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Research Brief

TO: Representative Jonathan Kreiss-Tomkins
FROM: Susan Haymes, Legislative Analyst
DATE: February 11, 2015
RE: State Agency Reports Required by Alaska Statute
LRS Report 15.248

You asked for a list of the reports state agencies are required by Alaska statute to provide and the due dates for each.

Table 1 on the following page describes the 189 Alaska statutes that we identified requiring state agencies to provide reports. The list is organized by department with miscellaneous state entities located at the end of the table. While many of the reports are accounts of an entity's annual activities and finances, the topics, scope, and frequency of the information required vary considerably. We also provide for each requirement, the entity that is responsible for preparing the report and the date the information is due. A number of statutes provide for a specific date, such as the 30th day of the legislative session, while others require reports to be submitted annually, biennially, or quarterly.

Please note that although we believe our research to be thorough, there may be additional reports required by state agencies that were not located by our efforts due to variations in the wording and construction of statutory requirements.

We hope this is helpful. If you have questions or need additional information, please let us know.

Table 1: Statutorily Required Reports by State Agencies

Entity	Citation	Description / Notes	Due Dates
Department of Administration (DOA)			
Commissioner	AS § 14.25.004	An annual statement on the on operations of Teachers' Retirement System plans.	Six months after close of fiscal year
Alaska Public Offices Commission	AS § 15.13.030	A biennial report concerning the activities of the commission, the effectiveness of this chapter, its enforcement by the attorney general's office, and recommendations and proposals for change.	Biennially
Violent Crimes Compensation Board	AS § 18.67.170	A biennial report of its activities under this chapter including a brief description of the facts in each case and the amount of compensation awarded during the preceding two-year period.	Odd-Numbered Years
Governor	AS § 18.85.040	Within 10 days of the removal of a public defender for good cause, the governor shall submit to the legislature a report stating the reasons for removal.	As Required
Alaska Public Offices Commission	AS § 24.45.031	A biennial report of activities, findings, and recommendations.	February 1 of odd-numbered calendar year
Alaska Public Offices Commission	AS § 24.45.041(e)	The commission shall publish a directory of registered lobbyists and make available to the public, public officials, and the legislature.	15th day of Regular Legislative Session
DOA	AS § 28.22.011(b)	The department shall publish a list of areas exempt from motor vehicle liability insurance.	Annually
Commissioner	AS § 36.30.540	The commissioner shall prepare a report concerning procurements by agencies to include records of contracts awarded and separate lists of information on procurements from in-state and out-of-state providers.	Biennially
DOA	AS § 37.05.210(a)(1)	The financial transactions of the preceding fiscal year and of the financial condition of the state as of the end of that year, prepared in accordance with generally accepted accounting principles and audited by the legislative auditor in accordance with generally accepted audit standards, with comments and supplementary data that the Department of Administration considers necessary.	December 16th
DOA	AS § 37.05.210(a)(3)	A travel and compensation report containing detailed information for the previous calendar year of the salaries, per diem, travel expenses, relocation expenses, and any additional allowances for the governor, Lt. governor, and state agency executives.	January 31st
Commissioner	AS § 37.10.088(c)	Quarterly reports on advances to the University of Alaska against verified receivables from appropriations for grants and contracts from federal or private sources of the university.	Quarterly
State Officers Compensation Commission	AS § 39.23.540(a)	The commission shall review the salaries, benefits, and allowances of members of the legislature, the governor, the lieutenant governor, and each principal executive department head and prepare a report on its findings at least once every two years, but not more frequently than every year.	Biennially

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Administration (continued)			
Director of Personnel	AS § 39.28.020(a)(9)	Quarterly reports concerning agency compliance with and progress in its affirmative action program, the affirmative action plan, state and federal equal employment opportunity laws and regulations.	Quarterly
Director of Personnel	AS § 39.28.020(a)(12)	Annual report to the governor and the legislature on the progress and problem areas in the equal employment opportunity program and the implementation of the affirmative action plan.	February 15th
DOA	AS § 39.30.440	An annual report to the legislature regarding the cost-saving measures it has implemented by regulation appropriate to current and future retirees in the health care system.	Annually
Administrator of the Public Employees' Retirement System	AS § 39.35.004(a)(8)	Report concerning the condition and administration of each of the state's retirement plans.	Six months after close of fiscal year
DOA	AS § 44.21.045(d)	The department shall submit a report on the operation of the Information Services Fund at the time of submission of the departmental budget.	Annually
Chief Administrative Law Judge	AS § 44.64.020(a)(7)	The results of a survey of participants in administrative hearings along with a report that includes a description of the activities of the office and recommendations for statutory changes that may be needed in relation to the administrative hearings held by the office or other state agencies.	January 31st
Department of Commerce Community and Economic Development (DCCED)			
DCCED	AS § 08.24.61	The department shall reproduce the laws and regulations relating to licensing of collection agencies and operators in a pamphlet form; and make the pamphlet available to the public at no cost.	As Needed
Division of Insurance	AS § 21.06.087(d)	The director shall compile information on availability and costs of insurance in the state and report to the governor and the judiciary committees of both houses.	Annually
Division of Insurance	AS § 21.06.110	Annual report showing all insurers created, operating, or ceasing operations in the state; information on rating, advisory, joint underwriting, and joint reinsuring organizations; expenses of the division; recommendations on laws affecting insurance; and other data required by statute.	Annually
Division of Insurance	AS § 21.06.115	Director shall inform the public on matters concerning the purchase, price, coverage, benefits and rights of insurance marketed in the state in pamphlets on insurance and the rights of consumers.	As Needed
Alaska Comprehensive Health Insurance Association	AS § 21.55.020(f)	The board shall study and prepare a report at least once every three years on the effectiveness of this chapter. The report must include an analysis of the effectiveness of this chapter in promoting rate stability, product availability, and affordability of coverage. The report may contain recommendations for legislative or other regulatory action.	Every three years

