

## SENATE BILL NO. 287

IN THE LEGISLATURE OF THE STATE OF ALASKA

SEVENTEENTH LEGISLATURE - FIRST SESSION

BY SENATOR STURGULEWSKI

Introduced: 5/10/91

Referred: Community and Regional Affairs

## 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 AS 29.20.380(a) is repealed and reenacted to read: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.