/52/http___www.state.il.us_court_General_History.asp.pdf
History of the Illinois judicial systems -- an historical tutorial.
2. <http://ediillinois.org/ppa/meta/html/00/00/00/00/38/95.html>
Illinois Appellate Court caseload statistics (covers 2001-2005)
3. http://ediillinois.org/ppa/docs/00/00/00/00/11/21/20061106183604_ADVISORYCOMMISSIONFINALREPORT.110105.pdf
Commission report and recommendations for Governor Rod Blagojevich and the Illinois General Assembly (2005) -- apparently intended to be a one-time report.
4. http://ediillinois.org/ppa/docs/00/00/00/00/07/62/20060928184844_ISWSC-172.pdf
Frequency distributions of heavy rainstorms in Illinois, 1989.
5. http://ediillinois.org/ppa/docs/00/00/00/00/36/88/20070830173037_methethnography.pdf
The Impact of Methamphetamine on Illinois Communities: An Ethnography.
6. http://ediillinois.org/ppa/docs/00/00/00/00/40/53/20070928183857_Achiev_gap_brochure.pdf
Eliminating Illinois' educational achievement gap.
7. http://ediillinois.org/ppa/docs/00/00/00/01/32/21/20080912203909_BestPractices.pdf
Best practices to serving individuals with disabilities at one-stop centers.
8. http://ediillinois.org/ppa/docs/00/00/00/01/28/03/20080821202619_07summary-BaccalaureateSurvey.pdf
Baccalaureate completion programs at community colleges for FY 2007.

9. http://ediillinois.org/ppa/docs/00/00/00/00/37/06/20070830152923_FemaleDel_IDOC.pdf
Profile of female delinquents committed to the Illinois Department of Corrections.
10. http://ediillinois.org/ppa/docs/00/00/00/00/08/35/20060930185112_ISWSCR2001-05.pdf
Sedimentation survey of Silver Lake, Highland, Madison County, Illinois.
11. <http://ediillinois.org/ppa/meta/html/00/00/00/00/40/60.html>
Methamphetamine activity trends in Illinois judicial circuit courts.
12. <http://ediillinois.org/ppa/meta/html/00/00/00/01/31/37.html>
Recurring report tabulating numerical data and characteristics of the Illinois Public Community College System.
13. <http://www.dot.state.il.us/annualreport/2001/budgetandlegislativechanges.pdf>
Illinois Department of Transportation fiscal year 2001 summary of their budget and its uses.
14. <http://ediillinois.org/ppa/meta/html/00/00/00/00/19/97.html>
Illinois Department of Corrections annual statistical data reports.
15. <http://ediillinois.org/ppa/meta/html/00/00/00/01/59/09.html>
Periodic report on the state of the Illinois economy by the Commission on Government Forecasting and Accountability.

3.5 Newsletters and Periodicals

Newsletters are typically; (a) an incremental source of information, (b) usually of a timely nature, (c) address only a small part of the total activities of the authoring agency, and (d) are typically intended for readers already familiar with the major activities of the agency or the major topic being addressed.

84 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/00/04/02.html>
Various activities of the Illinois Council on Food and Agricultural Research.
2. <http://ediillinois.org/ppa/meta/html/00/00/00/01/34/37.html>
Illinois Council on Developmental Disabilities Newsletter.
3. <http://ediillinois.org/ppa/meta/html/00/00/00/01/31/63.html>
Comptroller's Quarterly.
4. <http://ediillinois.org/ppa/meta/html/00/00/00/00/01/78.html>
Illinois Libraries.
5. <http://ediillinois.org/ppa/meta/html/00/00/00/00/23/42.html>
The Illinois Depositor newsletter, providing procedural and status updates for contributors of documents into the ediillinois.org repository.
6. <http://ediillinois.org/ppa/meta/html/00/00/00/01/59/09.html>
Monthly briefings by the Commission on Government Forecasting and Accountability to the Illinois General Assembly on the state of the Illinois economy.
7. <http://ediillinois.org/ppa/meta/html/00/00/00/00/21/05.html>
The "Walk Across Illinois" newsletter for walking/hiking/exercise enthusiasts.
8. <http://ediillinois.org/ppa/meta/html/00/00/00/01/36/76.html>
Illinois Audit Advisory; what the auditors are up to.