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Commerce Community and Economic Development (continued)			
Adak Reuse Authority	AS § 30.17.360	A complete accounting of all assets of the authority.	January 10th
Adak Reuse Authority	AS § 30.17.370	The authority shall publish a report to include a financial statement audited by an independent outside auditor, a statement of the authority's investments under this chapter, including an appraisal of the investments at market value, a comparison of the authority's performance with its goals.	January 10th
DCCED	AS § 37.05.530(c)	The department shall submit a list of all municipalities that have received grants, a list of all municipalities determined by the department to be eligible for further grants, a recommendation of the amount of money to be granted for those additional applications, and written justification of each past and potential grant from the National Petroleum Reserve Special Revenue Fund.	10th day of Regular Legislative Session
Alaska Energy Authority	AS § 42.45.045(a)(3)	Submit to the legislature a report summarizing and reviewing each grant application submitted under this section and a recommended priority for awarding grants.	10th day of Regular Legislative Session
DCCED	AS § 43.52.260	A report that addresses the needs of communities to safely and efficiently host cruise ship passengers and summarize the extent to which the tax has defrayed those costs.	Every three years
DCCED	AS § 44.33.020(a)(33)	DCCED shall review the programs and reports of other departments and agencies as they are related to economic development and prepare an annual report on the economic growth of the state.	Annually
Alaska Minerals Commission	AS § 44.33.431(d)	Report on ways to mitigate the constraints, including governmental constraints, on development of minerals, including coal, in the state.	10th day of Regular Legislative Session
DCCED	AS § 44.33.896(e)	A report on statewide and regional economic development projects and on the activities of regional development organizations.	February 1st
Alaska Energy Authority	AS § 44.83.085	Annual report summarizing the status of the Susitna River power project.	1st day of Regular Legislative Session
Alaska Energy Authority	AS § 44.83.110(h)	The authority shall prepare a revised estimate of the need to withdraw money from the capital reserve fund and a statement of all withdrawals to submit to the state bond committee and the Legislative Budget and Audit Committee.	January 30th
Alaska Energy Authority	AS § 44.83.940	A comprehensive report describing operations, income and expenditures for the preceding 12-month period.	March 1st
Alaska Energy Authority	AS § 44.83.950	A report detailing project status, original costs, and projected costs, particularly highlighting any costs in excess of the original cost estimates submitted for each project when that project was originally approved by the legislature.	15th day of Regular Legislative Session
Industrial Development and Export Authority	AS § 44.88.140	A report describing the nature and extent of tax exemptions of property, assets, income receipts, project development, and leasehold interests of the authority.	January 10th

Table 1: Statutorily Required Reports by State Agencies (continued)			
Entity	Citation	Description / Notes	Due Dates
Department of Commerce Community and Economic Development (continued)			
Industrial Development and Export Authority	AS § 44.88.205(b)(2)	A complete accounting of all assets of the authority and a report of a review and determination of whether those assets are in excess of needs for the following fiscal year. The accounting shall be audited and must include a full description of all loan interest and principal payments and program receipts, including loan commitment fees received by or accrued to the authority during the preceding fiscal year; and all income earned on assets of the authority during that period.	January 10th
Industrial Development and Export Authority	AS § 44.88.210	The authority shall publish a financial statement audited by an independent outside auditor, a statement of the authority's investments, including an appraisal of the investments at market value, a comparison of the authority's performance with the goals of the authority and the levels of bonding and investment activities in the previous and following year.	January 10th
DCCED	AS § 45.50.270	The department shall publish a current list of log brands and make it available to the public.	December 31st of even-numbered years
Department of Corrections (DOC)			
Commissioner	AS § 33.30.011	A report summarizing the findings and results of an assessment program analyzing the risks and needs of offenders incarcerated for 30 or more days.	January 15th
Compact Administrator	AS § 33.36.135	A report on any rules that have been adopted by the Interstate Corrections Compact.	January 31st
Court System			
Administrative Director	AS § 22.20.037(d)	The administrative director of the court system shall file a travel and compensation report each year. The report must contain detailed information for the previous calendar year of the salaries, per diem, travel expenses, relocation expenses, and any additional allowances for judges and the administrative director of the court system.	January 31st
Administrative Director	AS § 22.20.310	A report regarding the Alaska Court System to include information delineated in statute.	March 15th

