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Offered: 5/10/77  
Referred: Rules

1 IN THE SENATE

BY THE FINANCE COMMITTEE

2 HOUSE CS FOR CS FOR 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. CREATION AND DUTIES OF PAPERWORK REDUCTION CO-  
26 ORDINATOR. Within 15 days of the effective date of this Act, the  
27 governor shall appoint a person within the Office of the Governor to  
28 serve as the paperwork reduction coordinator. The coordinator serves at  
29 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  
28 government which utilizes one or more printed forms for information  
29 reporting 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 expires on July 1, 1979.

10 \* Sec. 3. This Act takes effect immediately in accordance with AS 01.10.-  
11 070(c).