

FEDERAL REGULATORY RESEARCH TASK LIST

If you have	And you need	Available source	In the source, use/go to:
FR or CFR Citation	Regulation	Print	CFR: Appropriate title and section FR: appropriate Federal Register issue (1)
		Lexis	Get a document
		Westlaw	Find by citation
		GPO Access	CFR: Retrieve by CFR citation FR: Retrieve an FR page (v.60-)
		Cornell LII	CFR: Following citations to CFR
Agency name & topic	Regulation in CFR	Print	Go to the CFR index (or the West Index to the CFR) and check to see if there is an agency prepared index available. If so, use that index. If not, look up the agency name in the index and scan the topics very carefully, following any cross references.
		Lexis	CFR source. Construct a search using the agency name in the AGENCY segment and keywords in the text.
		Westlaw	CFR database. Construct a search using the agency name in the PR field and keywords in the text.
		GPO Access	CFR database. Use the agency name in quotes and keywords to search. (2)
Title of the CFR & Topic	Regulation in CFR	Print	Check the CFR index "List of CFR Titles, Chapters, Subchapters, and Parts" (or the West Index to the CFR) to get a sense of which part may be most appropriate. Go to that part and scan the list of sections.
		Lexis/Westlaw	Use the Table of Contents for the CFR. Check the box next to the title and construct a keyword search to find the regulation.
		GPO Access	Use the Table of Contents for the CFR. Check the box next to the title and construct a keyword search to find the regulation. (2)
Enabling statute	Regulation in CFR	Print	If you have the code citation and an annotated code, check there first to find the title and part. You can also look in the annotated codes online for this. Otherwise, go to a CFR index and look at the Parallel Table of Authorities & Rules by the statute citation that you have (P.L., Stat., U.S.C., etc.)

Subject	Regulation	Print	See Print Research Methodology.
		Lexis or Westlaw	Try to get a feel for the subject by using a secondary source in print first. If you have very specific terminology, construct a terms and connectors search. See LexisNexis tips or Westlaw tips.
		GPO Access	Try to get a feel for the subject by using a secondary source in print first. If you have very specific terminology, construct a keyword search. (2). See GPOAccess tips.
Subject of proposed regulation or recently finalized regulation	Regulation in FR	Print	Federal Register Index. Use annual index if searching for proposed but never enacted regulations. Use latest monthly indexes for recently finalized regulations.
		Lexis	Construct a terms and connectors search, preferably adding a date restriction if a date is known. Add the appropriate action (proposed or final) in the ACTION segment. See also tips under "If you have the agency name".
		Westlaw	Construct a terms and connectors search, preferably adding a date restriction if a date is known. Add the appropriate action (proposed or final) in the PR field. See also tips under "If you have the agency name".
		GPO Access	Go to Advanced Search. Construct a keyword search using a date range if a date is known. Also select the appropriate section (proposed rules, final rules) to limit your search further. See also tips under "If you have the agency name". (2)
CFR citation	Comments	Print, Lexis, Westlaw, GPO Access	Start by going to the CFR section. At the end of the section, you will see the FR citations for the original enactment and any amendments. Use the appropriate FR citation to find a summary of the comments.
CFR citation	Text of CFR as of a certain date	Print	Check if your library has old CFRs in print or microfiche. Find the text of the CFR for the closest version BEFORE your date. Then use the LSA cumulations to find any updates up to your date.
		Lexis or Westlaw	Lexis and Westlaw have old versions of the CFR in unique databases. Find the text of the CFR for the closest version BEFORE your date. Then, follow the print instructions, above.

(1) REMEMBER: The print issues of the Federal Register do not have the page numbers in the spine. Use the LSA "Table of Federal Register Issue Pages and Dates". Then, check the table of "Federal Register Pages and Date" in the Reader Aids section of the last issue of any month not covered to help you locate the appropriate issue.

(2) GPO access has only basic connectors: AND, OR, ADJ (within 20 characters). If you use the ADJ connector, order matters. The GPO example states: lead ADJ paint is not the same as paint ADJ lead.

Print Research Methodology

1. Start by using a CFR index to search by topic. All indexes to the CFR are shelved near the CFR.
 - a. West's Code of Federal Regulations General Index (best, if available)
 - b. CFR Index & Finding Aids
2. If the index does not provide a specific section, go to the beginning of the cited part to see an outline of the regulations in that part.
3. Find appropriate section and read the text. Note the cover date of the CFR volume.
4. Update section using List of Sections Affected (LSA).
 - a. Find the LSA cumulation that covers the most extensive range of dates AFTER the cover date of the CFR.
 - b. This may be a monthly issue or the annual for that title.
 - c. If there is an LSA after the annual volume for your title, make sure to check that as well. Sometimes one or more LSA issues will be issued before the new CFR volume is issued.
 - d. The LSA not only provides the Federal Register citation to final regulations, by section number, but also the citation to proposed regulations that may affect the regulation you are researching, by part number.
 - e. Note the dates covered by the LSA.
5. Check the CFR Parts Affected section of the Federal Register (FR) to bring the text completely up to date.
 - a. Check this section in the last issue of the Federal Register for each month AFTER the date of the latest LSA you checked.
 - b. Note that the CFR Parts Affected in the Federal Register provides the page number but not the issue of the Federal Register where the page is found. Use Federal Register Pages and Date chart to determine the date of the issue where a page number appears.
 - c. In most libraries outside of the D.C. Metro area, the Federal Register can be several days behind. Go to GPO Access to check the "Current month's list of CFR parts affected" and, if necessary, "Last month's list of CFR parts affected" to bridge the gap between what the library currently has and the latest issue of the Federal Register that has been published.
6. Look for agency decisions that interpret section.
7. Remember to update your research by using Keycite or Shepard's to locate any federal cases on your regulation.