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Education and Early Development (DEED)			
DEED	AS § 14.03.078	An annual report regarding the progress of each school and school district toward high academic performance by all students and other information required by statute.	February 15th
DEED	AS § 14.03.120	Each school district reports annually to DEED goals and priorities for improving education, the plan to achieve those goals and priorities, and a means of measuring the district's progress. Reports must include information on accreditation; achievement and standardized test results; measures of student, parent, community, and business involvement in education; attendance, retention, dropout, and graduation data; and other information on school and student performance. The DEED summarizes district reports, including all revenue received by each district, and publishes a statewide report entitled "Alaska's Public Schools: A Report Card to the Public."	January 15th
Board of Education and Early Development	AS § 14.07.168	The board shall prepare and present in person to legislature an annual report describing the activities of the board to improve the public education system.	30th day of each Regular Legislative Session
DEED	AS § 14.11.035	The department shall provide the governor and the legislature an annual report on the effectiveness of school construction and major maintenance grants including an analysis of fiscal impacts.	Annually
Commissioner	AS § 14.11.100(e)	Prepare a report on allocations of state aid for costs of school construction debt, including but not limited to the amount of state aid paid on a per capita and per student basis and the resultant effect on the rate of levy of taxes by the municipality for educational purposes.	Annually
DEED	AS § 14.14.110(d)	Prepare a report on cooperative arrangements between school districts, including the report the estimated cost savings resulting from the cooperative arrangements. The department shall notify the legislature that the report is available.	Annually
Commissioner	AS § 14.17.520(e)	Annual report on actions taken pursuant to audits of school districts to ensure that a minimum of 70 percent of school operating expenditures go toward the instruction component of district budgets. The report is submitted to the Legislative Budget and Audit Committee.	April 15th
DEED	AS § 14.33.210	School districts report by November 30 all incidents resulting in suspension or expulsion for harassment, intimidation, or bullying on school premises or on transportation systems used by schools in the school year preceding the report. The DEED compiles the data and reports to the State Legislature.	Annually
State Council on the Arts	AS § 44.27.056	Periodic reports on activities.	Periodically

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Environmental Conservation (DEC)			
DEC	AS § 46.03.032(k)	The department shall prepare reports and notices, including notices of default, required by the state bond committee in conjunction with bonds issued under AS 37.15.560 -- 37.15.605. The department shall also prepare a biennial report on the Alaska clean water fund.	Biennially
DEC	AS § 46.03.036(j)	The department shall prepare reports and notices for the Drinking Water Fund, including notices of default, required by the state bond committee in conjunction with bonds issued under AS 37.15.560 -- 37.15.605.	As Needed
Commissioner	AS § 46.08.060	Not later than the 10th day following the convening of each first regular session of the legislature, a report detailing financial aspects, participation, and activities of the Release Prevention and Response Fund.	10th day of each first Regular Legislative Session
Commissioner	AS § 46.15.020(b)(5)	A report describing activities under the Water Use Act.	February 1st
Department of Fish and Game (ADF&G)			
ADF&G	AS § 16.05.092	Prepare a comprehensive annual report containing detailed information regarding department accomplishments under this section and proposals of plans and activities for the next fiscal year.	20th day of Legislative Session
ADF&G	AS § 16.05.130(b) and (d)	The department shall prepare a report on the use of money derived from waterfowl conservation tags and limited edition prints, and an annual report by project of expenditures from the fish and game fund.	April 15th of even-numbered years
Commissioner	AS § 16.10.350	Annual report detailing the number and nature of reinstatements of notes under the Commercial Fishing Loan Act.	Annually
Commissioner	AS § 16.10.510(11)	Annual report summarizing the ADF&G commissioner's decisions during the prior calendar year to approve or deny requests to extend loans under the Fisheries Enhancement Loan Program and the reasons for the decisions.	Annually
Commissioner	AS § 16.20.041(f)	A report on the status of the brown bears and other fish and wildlife resources within the McNeil River State Game Refuge; and the effect of hunting, fishing, and trapping, fishery enhancement activity, and mineral resource development on these resources.	January 30th
Commissioner	AS § 16.20.162(f)	A report on the status of the brown bears and other fish and wildlife resources within the McNeil River State Game Refuge, and the effect of hunting, fishing, and trapping, fishery enhancement activity, and mineral resource development on these resources.	January 30th

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Fish and Game (continued)			
Commissioner	AS § 16.20.190(b)	The commissioner shall conduct a review of endangered species list every two years and consider any changes that may have occurred. The review shall be submitted to the governor, the legislature and made available to the public.	Biennially
Commercial Fisheries Entry Commission	AS § 16.43.451(f)	A report concerning the harvest and earnings of the vessel-based limited entry fisheries for the Bering Sea hair crab fishery.	Biennial by February 1st
Commercial Fisheries Entry Commission	AS § 16.43.980	Annual report on commission activities including the reduction of entry permits to optimum levels and recommendations for additional legislation relating to the regulation of entry of participants and vessels into Alaska commercial fisheries.	Annually
Board of the Alaska Seafood Marketing Institute	AS § 16.51.100	An annual report describing the activities of the institute.	Annually
Commercial Fishing and Agriculture Bank Board	AS § 44.81.200	Annual report must include financial statements audited by independent outside auditors, a discussion of the bank's circumstances and operations during the period covered by the report, and any other information that the board believes would be of interest.	Annually
Commercial Fishing and Agriculture Bank Board	AS § 44.81.270	The bank shall be audited annually by independent outside auditors. The legislative auditor may confer with the outside auditors and review the work papers of the audit. The bank shall submit copies of each report of the outside auditors to the legislative auditor within 30 days of the report by the bank.	Annually
Governor			
State Commission for Human Rights	AS § 18.80.150	Annual report that may recommend legislative action on civil rights problems encountered in the preceding year.	Annually
Office of Management and Budget	AS § 37.07.040(9)	The amount of money appropriated to the department that is expected to lapse into the general fund at the end of the current fiscal year.	45th day of Regular Legislative session
Governor	AS § 37.07.060	Report on comprehensive operating and capital improvements programs, and the fiscal plan if it is required under AS 37.07.020(b), in a message to a joint session of the legislature. The message must be accompanied by an explanatory report that summarizes recommended goals, plans, and appropriations. The required contents of the report are detailed in statute.	4th day of Regular Legislative Session
Office of Management and Budget	AS § 37.07.080(f)	Report quarterly to the governor and the legislature on the operations of each state agency, relating actual accomplishments to those planned and modifying, if necessary, the operations plan of any agency for the balance of the fiscal year.	Quarterly