3.6 Informatory or Introductory Material

Informatory or introductory material would, in print, typically be a flyer or single-page handout. In-depth information would not be addressed, except possibly in extreme summary. Webpages of this nature may exist to help readers navigate to the section of the website appropriate to their specific information need, for example, simply introducing the existence of an agency or parts thereof.

17 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/00/36/51.html>
Basic information on the Supreme Court, Appellate Court and Circuit Court in Illinois.
2. <http://ediillinois.org/ppa/meta/html/00/00/00/00/36/48.html>
Introductory information summarizing options for the submitting of court documents over the Internet, rather than on paper.
3. <http://ediillinois.org/ppa/meta/html/00/00/00/00/36/53.html>
A simplified flowchart of how cases proceed thru the court system.
4. <http://ediillinois.org/ppa/meta/html/00/00/00/00/36/42.html>
Introducing the Illinois Judicial Speakers Bureau.
5. <http://ediillinois.org/ppa/meta/html/00/00/00/00/36/40.html>
High-level summary of the State and local funding sources supplying the Illinois court system.
6. <http://ediillinois.org/ppa/meta/html/00/00/00/02/03/00.html>
The "Connect with the Arts, October 2007" poster.
7. <http://ediillinois.org/ppa/meta/html/00/00/00/01/26/47.html>
Introductory information, in Polish, regarding the Abandoned Newborn Infant Protection Act.
8. <http://www.cyberdriveillinois.com/departments/drivers/ecd/home.html>
Introduction to the emergency contact database maintained by the Illinois Secretary of State for use by any interested citizen.
9. <http://ediillinois.org/ppa/meta/html/00/00/00/00/80/24.html>
General introduction to the use of genetic testing in the establishment of paternity.
10. <http://ediillinois.org/ppa/meta/search/00/00/00/00/97/21.html>
"All Kids" healthcare information in English and Spanish, written for a child's reading level.
11. <http://www.illinois.gov/facts/symbols.cfm>
A list of all the officially enacted State symbols (e.g., bird, tree, fish, mineral, snack food, fossil).
12. <http://ediillinois.org/ppa/meta/html/00/00/00/01/20/88.html>
Introduction to the fact that Illinois has mandatory vehicle insurance.
13. <http://www.cyberdriveillinois.com/departments/archives/genweb.html>
Getting Started in Genealogy.
14. <http://www.illinoishistory.gov/hs/sites.htm>
Illinois Historic Sites.
15. <http://www.illinois.gov/living/>
Living In Illinois.

16. http://www.cyberdriveillinois.com/departments/physical_services/about.html
About the Secretary of State's Department of Physical Services, which manages State government buildings.
17. <http://ediillinois.org/ppa/meta/html/00/00/00/00/44/48.html>
Guide to the Illinois property tax system.

3.7 Instructional Material

Instructional material includes specific information, in sufficient depth useful for the performance of tasks or the fulfilling of responsibilities. The size of these documents is typically a few pages, at most. Not included here (but, as forms and instructions, below) are instructions related to the filling in of a form. Also not included here are educational materials.

5 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/00/35/85.html>
Handbook for grand jurors in Illinois.
2. <http://ediillinois.org/ppa/meta/html/00/00/00/00/01/59.html>
How to start a volunteer literacy program in your community.
3. http://www.cyberdriveillinois.com/departments/securities/investor_education_services/investor_alert/nvstalt3.html
How to spot and avoid "boiler room" scams.
4. <http://ediillinois.org/ppa/meta/html/00/00/00/00/37/73.html>
Grant proposal guidebook for proposals to the Illinois Criminal Justice Information Authority.
5. http://www.cleanupfund.org/pdf/flyer_reclaimer_fee_calculation_english_2004.pdf
How to determine if a petroleum dry-cleaning machine includes a "reclaimer".

