

## Resources for Legal Research

Here are a number of resources (although by no means is this a complete listing of such resources), including books, newsletters, subscription services and Internet sites that may provide useful information to help you conduct legal research for recordskeeping requirements.

***Disclaimer: The presence of a resource here is not an endorsement of the publication, subscription service, product, or other resource. No representation or warranty is made as to the value, accuracy or reliability of the resource. You should check primary sources where appropriate and use traditional legal research techniques to make sure that the information has not been affected or changed by recent developments. These resources are provided as suggestions only, solely for possible use in conducting legal research for recordskeeping requirements.***

***This information is provided by Ictus Consulting, LLC with the understanding that Ictus Consulting, LLC is not engaged in rendering legal advice. If legal advice is required, the services of a competent professional should be sought.***

***Remember to consult your legal counsel before determining that a resource is useful for your organization and situation, and before determining that a statute, regulation, order, etc. is applicable to your organization.***

### Publications

- *Ballantine's Law Dictionary*, 3<sup>rd</sup> Edition Lawyers Cooperative Publishing, Albany, New York, 1969
- Barber, Steve and Mark A. McCormick, *Legal Research*, Delmar Publishers, and Lawyers Cooperative Publishing, Albany, New York, 1996
- *Black's Law Dictionary*, 6<sup>th</sup> Edition, West Publishing, 1979
- Elias, Stephen and Susan Levinkind, *Legal Research: How to Find and Understand the Law*, 6<sup>th</sup> Edition, Nolo Press, Berkeley, California, 1998
- Hancock, William A, ed., *Corporate Counsel's Records Retention Report*, Business Laws Inc., Chesterland, OH, (<http://www.businesslaws.com>)
- Hancock, William A, ed., *Guide to Records Retention*, Business Laws Inc., Chesterland, OH (<http://www.businesslaws.com>)
- Skupsky, Donald S., *Recordkeeping Requirements*, Information Requirements Clearinghouse, Denver, CO, 1991

- Skupsky, Donald S., *Records Retention Procedures*, Information Requirements Clearinghouse, Denver, CO, 1991
- Skupsky, Donald S. and John C. Montana, *Law, Records and Information Management: The Court Cases*, Information Requirements Clearinghouse, Denver, CO, 1991

### Internet URLs

California Code of Regulations (<http://ccr.oal.ca.gov/>)

Maintained by the State of California's Office of Administrative Law, this site contains all the regulations promulgated by state agencies.

California Legislative Information (<http://www.leginfo.ca.gov/>)

This site contains information about pending legislation, state legislature and California statutes.

Cornell University's LII (<http://www.law.cornell.edu>)

Cornell University's Legal Information Institute contains articles about the law, legislation and provides links to various legal statutes.

Code of Federal Regulations (<http://www.access.gpo.gov/nara/cfr/index.html>)

The United States Code of Federal Regulations collects regulations from Federal agencies into 40+ volumes organized by topic.

Dumb Laws (<http://www.dumblaws.com>)

Browse through and find any number of dumb laws on many topics and from many places.

FindLaw (<http://www.findlaw.com>)

FindLaw is a web portal for the law and government information.

Hieros Gamos (<http://www.hg.org>)

Hieros Gamos (meaning harmonization of seeming opposites) is a web portal for the law and government information.

LLRX (<http://www.llrx.com/index.htm>)

LLRX (Legal Library Research Index) is a web journal and a resource for many legal research tools.

National Archives and Records Administration (<http://www.nara.gov/>)

The NARA sites contains guidelines for managing federal records, and provides the daily Federal Register and a List of Affected Sections of the CFRs.

Nolo Press (<http://www.nolo.com>)

This site contains a legal encyclopedia, legal dictionary, links to many legal resources and lawyer jokes.

Thomas (<http://www.thomas.loc.gov>)

This is the Library of Congress site containing congressional legislative information, the Congressional Record and much more.

United States Code (<http://www.gpo.gov/congress/cong013.html>)

This site contains federal statutes codified in the U.S. Code.

#### Online Subscription Services

- LEXIS
- WESTLAW
- Skupsky – Legal Research for Business Records
- Braincore – Darwin

#### Software to Develop Retention Schedules with Legal Citations

- Information Requirements Clearinghouse “Retention Manager”
- Zasio “Retention”