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Governor (continued)			
Office of Management and Budget	AS § 37.10.050(c)	A summary of state agencies' reports and recommendations on fees, and the extent to which the fee adjustments have been incorporated in the governor's budget. Within 5 days after the convening of each regular session of the legislature, the committee shall prepare a report on the status of fee regulations and making recommendations for changes in regulations or statutes as appropriate.	December 15th
Governor	AS § 44.19.017(e)	Annual report on the activities and accomplishments of the Office of the Governor in fostering foreign trade.	Annually
Alaska Human Relations Commission	AS § 44.19.616	By the 15th day of each legislative session, an annual report on the status of children and women in the state, the commission's proceedings for the previous calendar year, and its recommendations and proposals for change.	Annually
Alaska Criminal Justice Commission	AS § 44.19.647	An annual report of the commission's proceedings,.	February 1st
Governor's Council on Disabilities and Special Education	AS § 47.80.090	Periodic reports to the commissioner of Health and Social Services, the commissioner of Education and Early Development, and to other appropriate departments, on the effects of current federal and state programs regarding services to disabled or gifted persons; these reports must include program performance reports as required under 20 U.S.C. 1482 and 42 U.S.C. 6024.	Periodically
Department of Health and Social Services (DHSS)			
DHSS	AS § 18.05.020	Annual report of departmental activities.	10th day of Legislative Session
Alaska Health Care Commission	AS § 18.09.070(c)	Annual report regarding the commission's recommendations and activities.	January 15th
State Vaccine Assessment Council	AS § 18.09.210(f)(2)	Annual financial report, including assessment determinations and overall costs of the program.	July 1st
DHSS	AS § 18.15.393	Report on the activities conducted by the department to prevent disease, including information pertaining to the number of individuals quarantined, the purpose for the quarantine, and the length of the quarantine.	Annually
DHSS	AS § 18.23.315	An annual report on the progress of the health information exchange system in the state, including a specific set of recommendations for long-term participation and financial support by the state.	December 31st
DHSS	AS § 18.25.110	Annual report of grants to community health facilities.	10th day of Regular Legislative Session
Medical Facility Authority	AS § 18.26.200	Report of activities, receipts, and expenditures.	10th day of Regular Legislative Session

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Health and Social Services (continued)			
Commissioner	AS § 47.07.075	The department shall report noncompliance with regard to medical assistance for needy persons to the legislature and the governor with an explanation of the length of delay, reasons for the delay, and proposed corrective action by the department to ameliorate the causes of delay.	January 20th
Citizen Review Panel	AS § 47.14.255(a)	Annual report summarizing activities and recommendations.	Annually
DHSS	AS § 47.14.255(b)	No later than six months after the report is issued under AS 47.14.255(a), the department shall submit a written response to the report.	Annually
DHSS	AS § 47.20.350	The department shall prepare an annual report for the governor about the newborn and infant hearing screening, tracking, and intervention program administered under AS 47.20.310 -- 47.20.390. The report must include recommendations on improving the early screening, tracking, and intervention program, including strategies to increase the rate of early screening and the use of appropriate early intervention techniques.	Annually
Temporary Assistance Program	AS § 47.27.005	Annual executive summary of the information required to be reported to the federal government.	Annually
Mental Health Trust Authority	AS § 47.30.036(5)	Annual written report of activities.	Annually
Mental Health Trust Authority	AS § 47.30.046	When the authority submits its proposed budget, a report describing its assets, earnings, and expenditures; recommendations; guidelines for the establishment and provision of services; forecasts of service needs; projections of required resources; and reviews of the integrated mental health program.	September 15th
DHSS	AS § 47.30.470	An annual report concerning alcoholism and drug abuse in the state and the grant-in-aid program.	10th day of Regular Legislative Session
Alaska Mental Health Board	AS § 47.30.666	Periodic reports regarding its planning, evaluation, advocacy, and other activities.	Periodically
DHSS	AS § 47.37.040(17)	Annual report covering the activities of the department with regard to alcoholism and drug abuse.	Annually
DHSS	AS § 47.75.020	Detailed annual state plan for the delivery of social services to include information delineated in statute.	Annually
DHSS	AS § 47.75.040	The department shall submit the state plan to the legislature reflecting public comment received.	90 days before the beginning of each Legislative Session
DHSS	AS § 47.80.130(d)	Annual report on the waiting list for services for people with developmental disabilities as detailed in statute.	Annually
Commissioner	AS § 47.80.135	A report to the Alaska Mental Health Trust Authority on the department's progress on helping people with disabilities become gainfully employed.	December 31st

