

## Legal Help – IGR’s

### IGR Search

Select search criteria as appropriate. Search by a specific IGR number (YYYY-9999, where YYYY = a four digit calendar year), by month of issuance, and/or by one or more topics, selectable from the dropdown list of common IGR topics.

## Legal System

### Search IGRs

<b>Number</b> (YYYY-9999)	<input type="text"/>										
<b>Month</b>	<Select> ▼										
<b>Topics</b>	<table border="1"> <tr> <td>Tax Bills</td> <td>▼</td> </tr> <tr> <td>--Select Topic--</td> <td>▼</td> </tr> </table>	Tax Bills	▼	--Select Topic--	▼						
Tax Bills	▼										
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**Advanced Search** allows users to search on included or excluded text strings in seven key data fields. **Advanced Search** also allows users to apply AND/OR logic to multiple strings within a data field, e.g. within the Summary field, find all instances of IGRs that include the strings “district” or “water”. To use AND/OR logic, the user must put AND or OR in brackets, e.g. water [OR] water. Note: Advanced Search criteria will combine with any other search criteria already specified.

In **Advanced Search**: What is the difference between AND and OR? In a search for all IGR’s in which “lease” and “Westborough” are significant search criteria and the user wants to search on the Summary field, an INCLUDE search of *lease* [OR] *Westborough* will find all IGR’s that have either or both of those words. A search of *lease* [AND] *Westborough* will find IGR’s only where both those words appear in the Summary field. An EXCLUDE search of *lease* [OR] *Westborough* will find all IGR’s that have neither of those words, while an EXCLUDE search of *lease* [AND] *Westborough* will find all IGR’s that do not have those words together in the Summary field.

**Advanced Search**

	Include	Exclude
Title	<input type="text"/>	<input type="text"/>
Keywords	<input type="text"/>	<input type="text"/>
Cases	<input type="text"/>	<input type="text"/>
Statutes	<input type="text"/>	<input type="text"/>
Summary	<input type="text"/>	<input type="text"/>

*Note:* Search parameters in Include/Exclude can contain any combination of operators - [OR] / [AND]  
 For example: CPA Community[AND]Housing Rehabilitation[OR]Recreational Site

When the user has specified the desired search criteria, click the Search button. Any IGRs that match the criteria will appear in a results grid. The user can open the IGR record by clicking on the Open button on the line that correctly described that IGR.

Action	Summary	Keywords	Statutes
<input type="button" value="OPEN"/>	Semi-annual system bills/regular schedule. Changes are new small commercial exemption option (59:51), senior citizen exemption in communities using w...		60:3A 60:3C act acts 1993 110:114 acts 199
<input type="button" value="OPEN"/>	Semi-annual system bills/regular schedule. No changes in bills or procedures since last year.		60:3A 60:3C
<input type="button" value="OPEN"/>	Semi-annual system bills/regular schedule. No changes in bills or procedures since last year.		60:3A 60:3C
<input type="button" value="OPEN"/>	Semi-annual system bills/regular schedule. Bills revised to reflect elimination of school tax rate.		60:3A 60:3C act 1990 297

The **Clear** button clears search criteria. .

## IGR Maintenance

Click on IGR Maintenance to enter a new IGR. (Click on IGR Search to find an existing IGR to select and edit.)

Specify jurisdiction applicability: general, specific type of jurisdiction, or specific jurisdiction.

Fill all other fields to properly document the IGR. To attach a document(s) or other type(s) of file(s) to the IGR, detail these in Documents/Tracking, browse to find within network directories and attach. Click Save to finalize. In the event of errors in this operation, repeat and Save.

## Maintain IGR

Number * (YYYY-9999)	<input type="text" value="1994-402"/>
Month of Issue	<input type="text" value="08"/>
Title	<input type="text" value="Guidelines for Determining Annual Levy Limit Increase for Tax Base Growth"/>
Topics	<input type="text" value="Proposition 21/2"/> <input type="text" value="--Select Topic--"/> <input type="text" value="--Select Topic--"/> <input type="text" value="--Select Topic--"/> <input type="text" value="--Select Topic--"/>
Keywords	<input type="text"/>
Statutes	<input type="text" value="59:21C[f]"/>
Cases	<input type="text"/>
Summary	<input type="text" value="Revised to include alternative methods for determining revaluation adjustment used to calculate allowable tax base growth in the aggregate reporting format."/>
Status	<input type="text" value="FY95 only"/>
Upload Document	<input type="text"/>