3.8 Slides

Informational material, perhaps in useful depth or occasionally specific, but formatted for slide-based presentation, presumably involving an instructor.

7 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/01/32/12.html>
Inclusion Resource Manual.
2. http://classroom.jc-schools.net/coleystech/dynamic_curriculum/Health/wash_hands.ppt
Jefferson County Board of Education's presentation to kids on the importance of washing hands.
3. <http://www.dot.state.il.us/trafficsafety/appliedsampling.ppt>
Department of Transportation talk on statistical sampling.
4. <http://www.agr.state.il.us/AnimalHW/wnv/WNV.ppt>
The Department of Agriculture presentation on the West Nile Virus.
5. http://www.state.il.us/aging/1abuselegal/break_the_silence/powerpoint_template.ppt
The Illinois Department on Aging presentation on elder abuse.

6. <http://www.watershed.uiuc.edu/PRESENTATIONS/SALON%20A/THURSDAY/STEP%20BY%20STEP%20GUDIE%20TO%20SOCIAL%20PROFILING.PPT>
Social profiling of watershed stakeholders.
7. <http://www.itransfer.org/IAI/FACT/FORMS/IAILIBRARY/IAIREVISIONS.PPT>
Status of coordinating course credit across Illinois colleges and universities.

3.9 Budgetary Material

Budgetary material addresses budget and fiscal matters at the State or State agency level. Smaller scale discussion of fiscal matters generally does not perturb the purpose or structure of the entire document.

14 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/00/07/15.html>
Illinois state budget.
2. <http://ediillinois.org/ppa/meta/html/00/00/00/00/35/34.html>
Illinois Department of Children and Family Services budget request and justification, including agency priorities and statistics.
3. <http://ediillinois.org/ppa/meta/search/00/00/00/01/99/28.html>
Budgetary data tables for the Illinois Board of Higher Education for 2008.

3.10 Audits

Audits are perhaps recurring, although also perhaps aperiodic and event driven. They are written by the agency conducting the audit. They may address fiscal matters, although alternatively or additionally may address an appraisal of the audited agency's performance of its duties.

12 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/00/68/04.html>
Recurring audits of the General Assembly's retirement system.
2. <http://ediillinois.org/ppa/meta/html/00/00/00/01/37/27.html>
Illinois Board of Examiners' recurring Compliance Examination of itself.
3. <http://ediillinois.org/ppa/meta/html/00/00/00/00/78/17.html>
Auditor General's Compliance Examination of the Department of Labor.
4. http://www.ilga.gov/commission/lac/audits/FY2001Single_Special.pdf
Office of the Auditor General 2001 audit report for the departments of Public Aid, Human Services, and Children and Family Services.
5. <http://ediillinois.org/ppa/meta/html/00/00/00/00/68/79.html>
Audits of the Department of Natural Resources.

3.11 Legal Proceedings

Records of the actions, or applications to a court or oversight board.

4,418 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/search/00/00/00/00/40/80.html>
Attorney General Madigan's request for dismissal of a case brought by Governor Blagojevich concerning legislative proceedings against the Governor.
2. <http://ediillinois.org/ppa/meta/html/00/00/00/00/24/05.html>
People v. Excavation and Lowboy Services, Inc. [1-07-3345].
3. <http://ediillinois.org/ppa/meta/html/00/00/00/00/06/91.html>
Collected opinions and orders of the Illinois Commerce Commission.

3.12 Minutes

Minutes are formally recorded for a wide variety of government meetings and activities (e.g., formal meetings, town hall meetings, hearings, court proceedings other than transcripts, appeals).