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Labor and Workforce Development (DOLWD)			
DOLWD	AS § 18.60.040	The department shall prepare a report showing the accomplishments in this state toward reductions in accidents of all types, and recommendations for legislation, together with a plan for the proposed safety program for the succeeding year.	6th day of Regular Legislative Session
DOLWD	AS § 23.05.110	The department shall submit a report to the governor concerning its activities during the preceding two years.	Biennially
Alaska Labor Relations Agency	AS § 23.05.370	Annual report on labor relations problems the agency has encountered during the previous year, including recommendations for legislative action.	Annually
Division of Vocational Rehabilitation	AS § 23.15.100(a)	Annual reports of activities and expenditures and, before each regular session of the legislature, estimates of sums required for carrying out the division's duties and estimates of the amounts to be made available for this purpose from all sources.	Annually
Alaska Workforce Investment Board	AS § 23.15.580(b)	Report on the performance and evaluation of training programs in the state.	30th day of Regular Legislative Session
DOLWD	AS § 23.15.652	Annual report on activities of Alaska Workforce Investment Board.	Annually
DOLWD	AS § 23.15.835(f)	An expenditure and performance report for the Technical and Vocational Education Program.	15th day of Regular Legislative Session
Commissioner of DOLWD	AS § 43.82.640	Annual comprehensive report on each party to a contract with the state for payment in lieu of taxes, and its contractors, regarding the state residency of the employees working in this state on the approved qualified project that is subject to the contract.	Annually
Department of Law (DOL)			
Attorney General	AS § 44.23.020(b)(7)	Annual report on work and expenditures, and on needed legislation or amendments to existing law.	Annually
Attorney General	AS § 44.23.020(b)(8)	Prepare and publish an information pamphlet on landlord and tenant rights.	As Needed
DOL	AS § 44.23.040	Present to the governor a report on uniform laws together with recommendations that it considers proper. The governor shall notify the legislature when it convenes that the report is available.	30 days before the beginning of the Legislative Session

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Legislature			
Legislative Council	AS § 24.20.065(b)	At the start of each session, the legislative council shall prepare a comprehensive report of its annual examination of administrative regulations.	1st day of Regular Legislative Session
Legislative Council	AS § 24.20.120	The council shall prepare a summary report of its findings and recommendations for each legislature. The council shall, from time to time, submit memorandum reports to the legislature on matters referred to it or coming before it. Bills supporting council recommendations may be filed or prefiled in accordance with the uniform rules of the legislature.	Annually
Legislative Budget and Audit Committee	AS § 24.20.206(3)	Compile a complete report of investment programs, plans, performance, and policies of all agencies of the state that perform lending or investment functions.	1st day of Regular Legislative Session
Legislative Finance	AS § 24.20.235	A report analyzing the indirect expenditure report created under AS 43.05.095.	Biennially
Legislative Audit	AS § 24.20.271(a)	Report on boards and commissions whose activities are subject to termination under AS 44.66.	1st day of Regular Legislative Session
Legislative Budget and Audit Committee	AS § 24.20.311	The committee shall file copies of its approved audit reports including any committee recommendations. An annual report summarizing the audit reports and committee recommendations made during the year shall be filed with the governor and with the legislature. Reports shall be approved by a majority of the committee before their release and shall be open to public inspection after their release to the legislature.	1st day of each Regular Legislative Session
Joint Armed Services Committee	AS § 24.20.675(9)	A report of its activities to the legislature.	1st day of Second Regular Session
Office of the Ombudsman	AS § 24.55.230	An annual report of the ombudsman's activities.	Annually
Legislative Audit	AS § 24.60.050(f)	The Division of Legislative Audit shall prepare a report to the Legislative Budget and Audit Committee on its findings, including the scope of each audit.	Annually
Legislative Ethics Committee	AS § 24.60.150(a)	Publish annual summaries of decisions and advisory opinions and legislative ethics materials including an annually updated handbook on standards of ethical conduct.	Annually
Office of Victims' Rights, Victims' Advocate	AS § 24.65.170	The victims' advocate shall make available an annual report. The report may include a summary of the advocate's participation as an ex officio member of domestic violence fatality review teams established under AS 18.66.400.	Annually
Legislative Committees	AS § 44.66.050(d)	Legislative committees assigned oversight of specific boards and commissions shall, not later than the 60th day of the session, report a summary of the findings of the committee as to the compliance of the board, commission, or program with the assessment factors enumerated in statute.	60th day of Regular Legislative Session

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Military and Veterans' Affairs (DMVA)			
Alaska Aerospace Development Corporation	AS § 26.27.100(b)	An annual report of its operations to include a balance sheet, an income statement, a statement of changes in financial position, a reconciliation of changes in equity accounts, a summary of significant accounting principles, an auditor's report, comments regarding the year's business, and prospects from the next year.	3rd day of Regular Legislative Session
DMVA	AS § 44.35.020(a)(3)	A report outlining the department's activities during the previous calendar year.	February 1st
Department of Natural Resources (DNR)			
Plant Materials Center	AS § 03.22.060	The department shall prepare a detailed report of the operation of the center and notify the legislature that the report is available. The report must include a statement of all receipts and disbursements.	Annually
Commissioner	AS § 03.40.090	The commissioner shall prepare a book of all brands and marks recorded for cattle, reindeer, bison, musk oxen, elk, sheep, horses, mules, or asses to be sold to the general public for no more than \$2.00.	Updated periodically
DNR	AS § 19.30.400(b)	A report on rights-of-way that have been accepted by public users but are not listed in statute.	1st day of Regular Legislative Session
DNR	AS § 27.05.060	Annual report on mining activities in the state.	Annually
Land Disposal Bank	AS § 38.04.020(d)	A report on the status of land in the land disposal bank.	January 15th
DNR	AS § 38.04.022(b)	A report reflecting all money deposited in the state land disposal income fund established.	5th day of Regular Legislative Session
Commissioner	AS § 38.05.180(e)	An annual report containing the schedule of all lease sales held during the preceding calendar year, the bidding method or methods utilized, and an analysis of the results of the bidding; if determined, a description of the bidding methods to be used for all lease sales to be held during the current and next two succeeding calendar years; and the reasons a particular bidding method has been selected.	Annually
Oil and Gas Development Advisory Board	AS § 38.06.070	The board shall make a full report on each criterion specified for any disposition of royalty oil or gas that requires legislative approval.	When a bill is introduced for legislative approval
Board of Forestry	AS § 41.17.047(d)	Annual report on the effectiveness of state forestry laws.	Annually
Commissioner	AS § 41.17.320	Annual report on the uses of the money in the state land reforestation fund, the proposed uses of the fund in the following fiscal year, and the balance in the fund.	10th day of Regular Legislative Session

