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BY CROFT, BRADLEY, HUBER
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1 IN THE SENATE

2 HCS(S) SENATE BILL NO. 134

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 TENTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to the paperwork requirements of state
7 government; and providing for an effective date."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. AS 37 is amended by adding a new chapter to read:

10 CHAPTER 35. ALASKA PAPERWORK REDUCTION AND
11 SIMPLIFICATION ACT.

12 Sec. 37.35.010. LEGISLATIVE INTENT. The legislative intent of
13 this chapter is declared to be as follows: Information reporting re-
14 quirements of the state government have proliferated to the point that
15 they have placed an unprecedented paperwork burden upon citizens and
16 businesses. It is hereby declared to be the policy of the state to
17 reduce, simplify and minimize these requirements and the forms they
18 necessitate to the fullest extent consistent with the necessity of
19 gathering data sufficient to assure the efficient and effective opera-
20 tion of the necessary programs of state government. It is essential
21 that there be a comprehensive and ongoing examination of the policies
22 and procedures of the state government which have produced this paper-
23 work burden in order to assure that this policy is fully implemented on
24 a continuing basis.

25 Sec. 37.35.020. DUTIES OF COMMISSIONER. The commissioner of the
26 Department of Administration shall establish and implement a forms
27 reduction management program in the department which shall apply to every
28 agency of state government. In so doing, he is authorized and directed
29 to

1 (1) make an inventory of all forms used by every agency along
2 with a brief statement of the authorization, need and use for each;

3 (2) assign a number to each form determined to be properly
4 authorized, needed and used;

5 (3) direct the destruction and prohibit the further use of
6 each form determined not to be properly authorized, needed and used;

7 (4) establish basic state design and specification criteria
8 for standardizing all forms to which numbers are assigned, to be made
9 effective with respect to each form when the agency concerned has
10 exhausted its current inventory of that form;

11 (5) design and require the use of composite forms by agencies
12 seeking and needing the same or similar information from individuals or
13 businesses;

14 (6) deny the use by any agency of a form to obtain informa-
15 tion from individuals or businesses which can be obtained from another
16 agency already gathering that information;

17 (7) provide assistance to all agencies in determining the
18 need for and design of new forms;

19 (8) develop procedures for the most efficient, economical
20 and timely procurement, receipt, storage and distribution of forms by
21 all agencies;

22 (9) coordinate the program with the existing state archives
23 and records management programs;

24 (10) develop and promulgate regulations and standards neces-
25 sary to implement the foregoing authority and the legislative intent of
26 this chapter.

27 Sec. 37.35.030. COMPLIANCE BY AGENCIES. Upon the effective date
28 of this Act, no agency may issue, cause to be printed or otherwise
29 duplicated or distributed any form which does not have the prior approval

1 of the commissioner and to which the commissioner has assigned a number.
2 Each agency shall comply immediately and fully with directives of the
3 commissioner for the elimination or redesign of any form in use on the
4 effective date of this Act and shall provide the commissioner with what-
5 ever personnel or staff assistance is required to carry out those direc-
6 tives. Compliance with the provisions of this chapter and regulations
7 and standards promulgated by the commissioner under his authority is
8 mandatory upon the chief executive officer of each agency or his designee

9 Sec. 37.35.040. REPORT TO LEGISLATURE. The commissioner shall
10 make a written report to the legislature at least once each year. The
11 report shall be made no later than the 11th day after the legislature
12 convenes in regular session. The report shall advise the legislature
13 concerning the administration and operation of this chapter and shall
14 contain such recommendations for amendment of this chapter as the
15 commissioner considers needed and proper.

16 Sec. 37.35.050. CONSTRUCTION OF CHAPTER. This chapter shall be
17 liberally construed to carry out its purposes and objectives of reducing
18 the paperwork burden of state government and to achieve the statement
19 of legislative intent contained in sec. 10 of this chapter.

20 Sec. 37.35.060. DEFINITIONS. For the purposes of this chapter,

21 (1) "agency" means an administrative unit within state govern-
22 ment which utilizes one or more printed forms for information reporting
23 by citizens or businesses;

24 (2) "commissioner" means the commissioner of administration;

25 (3) "department" means the Department of Administration;

26 (4) "form" means a printed or otherwise mass-duplicated docu-
27 ment of standard format distributed by an agency for the purpose of
28 gathering information from citizens or businesses;

29 (5) "program" means the forms reduction and management program.

1 Sec. 37.35.070. SHORT TITLE. This chapter may be cited as the
2 Alaska Paperwork Reduction and Simplification Act.

3 * Sec. 2. This Act takes effect immediately in accordance with AS 01.10.-
4 070(c).