9,781 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/00/70/77.html>
Decisions of the Illinois Property Tax Appeal Board.
2. http://www.state.il.us/aging/1athome/oasa/minutes/wg-wc_minutes05-06.pdf
Minutes of the May 8, 2006 meeting of the Illinois Department on Aging's Older Adult Services Advisory Committee, Workforce and Caregiver Work Group.
3. http://www.icjia.state.il.us/public/pdf/meetings/12-01-06/Minutes_09-08-06.pdf
Minutes of the Illinois Criminal Justice Information Authority of September 8, 2006, addressing budgetary matters.
4. <http://ediillinois.org/ppa/meta/html/00/00/00/02/03/39.html>
Minutes of multiple meetings of the Illinois Board of Higher Education.

3.13 Plans or Projections

Plans or projections are primarily narrative, although frequently encompassing some fiscal material and imagery, etc., for various illustrative purposes.

4 example documents were assembled and sampled:

1. <http://www.ihda.org/admin/Upload/Files//685b1d37-1f05-4800-9cb1-ee1f456c7e98.PDF>
Illinois Housing Development Authority 2010 annual comprehensive housing plan.
2. <http://www.ihda.org/admin//Upload/Files//a91450c5-a4e3-4e4e-8b88-3d25ba4c8f0d.PDF>
Illinois Housing Development Authority consolidated plan to U.S. HUD for 2010-2014.
3. <http://ediillinois.org/ppa/meta/html/00/00/00/02/19/11.html>
Intended use plan for funds from U.S. HUD under the Social Services Block Grant program.

3.14 Two-Dimensional Displays

Two-dimensional displays include blueprints, maps or other GIS information products (e.g., aerial photography), and charts or graphs. It may also include non-GIS photography, if such is an information product of a government agency, or otherwise involved in the agency discharging its function (e.g., items in a museum exhibit). Obtaining blocks of text from within maps to support name recognition processing may be highly problematic.

2,847 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/01/35/08.html>
Property taxing district maps.
2. <http://ediillinois.org/ppa/meta/html/00/00/00/00/14/83.html>
Coal mines in Illinois.
3. <http://ediillinois.org/ppa/meta/html/00/00/00/00/69/45.html>
Geology of the Karmack Quadrangle.
4. <http://ediillinois.org/ppa/meta/html/00/00/00/01/65/32.html>
Soils and parent materials maps.
5. <http://ediillinois.org/ppa/meta/html/00/00/00/00/24/26.html>
Suficial geology.
6. <http://ediillinois.org/ppa/meta/html/00/00/00/02/03/13.html>
Sinkholes of Cahokia Quadrangle, St. Clair County.

3.15 Contractual Material

Contractual material contains the legal language and records of doing business with the State. This includes the administration of grants of various types.

8 example documents were assembled and sampled:

1. <http://www.purchase.state.il.us/ipb/master.nsf/frmMCDocFrameset?ReadForm&RefNum=4014917&DocID=79B00F71B2558051862576420005EA5A&view=viewAllByAgency>
Solicitation to provide washers and dryers to the Department of Juvenile Justice.
2. <http://www.purchase.state.il.us/ipb/master.nsf/frmMCDocFrameset?ReadForm&RefNum=4015249&DocID=A0BA67E51E9828C086257461000C1A07&view=viewAllByAgency>
Solicitation by the Department of Transportation to get the deck of a bridge patched.
3. <http://www.purchase.state.il.us/ipb/master.nsf/frmMCDocFrameset?ReadForm&RefNum=4015877&DocID=704FA81EA2D19A838625762F000CC9B7&view=viewAllByAgency>
Solicitation to set up a standing, commodity contract, whereby the State Police can purchase shotguns.
4. <http://ediillinois.org/ppa/meta/html/00/00/00/00/28/31.html>
Recurring requests for proposals by the Treasurer for auctioneer services to help the State dispose of unclaimed property.
5. <http://ediillinois.org/ppa/meta/html/00/00/00/00/28/32.html>
Requests for proposals concerning management services for the Cahokia Mounds historic site.
6. <http://www.siu.edu/universitypark/pdf/UP-RFP.pdf>
Request for proposals from Southern Illinois University, Edwardsville, for the development of a piece of real estate.

