

S B

75

# HOUSE COMMITTEE REPORT

(7)

Date Referred: March 31, 1989

FURTHER REFERRALS: FINANCE

Date of Committee Action: 4/23/90

The JUDICIARY Committee considered:

CSSB 75(Rls)am

CS FOR SENATE BILL NO. 75 (Rules) am

[STATE PUBLICATIONS/DISCLOSURE & COSTS]

"An Act relating to the identification of and disclosures on and about state publications; and providing for an effective date."

### RECOMMENDATIONS:

- be replaced with HCSCSSB 75 (Jud)  the same title
- have attached amendment(s)
- do pass
- do not pass
- no recommendation
- individual recommendations
- additional referral to the \_\_\_\_\_ Committee

ADOPTS: \_\_\_\_\_ letter of intent

ATTACHES NEW FISCAL NOTE(S):  
(Dept)

APPROVES PREVIOUS: (Date/Dept)

- fiscal impact \_\_\_\_\_
- zero fiscal note \_\_\_\_\_
- zero with analysis Admin

- fiscal note(s) \_\_\_\_\_
- zero fiscal note(s) 3/8/89 Senate Rules
- zero fn/analysis 1/12/90 Dept of Admin.

### SIGNING DO PASS:

### SIGNING: (Check approp. column)

Do Not Pass No Rec Amend

Peter Goll Goll

Mike Miller Miller

Larry Martin Martin

Mr. Gruenberg Gruenberg

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Do Not Pass	No Rec	Amend

Mr. Peter Goll Peter Goll

Chairman's Signature

FISCAL NOTE

REQUEST:

Revision Date: \_\_\_\_\_ Agency Affected: Department of Administration  
 Title: An Act relating to State BRU: General Services and Supply  
Publications Central Duplicating/Purchasing  
 Sponsor: Pearce Components: General Services and Supply  
 Requestor: House Judiciary Central Duplicating/Purchasing

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 91	FY 92	FY 93	FY 94	FY 95	FY 96
PERSONAL SERVICES	0	0	0	0	0	0
TRAVEL	0	0	0	0	0	0
CONTRACTUAL	0	0	0	0	0	0
SUPPLIES	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
LAND & STRUCTURES	0	0	0	0	0	0
GRANTS, CLAIMS	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
TOTAL OPERATING	0	0	0	0	0	0
CAPITAL	0	0	0	0	0	0
REVENUE	0	0	0	0	0	0

FUNDING: (Thousands of Dollars)

GENERAL FUND	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

POSITIONS:

FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS: (Attach a separate page if necessary)

We do not anticipate any significant fiscal impact in expenditures or revenues for the Division of General Services and Supply. Central Duplicating will continue to provide quotations to state agencies so they can include these figures in their costs analysis. There would be no additional costs for printing services. Agencies would pay costs of required typesetting.

Prepared by: Robert J. Link, Director *Robert J. Link* Phone: 465-2250  
 Division: General Services and Supply Date: 4/23/90  
 Approved by Commissioner: Frank S. Baxter *Dary M. Bader for* Date: 4/23/90  
 Agency: Department of Administration

Distribution (by preparer):  
 Legislative Finance  
 Legislative Sponsor  
 Requestor  
 Office of Management and Budget  
 Impacted Agency(ies)

CONTINUATION of FISCAL NOTE ANALYSIS

For Bill/Resolution No. HCS CSSB 75 (JUD)

SUBJECT OF PROPOSED BILL: An act relating to State Publications.

SUMMARY/EXPLANATION OF INTENT: For agency publications which are bid by General Services and Supply, the additional information required would be provided for under existing procurement regulations. The disclosed information can be included in the bidding specifications at no fiscal impact to the division. We do not anticipate any critical fiscal impact when issuing competitive sealed bids for agency publications.

This fiscal note analysis only applies to the Department of Administration and does not represent fiscal impacts to other agencies.

ESTIMATED FISCAL IMPACT:

Capital: 0

Operating: 0

# Alaska State Legislature



## House of Representatives House Judiciary Committee

P. O. Box V  
State Capitol  
Juneau, Alaska 99811  
(907) 465-4990  
(907) 465-4712

April 23, 1990

Representative Sam Cotten  
Speaker of the House  
Alaska Legislature  
P.O. Box V  
Juneau, AK 99811

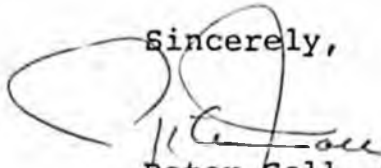
Dear Representative Cotten:

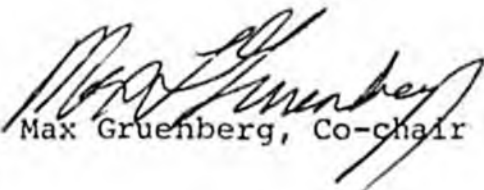
The House Judiciary Committee has heard, adopted a committee substitute, and passed out SB 75, relating to state publications. The substitute was arrived at by consensus between Senator Pearce, the Department of Administration, and the committee.

