AI Analyzing the Legislation and Extracting Data

1. What is it?
Determine the type and number of the legislation and its date of adoption.
Add the data to a database associated with the law by LFID or other key field
Where data not found, mark for manual checking

Data to be Extracted	Where Usually Located	Most Common Language/Format
LEG TYPE	At the top of the first page	Ord. Ord. No. Ordinance Ordinance No. Local Law Local Law No. Resolution Resolution No. Res. Res. No. Bill Bill No.
LEG #	At the top of the first page, following the legtype text above	123 1-2024 2024-1 O-1-2024 O-2024-1 3-6-2024 1 of 2024
ADOPTION DATE	On the last page On the second last page At the top of the firt page	Adopted … Adoption … Passed … Dated … Meeting Date … Enacted … 1-1-2024 01-01-2024 Jan , 2024 January 1, 2024

2. What does it affect?

Some legislation affects the Code; some does not

Where legislation affects the Code, there are often markers to indicate where that legislation is to be included

There may be one or many locations affected by a single piece of legislation, so need to continue through legislation finding all relevant markers

Review for any of these markers; parse data to the chapter/title level; indicate in the Disposition field

For legislation with none of these markers, see NCM (not Code material) indicators below

Data to Be Extracted	Common Location	Common Language/Format
Disposition -Chapter/Title number(s) -(Article/Chapter is second level – maybe consider this as a future enhancement)	Long title (top of first page following the ordinance number) Section x. … Section x. …	See below Notes: Chapter/Title interchangeable (each used for certain style Codes), so each place where Chapter is mentioned could also be Title Amending, adding, or repealing an article or section amends the chapter Sections of an ordinance are often numbered, not to be confused with direction as to which Code sections are revised

AMEND	
Chapter/Title	Amending Ch. **15** Amending Chs. **15**, **20** and **25** Ch. **15** is hereby amended To amend Ch. **15** Ch. **15** is amended in its entirety to read as follows Ch. **15** is revised Ch. **15** is changed
(Article)	Ch. **15**, Art. I, is hereby amended Article I of Ch. **15** is amended Article I of Ch. **15** is revised Article I of Ch. **15** is changed
(Section)	Ch. **15**, §15-3, is hereby amended §**15**-3 is amended Section **15**-3 is amended Amending §**15**-3 To amend §**15**-3

	To amend §**15**-3, Subsection B
	Amending Subsection B of §**15**-3
	§**15**-3 is revised
	Section **15**-3 is revised
	§**15**-3 of Ch. **15** is changed
	Sections might also look like:
	§**15**-101
	§**15**.101
	§**15**.101.01
	§**15**.10.101
ADD	
Chapter/title	Adding a new Ch. **15**
	Adding new Chs. **15**, **20** and **25**
	Ch. **15** is hereby added
	To add a new Ch. **15**
	Ch. **15** is added
(Article)	Add a new Art. II to Ch. **15**
(Section)	Add a new §**15**-3
	To add §**15**-3
	To amend §**15**-3 to add a new Subsection B
	Adding a new Subsection B to §**15**-3
REPEAL	
Chapter/title	Repealing Ch. **15**
	Repealing Chs. **15**, **20** and **25**
	Ch. **15** is hereby repealed
	To repeal Ch. **15**
	Ch. **15** is repealed
	Ch. **15** is repealed and replaced
Article	Repealing Art. I of Ch. **15**
	To repeal Art. I of Ch. **15**
Section	Repealing §**15**-3
	To repeal §**15**-3

3. Non-Code Material (NCM).

For material that does not affect the Code,
  -Summarize the long title in a couple (2-5) words
  -If summary matches one of these, indicate the shortcut text in Disposition field
  -If summary does not match one of these, record short summary in Subject field

