

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

BY THE SENATE COMMUNITY AND REGIONAL AFFAIRS COMMITTEE

**Offered: 4/1/92
Referred: Rules**

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

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 AS 29.20.380(a) is repealed and reenacted to read:**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, the governing body, or the chief
7 administrator.