LexisNexis Regulatory Research Methodology & Tips

The full text of CFR is updated generally every 2 weeks by integrating new regulations as published in the Federal Register.

1. Although you can conduct a full text search of the CFR, a better way of searching on LexisNexis is to limit your search to a specific title.
 - a. From the Code of Federal Regulations source, click on the link to "Browse TOC".
 - b. At the next screen, you will see all 50 titles of the CFR.
 - c. Click on the + signs to expand the titles and select more limited sections of the CFR to search.
 - d. Once you have selected limited sections, click on the "Advanced" link to return to the full search screen with your selections.
 - e. You will then be able to add additional terms to your search.
2. Note that even when limiting your search this way, you may still need to browse sections of the CFR to locate the appropriate regulation.
 - a. Use the "Book Browse" link under any section you locate that is close to your topic.
 - b. You may also browse the entire Table of Contents for a particular title or part of the CFR by expanding your selections under "Browse TOC".
3. Once you have found the pertinent section of the CFR, note the currency date: "THIS SECTION IS CURRENT THROUGH..." You will need this to verify whether the text of the regulation is still current.
4. Go to the FR - Federal Register source.
 - a. Construct a search using the "cfr" segment and a date restriction after the currency date given in the CFR source.
 - b. TIP: The "cfr" segment uses the title of the CFR and the part number, not a specific section number. Thus, 37 CFR 404.4 becomes cfr (37 cfr part 404)
5. Look for agency decisions that interpret the regulation.
6. Shepardize the regulation to locate any federal cases that have ruled on the regulation. Shepardizing only retrieves selective citing references.

Westlaw Regulatory Research Methodology & Tips

The full text of the CFR is updated on a regular basis by integrating the text of new regulations as published in the Federal Register.

1. Although you can conduct a full text search of the CFR, a better way of searching on Westlaw is to limit your search to a specific title.
 - a. From the Code of Federal Regulations database, click on the "Table of Contents" link.
 - b. Click on the + signs to expand the titles and select more limited sections of the CFR to search.
 - c. Once you have selected those sections, click on the "Search" link to add additional terms for your search.
2. Note that even when limiting your search this way, you may still need to browse sections of the CFR to locate the appropriate regulation.
 - a. Use the "Tools" link under any section you locate that is close to your topic. Then, select "Documents in Sequence" to browse documents before or after the section you locate.
 - b. You may also browse the entire Table of Contents for a particular title or part of the CFR by expanding your selections under "Table of Contents"
3. Once you have found the pertinent section of the CFR, click on the "Currentness" link and note the currency date: "Current through"
4. Westlaw's Regulations Plus provides updates on the text of your regulation, alerting on proposed regulatory action, and information about cases that have interpreted your regulation. Keycite also provides citing references from a variety of sources including agency documents, secondary sources, etc.

Federal Regulatory Research – Internet Research Methodology

Although there are multiple Internet sources for the CFR, the best source is GPO Access, which contains the CFR, the Federal Register, and the List of Sections Affected, as published by the government. All are provided in both HTML and PDF formats.

1. Start with the Code of Federal Regulations. Although you can conduct a full text search of the CFR, a better way of searching on GPO Access to limit your search to a specific title by using the “Browse and/or Search the CFR” page.
 - a. Select the most recent version of your title available. You can expand the title to view more specific sections by clicking on the links to parts.
 - b. Remember that the CFR is updated quarterly. Even then, sometimes a title may not come out in its entirety at the same time. If a link to a specific part is not available, you will need to look at the next most current version.
 - c. Before you enter a search, review the CFR Search Tips document to learn the appropriate search methods. GPO Access databases use a much simpler search engine than those provided by LexisNexis or Westlaw.
 - d. Note the date of the CFR that you searched, as you only need to check updating tools AFTER that date.
2. Next, check the List of Sections Affected (LSA).
 - a. Although the LSA is searchable, the search tips provided by GPO Access are based on the 1998 issues of the LSA and do not appear to work in current issues.
 - b. Instead, use the Browse feature to examine all pertinent issues AFTER the cover date of the CFR that you used. This may be a monthly issue or the annual for that title.
 - c. If there is an LSA after the annual volume for your title, make sure to check that as well. Sometimes one or more LSA issues will be issued before the new CFR volume is issued.
 - d. Note the dates covered by the LSA.
3. You will still need to further update your research by going to the cumulative lists of CFR Parts Affected to bring you completely up to date. The LSA for the previous month is published at the conclusion of the current month, so you will always be at least a month behind if you only update using the LSA.
 - a. Check Last Month's List of CFR Parts Affected
 - b. Check Current List of CFR Parts Affected
4. Once you have the Federal Register citation for any changes to your regulation, go to Retrieve an FR page to view the text of the changes.
5. Look for agency decisions that interpret section.
6. Remember to update your research by using Keycite or Shepard's to locate any federal cases on your regulation.