3.16 Memoranda

Memoranda, particularly memoranda of understanding, generally address the clarification or elaboration of policies, or the coordination of intra-State activities.

32 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/00/03/70.html>
A collection of memoranda of understanding from many State agencies.
2. http://www.cms.illinois.gov/cms/download/pdfs/emp_cu500.pdf
Agreement between the Department of Central Management Services, the Department of Corrections, the Department of Juvenile Justice and the American Federation of State, County, and Municipal Employees (AFSCME) of AFL-CIO, covering July 1, 2008 to JUNE 30, 2012.
3. <http://www.ilga.gov/reports/special/4%20ALCOHOLISM%20&%20SUBSTANCE.pdf>
Memorandum of understanding between the Illinois Department of Human Services Division of Alcoholism and Substance Abuse, the Governor's Office of Management and Budget, and various select members of the Legislature, on community-based alcoholism and substance abuse services fees.
4. http://dot.state.il.us/const/curpdf/memorandum_68a.pdf
Construction memorandum of the Illinois Department of Transportation, Division of Highways, Bureau of Construction, concerning contractor use of construction waste disposal facilities.

3.17 Forms and Instructions

Forms and instructions address the conducting of the huge number of ways individuals and businesses interact with the State. Most use a form of form, existing online and/or in a paper version.

8 example documents were assembled and sampled:

1. http://www.cleanupfund.org/pdf/insur_app_1_07.pdf
Insurance application under the Illinois Drycleaner Environmental Response Trust Fund.
2. <http://www.ilsos.gov/llarticles/instructions.html>
Instructions for filing Limited Liability Corporations' Articles of Organization on-line.
3. <http://ediillinois.org/ppa/meta/html/00/00/00/00/58/75.html>
Instructions concerning amending an individual income tax return.
4. <http://ediillinois.org/ppa/meta/html/00/00/00/00/48/01.html>
Instructions to lobbyists concerning their required annual registration.
5. http://www.ioc.state.il.us/ioc-pdf/LocalGovt/AFR2004/2004FAQ_HowToAll.pdf
Instructions to municipalities, counties and townships on how to fill out an Annual Financial Report to the Illinois Comptroller.
6. http://www.cyberdriveillinois.com/departments/securities/enforcement_complaint_center/file_cmpl.html
How to file a complaint related to investment securities.
7. <http://www.siue.edu/give/makeagift/mailform.shtml>
How to make a gift to the Edwardsville campus of Southern Illinois University.
8. <http://ediillinois.org/ppa/meta/search/00/00/00/01/35/21.html>
Instructions on submission of Freedom of Information Act requests to the Office of Secretary of State.

3.18 Kids' Material

Unexpectedly, and possibly re-election related, government officials frequently feel the need to produce "kid-friendly" information by-products. Kids' material is generally educational and youth-oriented. Publications are intended for younger readers, and are generally written at a corresponding reading level.

Other demographic groups could be included in a broader genre definition here (e.g., under a label "material targeted for specific demographic groups"), if the writing style or genre changes specifically for that group, but such practice does not appear to be the case, aside from the obvious use of non-English languages for some groups. Subject headings are defined for material of interest to specific demographic groups⁷, and agencies or major activities within agencies address specific issues related to such groups⁸, but the nature of the writing style and choice of publication format does not appear to differ from the norms for government publication (e.g., simplified language and considerable use of cartoon-like imagery is done for kids' publications, but there is no analog for publications of particular interest to age/racial/income/locale/social groups).

