

CS FOR HOUSE BILL NO. 128 (CRA)
IN THE LEGISLATURE OF THE STATE OF ALASKA
SEVENTEENTH LEGISLATURE - FIRST SESSION

BY THE HOUSE COMMUNITY AND REGIONAL AFFAIRS COMMITTEE

Offered: 4/12/91
Referred: Judiciary

Sponsor(s): REPRESENTATIVES C.DAVIS, Ellis, Taylor, Koponen, Navarre, Hudson, B.Davis, Davidson, Kubina

A BILL

FOR AN ACT ENTITLED

1 "An Act relating to the office of municipal clerk."

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

3 * **Section 1.** AS 29.20.380(a) is repealed and reenacted to read:

4 (a) **The municipal clerk shall**

5 (1) **attend meetings of the governing body and its boards and committees as**
6 **required and keep the journal;**

7 (2) **have custody of the official municipal seal;**

8 (3) **assure that notice and other requirements for public meetings are complied**
9 **with and assure that public records are available for public inspection as required by law;**

10 (4) **manage municipal records and develop retention schedules and procedures for**
11 **inventory, storage, and destruction of records as necessary;**

12 (5) **maintain an indexed file of all permanent municipal records, provide for**
13 **codification of ordinances, and authenticate or certify records as necessary;**

14 (6) **prepare agendas and agenda packets as required by the governing body;**

- 1 (7) administer all municipal elections;
- 2 (8) assure that the municipality complies with 42 U.S.C. 1971-1974 (Voting
- 3 Rights Act of 1965, as amended);
- 4 (9) take oaths, affirmations, and acknowledgements as necessary;
- 5 (10) act as the parliamentary advisor to the governing body;
- 6 (11) perform other duties required by law or by the governing body.