Disposition	Subject
N-AROW	Abandons ROW (right-of-way)
N-AA	Abandons Alley
N-AP	Acceptance of Property
N-AL	Acquisition of Land
N-Agr	Agreement
N-Anx	Annexation
N-Apt	Appointment
N-Apr	Appropriation
N-B	Bond
N-Bud	Budget
N-CL	Conveyance of Land
N-CUP	Conditional Use Permit
N-COO	Certificates of Obligation
N-DL	Dedication of Land
N-DAX	Disannexation
N-DR	Disposition of Records
N-Eas	Easement
N-OGE	Orders General Election
N-CGE	Cancels General Election
N-EBCB	Exceed Budget; Cap Bank
N-FS	Fee Schedule
N-F	Fees
N-Fr	Franchise
N-GON	General Obligation Note
N-IGA	Intergovernmental Agreement
N-IMA	Intermunicipal Agreement
N-Le	Lease
N-LA	Loan Agreement
N-Mor	Moratorium
N-PP	Personnel Policies
N-PA	Plan Acceptance
N-PDD	Planned Development District
N-PR	Plan Revision
N-PoP	Purchase of Property
N-RP	Redevelopment Plan
N-RZ	Reinvestment Zone
N-RIP	Retirement Incentive Program
N-REZ	Rezoning
N-Sal	Salaries

N-SP	Sale of Property
N-SEL	Special Election
N-SPUP	Special Use Permit
N-SPFUP	Specific Use Permit
N-SA	Street Acceptance
N-SV	Street Vacation
N-TL	Tax Levy
N-TLLO	Tax Levy Limit Override
N-TR	Tax Rate
N-TP	Transfer of Property
N-ZMA	Zoning Map Amendment

4. **Capture Long Title.**
Capture the long title of the legislation to a new field (these are often all caps; if so change to sentence case)
Create a short summary of the long title (2-6 words)?

5. Determine Specific Special Instances that Affect Estimated Size or Require Additional Processing.
Review for any of these markers; record indicator type in new field

Type	Description	Text Markers
E-1	Nomenclature Change	Change "xxx" to "xxx" throughout the Code/everywhere it occurs/everyplace Update the terminology … Gender neutral Change names of departments throughout One sentence affects multiple sections (amends §§15-7, 15-8, 15-25, 15-26, 15-27 …) to all change xx to yy
E-2	Old text and new text both recited in the law	Change x, "which currently reads" Large body of text repeated (maybe 70% or more the same)?
E-3	Redline text	Law contains red, blue or highlighted text Law contains underlines or strikethroughs Would be useful to know the percent of the total text that is so marked
E-4	Text is all caps	Law contains large chunks of ALL CAPS text
E-5	Appendix drawings	More than 5-10 pages (usually at the end of an ordinance) that are all or 90% images
E-6	Large appendixes	Appendix, Attachment, Exhibit with more than 20 pages following the end of the ordinance itself Smaller appendix, attachment, exhibit that is all forms
E-7	Text on legal-size pages	Pages are legal size
P-1	Multiple laws combined; needs splitting	New instance(s) of Ord No and Long Title later in the same file
P-2	Missing Attachments	"as set forth in Exhibit ___" "as set forth in Attachment ___" "as set forth in Appendix ___" "as set forth in the appendix to this ordinance" "as set forth in the attachment to this law" And no Exhibit/Attachment/etc. later that matches that indicator
P-3	Additional material that is not part of the ordinance itself (letters, notes, newspaper clippings, LL long forms, minutes attached)	LL long form pages are always same Others might be harder to identify
P-4	Every other page is blank or missing	Blanks pages every other page Page numbers on pages all odd (or all even)

Additional Notes:

Do not try to process the following initially (need a way to filter these out/skip these):
- MA towns
- CT/NH/ME that are Town Meeting
- Tribes?
- MD counties? Other counties?
- Others we should exclude?

AI should be able to recognize certain patterns by state/type client
- LLs in NY always same format
- PA ords and resolutions similar but different
- Most clients follow same format/setup over and over for their laws

Value in adding a "client requires manual processing" indicator for those that will likely always need manual intervention/processing?