16 example documents were assembled and sampled:

1. <http://earthquake.usgs.gov/learn/kids/>
Earthquakes for Kids.
2. <http://tonto.eia.doe.gov/kids/>
Energy Kids.
3. <http://www.cyberdriveillinois.com/publications/kidspub.html>
Kids and Teens Publications and Forms.
4. <http://ediillinois.org/ppa/meta/html/00/00/00/00/15/14.html>
Standing Up for Illinois: The Coloring Book.
5. <http://dnr.state.il.us/education/CLASSRM/wingleg/WingsStings.pdf>
Wings, Stings & Leggy Things: Insects of Illinois.
6. <http://www.idfpr.com/finlit101/Kids/K-Budget.asp>
Financial literacy for kids.

3.19 Directories

A directory provides a list of people, places, or organizations. If large, these may be produced by computer program, and if so, pagination may differ markedly between implementations.

46 example documents were assembled and sampled:

1. <http://ediillinois.org/ppa/meta/html/00/00/00/02/03/36.html>
Directory of Higher Education

⁷ For example, "Social issues and programs: Ethnic groups and minorities: American Indians" and "Laws and regulations: State statutes: Laws concerning the elderly".

⁸ For example, the Illinois Department on Aging, the Illinois Assistive Technology Project, the "Parenting 24/7" and "IllinoisParents" websites, the African-American Family Commission, the Deaf and Hard of Hearing Commission, and the Illinois Early Childhood Collaboration.

2. <http://ediillinois.org/ppa/meta/search/00/00/00/01/23/27.html>
Illinois Thrift Directory.
3. <http://ediillinois.org/ppa/meta/search/00/00/00/01/33/21.html>
Directory of Regional Offices of Education and Intermediate Service Centers (August, 2008)
4. <http://ediillinois.org/ppa/meta/html/00/00/00/01/57/55.html>
Directory of approved programs for the preparation of educational personnel in Illinois institutions of higher education.
5. <http://ediillinois.org/ppa/meta/html/00/00/00/00/83/35.html>
Publications of the State of Illinois.
6. <http://ediillinois.org/ppa/meta/html/00/00/00/00/04/20.html>
State and Federal Programs for the Aging.
7. <http://www.cyberdriveillinois.com/departments/securities/staffdir.html>
Securities Staff Directory.
8. <http://www.cyberdriveillinois.com/departments/securities/staffdir.html>
WIU Academic Deans and Directors
9. <http://www.dot.state.il.us/aero/PDF/Heli-Dir-forward.pdf>
Illinois Hospital Heliport Directory
10. <http://www.illinois.gov/teledirectory/printable.cfm>
State of Illinois Telephone Directory
11. <http://www.ilga.gov/house/committees/default.asp?GA=95>
The list of committees within the 95th Illinois House of Representatives.
12. http://www.cyberdriveillinois.com/publications/illinois_bluebook/home.html
Illinois "Blue Book" yearbook of State government, 2007-8 edition. (Most earlier editions are available as scans at <http://www.idaillinois.org/cdm4/browse.php?CISOROOT=/bb>.)
13. <http://ediillinois.org/ppa/meta/html/00/00/00/00/93/30.html>
The Illinois Documents List; a list of all ISG publications received by ISL.
14. <http://ediillinois.org/ppa/meta/search/00/00/00/00/04/68.html>
Known memoranda of understanding between the Legislature and the Governor, and costs thereof, 2006.

3.20 Website Locator and Navigation Webpages

Website locators and navigation webpages are generally informal, or are tersely menu-like. They generally don't contain much specific information, but instead link to webpages/websites where additional material is available. These are "hubs" (Ingwersen, 1998), pointing to information sources.

4 example documents were assembled and sampled:

1. <http://www.illinois.gov/>
The State homepage. Particularly note the multiple links provided in the left and right margins.
2. <http://www.illinois.gov/Tech/>
Technology in Illinois (brief) list of links.
3. <http://www.illinois.gov/working/>
Working in Illinois list of links.