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Natural Resources (continued)			
DNR	AS § 41.21.020(a)(14)	A report on each designation of an incompatible use under this chapter, or other action, that prohibits or restricts a traditional means of access in or to a park, area, or preserve established under this chapter for a traditional recreational activity on or within the park, area, or preserve; for each prohibition or restriction, the report must state reasons for the designation of incompatibility or prohibition or restriction of a traditional means of access, the specific area of the prohibition or restriction, and the time period during which the incompatibility or prohibition or restriction is expected to exist.	1st day of Regular Legislative Session
DNR	AS § 41.21.026(d)	A report on the number of park system facilities permits issued to disabled veterans during the previous calendar year.	February 1st
Commissioner	AS § 41.23.110(c)	A management plan adopted or revised by the commissioner for the Hatcher Pass Public Use Area shall be submitted after its adoption or revision by the commissioner.	10th day of Regular Legislative Session
Commissioner	AS § 41.23.440(a)	A management plan proposed by the commissioner for any of the six recreation rivers and their recreation river corridors shall be submitted to the legislature for review.	10th day of Regular Legislative Session
Citizens' Advisory Commission on Federal Areas in Alaska	AS § 41.37.220(f)	Annual report on commission activities and status of lands.	10th day of Regular Legislative Session
Department of Public Safety (DPS)			
Commissioner	AS § 18.65.085(b)	A report is required that must include, but is not limited to, the number of arrests made, the kind, amount, and value of narcotic drugs and alcoholic beverages seized, the sentences received by narcotic drug and alcohol offenders, and an overall view of the narcotic drug and illicit alcohol problem in the state.	1st day of Regular Legislative Session
Commissioner	AS § 18.65.086(b)	A report concerning the activities of the special unit on repeated child sexual abuse and the criminal exploitation of children. The report must include, but is not limited to, the number of arrests made in cases of repeated child sexual abuse and the criminal exploitation of children, the number of investigations that result in the Department of Health and Social Services taking temporary or permanent custody of the child, the sentences received by persons convicted in the state of child sexual abuse or criminal exploitation of a child, and an overall view of the problems of child sexual abuse and the criminal exploitation of children in the state.	1st day of Legislative Session in odd-numbered years
Council on Domestic Violence and Sexual Assault	AS § 18.66.050(10)	An annual report to the governor on the activities of the council, plans of the council for new services and programs, and concerns of the council, including recommendations for legislation necessary to carry out the purposes of this chapter.	Annually

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Public Safety (continued)			
State Fire Marshall	AS § 18.74.230	The state fire marshal shall review the effectiveness of laws on cigarette fire safety, report the state fire marshal's findings to the legislature, and, if appropriate, recommend legislation to improve the effectiveness of this chapter.	Every three years on January 30th
DPS	AS § 28.05.031	Publish current laws relating to vehicles and their driving or movement and make available to drivers and pedestrians.	As Needed
Department of Revenue (DOR)			
Alaska Housing Finance Corporation Board	AS § 18.56.089	A complete accounting of all assets of the corporation, including assets of the Alaska housing finance revolving fund and other information delineated in statute.	January 10th
Alaska Housing Finance Corporation Board	AS § 18.56.200	A report that must include a financial statement audited by an independent outside auditor, a statement of corporation investments in mortgage loans including an estimate of market value of the loans, a comparison of the corporation performance with the goals of the corporation, and the levels of bonding and investment activities anticipated in the previous year's report. Also required is information on a number of specific housing programs as identified in statute.	January 10th
DOR	AS § 19.65.070(c)	A report regarding the earnings on gross revenue of the Alaska marine highway system that was deposited into the Alaska marine highway system fund during the prior fiscal year and projected earnings on gross revenue that is projected to be deposited into the fund for the current and next fiscal years.	January 10th of Regular Legislative Session
DOR	AS § 37.05.550(c)	A report on the earnings of the Alaska marine highway system vessel replacement fund during the prior fiscal year and projected earnings of the Alaska marine highway system vessel replacement fund for the current fiscal year and the next fiscal year.	January 10th of Regular Legislative Session
DOR	AS § 37.07.045	An inventory of state bonded debt, an estimate of state bonded debt that will be acquired within the next three years, and an evaluation of debt affordability. The report must conform to rating agency requirements for a debt affordability study.	January 31st
Alaska Retirement Management Board	AS § 37.10.220(a)(13)	By the first day of each regular legislative session, report on the financial condition of the state's retirement systems.	First day of Regular Legislative Session
DOR	AS § 37.10.430	A report setting out the balance in the budget reserve fund on January 1 and on December 31 of the previous calendar year. The report shall state the nominal, real, and realized return on the budget reserve fund compared to the nominal, real, and realized return on the permanent fund and the general fund during the previous calendar year.	March 15th
Alaska Permanent Fund Corporation Board	AS § 37.13.120(e)	Quarterly investment reports to the Legislative Budget and Audit Committee.	Quarterly

