

Original sponsors: Croft, Huber,
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Offered: 2/28/77
Referred: Rules

1 IN THE SENATE

BY THE STATE AFFAIRS COMMITTEE

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CS FOR SENATE BILL NO. 134

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IN THE LEGISLATURE OF THE STATE OF ALASKA

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TENTH LEGISLATURE - FIRST SESSION

5

A BILL

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

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

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

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CHAPTER 35. ALASKA PAPERWORK REDUCTION AND

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SIMPLIFICATION ACT.

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Sec. 37.35.020. CREATION AND DUTIES OF PAPERWORK REDUCTION CO-
ORDINATOR. Within 15 days of the effective date of this Act, the
governor shall appoint a person within the Office of the Governor to
serve as the Paperwork Reduction Coordinator. The coordinator serves at
the pleasure of the governor and may be replaced at any time by the

1 governor. The coordinator shall establish and implement a forms reduc-
2 tion management program which shall apply to every agency of state
3 government. In so doing, the coordinator is authorized and directed to

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

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

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

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

14 (5) design and require the use of composite forms by agencies
15 seeking and needing the same or similar information from individuals or
16 businesses;

17 (6) deny the use by any agency of a form to obtain informa-
18 tion from individuals or businesses which can be obtained from another
19 agency already gathering that information unless the information is of a
20 small quantity and can be obtained directly from the individual or
21 business without any significant added burden;

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

24 (8) develop procedures for the most efficient, economical and
25 timely procurement, receipt, storage and distribution of forms by all
26 agencies;

27 (9) coordinate the program with the existing state archives
28 and records management programs;

29 (10) develop and promulgate regulations and standards

1 necessary to implement the foregoing authority and the legislative
2 intent of this chapter.

3 Sec. 37.35.030. COMPLIANCE BY AGENCIES. Upon the appointment of
4 the paperwork reduction coordinator, no agency may issue or cause to be
5 printed or otherwise duplicated or distributed any form which does not
6 have the prior approval of the coordinator or to which the coordinator
7 has not assigned a number. Each agency shall comply immediately and
8 fully with directives of the coordinator for the elimination or redesign
9 of any form in use on the effective date of this Act and shall provide
10 the coordinator with whatever personnel or staff assistance is required
11 to carry out those directives. Compliance with the provisions of this
12 chapter and regulations and standards promulgated by the coordinator
13 under his authority is mandatory upon the chief executive officer of
14 each agency or his designee.

15 Sec. 37.35.040. REPORT TO LEGISLATURE. The governor shall make a
16 written report to the legislature at least once each year. The report
17 shall be made no later than the 11th day after the legislature convenes
18 in regular session. The report shall advise the legislature concerning
19 the administration and operation of this chapter and shall contain such
20 recommendations for amendment of this chapter as the governor considers
21 needed and proper.

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

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

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

1 (2) "coordinator" means the paperwork reduction coordinator;

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

5 (4) "program" means the forms reduction and management pro-
6 gram.

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

9 * Sec. 2. This Act takes effect immediately in accordance with AS 01.10.-
10 070(c).