4. <http://www.cyberdriveillinois.com/>
Homepage of the Secretary of State⁹.

3.21 Social Media and Interactive Communication Facilities

Social media communication mechanisms (e.g., blogs, YouTube videos, Flickr photos, Facebook discussions, Ustream, MySpace, Twitter) are incorporated in or linked from several Illinois state agency websites. Some of these sponsoring agencies, or the associated preservation agencies, are attempting to preserve this information content. For some contexts, this may constitute a genre.

Two practical matters make archiving this material problematic; (1) spider-based harvesting from these host systems can be highly problematic due to the wide variety of ways system vendors may employ scripts and databases in the storage and presentation of the material (i.e., in-depth cooperation by the website/facility operator would seemingly be needed), and (2) some of the discussion facilities are not owned/operated by ISG, and may claim ownership of content posted thereon.

The question of whether these materials are “government documents” and/or appropriately archived is moot in the Illinois case in that ISL does not consider this material within their charter. ISL has bypassed archiving this material thus far.

3.22 Press Releases

Press releases, perhaps called news releases or briefings, typically exhibit a different, third-person writing style. These releases are very frequently issued, and are correspondingly numerous. An IGI search for “(press OR news) release” locates over 12,000 of them.

Examples:

1. <http://www.agr.state.il.us/isf/press/03/p0308063.html>
Announcing the I-BID online auction facility for surplus property.
2. <http://www.agr.state.il.us/isf/press/p0704161.html>
Announcing Martina McBride will perform at the 2006 State Fair.
3. <http://www.illinois.gov/PressReleases/PressReleasesSearch.cfm>
A database interface to thousands of archives press releases.
4. <http://www.illinois.gov/PressReleases/PressReleasesListShow.cfm?RecNum=5196>
A physical fitness initiative by Governor Blagojevich.
5. <http://www.agr.state.il.us/isf/press/p0707231.html>
Announcing the “breakfast on a stick” competition at the 2007 State Fair.
6. <http://www.illinois.gov/PressReleases/PressReleasesListShow.cfm?RecNum=7392>
Governor Quinn names his key staff members.
7. <http://www.illinois.gov/PressReleases/PressReleasesListShow.cfm?RecNum=7422>
Governor Quinn announces measures in response to fiscal pressures.
8. <http://www.illinois.gov/PressReleases/PressReleasesListShow.cfm?RecNum=7603>
The Division of Insurance responds to a sudden loss of coverage for certain customers.

⁹ In Illinois, the Office of Secretary of State oversees many diverse activities and the associated agencies.

9. <http://www.illinois.gov/PressReleases/PressReleasesListShow.cfm?RecNum=7463>
Announcing the 2009 results of the "Illinois junior duck stamp design contest."
10. <http://www.illinois.gov/PressReleases/PressReleasesListShow.cfm?RecNum=8196>
Governor Quinn announces new jobs at Ford Motor Co.
11. <http://www.illinois.gov/PressReleases/PressReleasesListShow.cfm?RecNum=8203>
Governor Quinn announces funding for building refurbishments on the NIU campus.
12. <http://www.illinois.gov/PressReleases/PressReleasesListShow.cfm?RecNum=8248>
The Department of Natural Resources announces a grant program for local volunteer fire departments.
13. <http://www.cyberdriveillinois.com/press/2004/may/040521d1.html>
The Secretary of State lists outstanding literacy program tutors and students.
14. <http://ediillinois.org/ppa/meta/html/00/00/00/00/39/26.html>
Announcing the signing of a college savings bill.
15. <http://www.idfpr.com/DOI/pressRelease/pr01/pr10-10-01.htm>
An alert to the insurance industry concerning disbursements to those on terrorism watch lists, in response to a Presidential order.
16. <http://www.idfpr.com/DOI/pressRelease/pr01/pr04-10-01.htm>
Announcing that Alpine Insurance won't be allowed to appeal its liquidation ruling.
17. <http://www.idfpr.com/DOI/pressRelease/pr00/pr02-17-00.htm>
Governor Ryan announces a toll-free number for health insurance assistance.
18. <http://www.cyberdriveillinois.com/press/2005/april/050421d1.html>
Secretary of State White announces pet-friendly license plates to fund pet overpopulation control initiatives.
19. <http://ediillinois.org/ppa/meta/html/00/00/00/01/35/13.html>
A summary of the 2006 State of the State Address by Governor Blagojevich.
20. http://www.state.il.us/aging/1news_pubs/NW080502.htm
Announcing inductees into the "Senior Hall of Fame."