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Revenue (continued)			
Alaska Permanent Fund Corporation Board	AS § 37.13.170	A report of financial statements audited by independent outside auditors, a statement of the amount of money received by the fund from each investment during the period covered, a statement of investments of the fund including an appraisal at market value, a description of fund investment activity during the period covered by the report, a comparison of the fund performance with its goals, an examination of the effect of statutory investment criteria on the fund portfolio with recommendations of any needed changes.	September 30th
Alaska Children's Trust Board	AS § 37.14.230(a)(8)	A report describing the child abuse and neglect prevention services that were provided by the programs and projects to which the board awarded grants and the annual level of contributions, income, and expenses of the trust.	February 1st
Commissioner	AS § 43.05.010(15)	Report to the legislature the total amount of contributions reported and credits claimed under various tax credits.	February 15th
Commissioner	AS § 43.05.085	The commissioner shall prepare and furnish to the Alaska Public Offices Commission a list containing the total amount of contributions received by each candidate for which an individual tax credit was received under AS 43.20.213(a).	July 1st
Commissioner	AS § 43.05.095	The commissioner shall submit an indirect expenditure report to the Senate and House finance chairs, including the name and statutory authority for the indirect expenditure, the estimated annual effect on revenue, and the estimated cost to administer.	July 1st
Commissioner	AS § 43.08.035	A report setting out in detail the amount appropriated from the general fund under this section for the previous fiscal year, the amount anticipated during the current fiscal year, and an amount forecast for the next fiscal year.	3rd Monday of January
Permanent Fund Division	AS § 43.23.062(j)	The department shall prepare a report identifying the organizations on the contribution list for the immediately preceding year, together with the amount of contributions made to each of the organizations.	January 20th
DOR	AS § 43.55.180	The department shall prepare a report on the results of the oil and gas production tax on production, exploration, development, and state revenues. The report must include recommendations as to whether any changes should be made to the tax regime.	1st day of the 2011 Legislative Session
DOR	AS § 43.80.060	A report of average wholesale prices paid for salmon products and a report of the quantity of salmon products produced during the preceding calendar year.	March 15th
Commissioner	AS § 43.90.400(d)	The commissioner shall submit a report that lists all the disbursements from the Alaska Gasline Inducement Act Reimbursement Fund during the preceding fiscal year with a written justification for each disbursement and the projected amount of money that will be required for reimbursements in each of the next three fiscal years.	10th day of Regular Legislative Session

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Department of Revenue (continued)			
Film Office	AS § 44.25.105(a)	A report of activities including the number of activities received, the number approved and the amount of tax credits disbursed.	30th day of Regular Legislative Session
Municipal Bond Bank Authority	AS § 44.85.100	Report of the authority's activities for the preceding fiscal year including financial statements and audit results.	October 1st
Department of Transportation and Public Facilities (DOTPF)			
Alaska Marine Highway System	AS § 19.65.070(b)	A report regarding the previous annual operating cycle that identifies gross revenue generated during the previous and current annual operating cycles, and an estimate of gross revenue for the remainder of the current annual operating cycle; projections of the gross revenue to be generated during the next annual operating cycle; and the difference between previous gross revenue estimates prepared under this section and the revenues actually generated.	10th day of Regular Legislative Session
Knik Arm Bridge and Toll Authority	AS § 19.75.111(b)	An annual report of operations to include a balance sheet, an income statement, a statement of changes in financial position, a reconciliation of changes in equity accounts, a summary of significant accounting principles, an auditor's report, comments regarding the year's business, and prospects for the next year.	3rd day of Regular Legislative Session
Commissioner	AS § 37.15.420(c)	The commissioner shall submit an annual spending plan that contains information regarding the planned expenditure of money from the construction fund during the next fiscal year and information on certain expenditures made during the previous fiscal year and other information delineated in statute.	January 1st
DOTPF	AS § 44.42.067(d)	A report on the state's progress in meeting retrofit and energy efficiency goals, including an analysis of energy consumption.	January 1st
Alaska Community and Public Transportation Advisory Board	AS § 44.42.095	The board shall review funding available and make recommendations to the governor and the legislature.	Annually
University of Alaska			
University Board of Regents	AS § 14.40.190	At the beginning of each legislative session, a report of the condition of university property, of all receipts and expenditures, including the administration and disposition of appropriated and restricted funds. By the 30th day of the session, a report called "Alaska's University for Alaska's Schools" that describes the efforts of the university to attract, train, and retain qualified public school teachers.	1st and 30th days of the Legislative Session
University Board of Regents	AS § 16.52.050	Prepare an annual report of the Fishery Industrial Technology Center's activities including a description of the work conducted by the center, the training sessions held and number of students trained, and any other information that the Board of Regents determines should be included to describe the work of the center.	20th day of Legislative Session

