

1 IN THE SENATE

BY SENATOR MOODY
BY REQUEST

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SENATE BILL NO. 112

3

IN THE LEGISLATURE OF THE TERRITORY OF ALASKA

4

TWENTY-THIRD SESSION

5

A BILL

6

For an Act entitled: "An Act to provide for the uniformity and
7 standardization of the forms and letterheads
8 used by Territorial Agencies."

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BE IT ENACTED BY THE LEGISLATURE OF THE TERRITORY OF ALASKA:

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Section 1. In order to provide for the uniformity and
11 standardization of forms and letterheads the Director of Finance
12 shall make a survey of all forms and letterheads now in use by
13 the various Territorial Agencies. For the purposes of this Act
14 the term "Territorial Agencies" shall have the same meaning as
15 set forth in subsection (2) of Section 3, Article I of Chapter 82,
16 SLA 1955, as amended. The Director of Finance shall further:

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(1) Cause to be discontinued any form or letterhead for
18 which continued use cannot be satisfactorily justified, or when
19 sufficient information is available from another source;

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(2) Standardize forms and letterheads for use by all
21 Territorial Agencies wherever and whenever possible;

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(3) Cause adequate forms for recurring agency trans-
23 actions to be designed, produced and utilized.

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Before any form or letterhead is printed or duplicated for
25 the use of any Territorial Agency it shall first be submitted to
26 the Director of Finance for approval, and no form or letterhead
27 shall be printed or duplicated unless it shall first have the
28 mark of approval of the Director of Finance.

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