3.23 Datasets

Datasets are necessarily gathered in connection with all manner of studies, but access to the raw data via the Web appears to not yet be occurring for Illinois. An IGI search for "dataset" produced only 22 hits across all Illinois State Government websites, and the preponderance of those either were reports mentioning the dataset used, or documents specifying how a certain dataset is to be collected (i.e., the awarding of funding for data-gathering, and enumerating the fields to be filled in). Apparently only one Illinois website provides direct access to data (following), and even so this data is only presented in Statewide totals. Drill-down is not supported, probably out of privacy-based necessity.

ISL considers collecting or archiving datasets/databases outside their charter, so such acquisitions have not knowingly been done. (Statement of data records in brief, formatted, text-like webpages, though, can result in the contents of some database being downloaded and archived inadvertently.¹⁰)

¹⁰ For example, this record for the Addison Public Library; http://www.eli2.org/detail_fs.php?buildingid=72820

Further, tabular data may simply not contain natural language narrative, making its use with tools such as examined in the EMP project moot. Accordingly, datasets are not further analyzed as a genre in this study.

Examples:

1. <http://app.idph.state.il.us/EpiStudies/public/default.asp?Report=Race>
Cancer occurrence counts, by type and various population demographics, totaled across the entirety of the State.

3.24 Information Facilitating Recreation

Some government publishing addresses the potentially recreational use of facilities under cognizance of the government (e.g., parks and public lands, or genealogical use of records). In cases other than Illinois', where such publishing is more extensive, it may be desirable to consider this a distinct functional genre. In the Illinois case, seemingly sections 3.5, 3.6, 3.16 and 3.17 cover documents which could serve the purpose of facilitating recreation. Accordingly, such documents are not pursued further in this study.

3.25 State Academic Institutions

State governments support academic institutions of multiple types, to varying extents. The purposes of academic institutions are so different from those of other state agencies, and perhaps so unique in the types of information they must manage (e.g., facilities for and records of student interactions, faculty biographies, coursework resources, publications resulting from research, and descriptions of the social scene) as to separate them from the existing genres. Certainly they would need to be archived differently (e.g., academic institutions often have institutional repositories of their own). As the colleges and universities of Illinois are only partially funded by the State, and as ISL has adopted a policy of not attempting to archive or index the contents of academic institution websites any deeper than the uppermost few levels, the various document genres originating within academic institutions are set aside in this study.

3.26 Newspapers of Public Record

States utilize newspapers where official legal notices are occasionally or periodically published. ISL does not archive any digital versions of these, but instead archives the digital material arising from the Legislature. The content some states may print in a newspaper of record appears to be, in the case of Illinois, addressed in sections 3.1, 3.2, 3.9 to 3.13, 3.15, 3.19, and 3.22, and as such is not examined further.

3.27 Correspondence

Examination of correspondence to or from government officials was not pursued in this study due to privacy concerns and lack of document availability on the Web.

4.0 FUTURE WORK

In the process of doing this work, a collection of retrieved files was developed for named entity extraction experiments using the software (Ratinov & Roth, 2009) of the EMP project. Testing that software across the full range of state government document genres is important to the EMP project in confirming the adequacy of the software for application in cataloging and search in that domain.

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