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Miscellaneous Agencies			
Dept. of Revenue, Dept. of Public Safety, Attorney General (Gaming)	AS § 05.15.090	Before April 15 of each year, the DOR submits a summary of activities of gaming permittees and operators. The attorney general and the commissioner of Public Safety shall, within 10 days after the convening of the legislature each year, jointly prepare a detailed report outlining the effect, if any, of the operation of this chapter on the legal and law enforcement activities of the state and notify the legislature that the report is available.	April 15th
Alaska Bar Association Board of Governors	AS § 08.08.085	Annual report on all matters concerning admissions, discipline of members, and disbarment proceedings, except for those matters defined as confidential by court rule. The report must note changes to the Bar's bylaws, regulations, and rules proposed or adopted by the state supreme court. The legislature must be notified when the report is available.	Annually
National Crime Prevention and Privacy Compact Council	AS § 12.64.010 Article VI	The council shall make available for public inspection at the council office within the Federal Bureau of Investigation and shall publish in the Federal Register any rules, procedures, or standards established by the council.	As Needed
Dept. of Education, University of Alaska, and the Dept. of Labor	AS § 14.43.840	An annual report on activities of the Alaska Performance Scholarship Program including number of applicants and the dollar amounts of scholarships awarded.	10th day of Legislative Session
Miscellaneous	AS § 18.65.340	Reports on the disposal of surplus firearms.	Annually during budget review
Alaska Gasline Development Corporation	AS § 31.25.270	Annual report including a financial statement audited by an independent outside auditor.	January 10th
Attorney General, Dept. of Labor and Workforce Development	AS § 36.10.130	A report on the status of employment in the state, the effect of nonresident employment on the employment of residents in the state, and methods to increase resident hire.	January 31st
Dept. of Administration, University of AK, Court System, Legislative Affairs	AS § 36.30.083	Annual reports to the Legislative Budget and Audit Committee detailing the leases extended and the cost savings achieved under this section.	August 31st
Miscellaneous	AS § 37.05.035	Each state agency that makes or purchases a loan shall prepare an annual report of the aggregate of all loans, by type, made or purchased by the state agency during the preceding fiscal year. The report must include the estimated rate of interest that would have been charged if the loan had been made or purchased at prevailing market rates and must include the difference between the return on the loan that would have been realized under that estimated rate of interest and the return on the loans under the interest rate actually charged.	January 30th

Table 1: Statutorily Required Reports by State Agencies (continued)

Entity	Citation	Description / Notes	Due Dates
Miscellaneous Agencies (continued)			
Miscellaneous	AS § 37.07.050(a)	On a semi-annual basis, identify results-based measures that have been used to work toward achievement of the mission statement and desired results issued by the legislature and of other goals of the agency, set out the results as measured, and provide other information delineated in statute.	December 15th
Exxon Valdez Oil Spill Trust	AS § 37.14.415	A report setting out, for each object or purpose of expenditure, the amounts approved for expenditure from the trust during the preceding fiscal year and the amounts actually expended during the preceding fiscal year.	December 15th
State Bond Committee	AS § 37.15.170(c)	The state bond committee shall compile a report containing an estimate of the amount of state general obligation debt principal that could be issued and paid for from the state debt retirement fund.	December 1st
Dept. of Natural Resources and commissioner of Fish and Game	AS § 38.04.205	A report on efforts to enhance and maintain access to and along fishing streams, including the department's objectives.	10th day of Regular Legislative Session
Alaska Regulatory Commission	AS § 42.05.175(g)	The commission shall file quarterly reports identifying all extensions to permitting timelines during the previous quarter and including copies of the written orders making those extensions.	Quarterly
Alaska Regulatory Commission	AS § 42.05.201	All reports, orders, decisions, and regulations of the commission shall be in writing and made available to the public.	As Needed
Alaska Regulatory Commission	AS § 42.05.211	An annual report reviewing its activities during the previous fiscal year. The report must address the regulation of public utility service in the state as of June 30 and must contain details about the commission's compliance with statutory requirements, and with other performance measures established by the commission.	November 15th
Alaska Regulatory Commission	AS § 42.06.210	All reports, orders, decisions, and regulations of the commission shall be in writing and made available to affected operators of oil or gas pipeline facilities.	As Needed
Alaska Regulatory Commission	AS § 42.06.220	An annual report reviewing its activities during the previous fiscal year. The report must address the regulation of oil and gas pipeline facilities in the state as of June 30 and must contain details about the commission's compliance with performance measures reported by the commission.	November 15th

Table 1: Statutorily Required Reports by State Agencies (continued)			
Entity	Citation	Description / Notes	Due Dates
Miscellaneous Agencies (continued)			
Railroad Corporation Board of Directors	AS § 42.40.260	The board shall present to the governor a report describing the operations and financial condition of the corporation during the preceding fiscal year. The report may include suggestions for legislation relating to the structure, powers, or duties of the corporation or to the operation or facilities of the corporation. Subject to AS 42.40.220, the report shall itemize the cost of providing each category of service offered by the railroad and the income generated by each category.	90 days after end of each fiscal year
Railroad Corporation Board of Directors	AS § 42.40.460(h)(3)	Prior to undertaking acquisition of federal land, the Board must prepare a report evaluating the effects of construction of an extension of the Alaska Railroad across federal land; the statement must satisfy the requirements for an environmental impact statement under federal law.	As Needed
Commissioners of the Depts. of Health and Social Services and Corrections	AS § 47.38.100(c)	The commissioners shall prepare a joint annual report on the recidivism reduction program, including an analysis of the program's effects on participants.	January 15th
Notes: Although we believe our research to be thorough, there may be additional reports required by state agencies that were not located by our efforts due to variations in wording and construction of statutory requirements. Source: Lexis database of Alaska Statutes.			