In crafting the final bill, the Senate passed version was changed enough to require a title change. This House Concurrent Resolution suspends those Uniform Rules of the Legislature dealing with changes in the title of a bill.

The House Judiciary Committee respectfully requests that you assign the resolution only to the Rules Committee since the committee has already considered it in passing out SB 75.

Sincerely,

  
Peter Goll, Co-chair

  
Max Gruenberg, Co-chair

# STATE OF ALASKA

## DEPARTMENT OF FISH AND GAME

### OFFICE OF THE COMMISSIONER

STEVE COWPER, GOVERNOR

P.O. BOX 3-2000  
JUNEAU, ALASKA 99802-2000  
PHONE: (907) 465-4100

February 14, 1990

The Honorable Max Gruenberg  
The Honorable Peter Goll  
Co-Chairmen  
House Judiciary Committee  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811

Dear Representatives Gruenberg and Goll:

Subsequent to your request on February 2, I sent inquiries to each of the department's 36 offices, through the regional offices of the department. I also asked all offices to cease sending unsolicited mail of any kind to legislators until we could determine whether there was a burdensome volume of mail being sent to members of the Legislature without it being specifically requested.

I will be on hand again this Friday, February 16, to discuss individual divisional figures with you should you wish me to do so. In the interim I can provide some general information for you and the committee.

It appears the department maintains 36 mailing lists. Many of these are very specific to an area. For instance, emergency orders regarding a specific fishery in a specific region are mailed to permit holders or others who have requested they be provided copies of each such document. Other mailing lists are issue specific. An example would be the Fairbanks office of the Division of Wildlife Conservation, which maintains a mailing list for those who are interested in the Creamers Field project, a refuge project near Fairbanks.

Some area offices for the Division of Commercial Fisheries issue as many as 55 emergency orders a season. In other cases, divisions are required to mail out drafts of proposed regulatory changes or, as in the case of the Division of Sport Fish, more than 4,000 copies of a draft management plan was mailed as a part of the public review process of a trout management plan.

Items currently mailed to all members of the Legislature include:

Sport Fish Currents - issued four times per year, Division of Sport Fish

Fish & Game Magazine - issued five times per year, Public Communications Section

FRED Annual Report - annually, FRED Division

Nongame Newsletter - four times per year, Division of Wildlife Conservation

Weekly Salmon Reports - weekly, Division of Commercial Fisheries

Regulatory proposal books - Division of Boards

By law or regulation, other items must be mailed to the Legislature. An example would be notices of changes to regulations, apparently these must be sent to members.

In answer to a question having to do with responses to individual requests for information from department offices, I am told some offices have never mailed anything to a legislator while others indicate as many as dozens of pieces mailed at the request of legislators from the district where the office is located.

Judging by the figures I have available, it would appear the department spends less than \$2500 per year mailing items to members of the Legislature, ranging from as little as \$1.25 last year for the Nome office of the Division of Commercial Fisheries to as high as \$600 for the entire Division of Commercial Fisheries.

As you surmised, the department does indeed do a lot of mailing. At this point, however, it does not appear there is an abundance of mailings of any kind, including mail to legislators, that is unjustified. With the exception of those items noted above, there is no concerted effort to mail to members of the Legislature. The majority of mailings the department does relate directly to providing information to user groups and those constituent groups directly affected by proposed regulations or management regime proposals. If part of our obligation to the public is to provide information on the programs, proposals, and regulations of the agency, then it would appear we are doing a good job.

You asked about the department's policy on news releases and public notices. Enclosed is the department SOP on this subject. It appears this policy is being followed very closely by all of our regional offices.

Representative Gruenberg  
Representative Goll

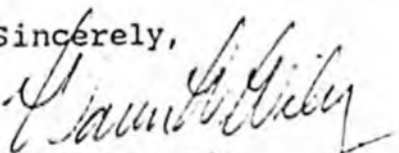
- 3 -

February 14, 1990

Your initial inquiry has provided the incentive for the department to conduct a review of mailings and mailing lists and has served to renew the discussions which took place last year about consolidating, to the degree possible, our mailing lists. It has also initiated a review of the news release policy. As I mentioned earlier, we have temporarily ceased mailing anything to legislators unless specifically requested to do so. At the next department staff meeting, I intend to again bring this subject to the attention of our eight division directors and open the subject for discussion.

When I appear before the committee this Friday, I will be able to provide details from some of the responses received to questions posed by the Commissioner's Office.

Sincerely,



Warren W. Wiley  
Assistant Commissioner

Enclosure

cc: All members, House Judiciary Committee

STATE OF ALASKA DEPARTMENT OF FISH AND GAME STANDARD OPERATING PROCEDURE	No. III-420	PAGE 420-1
	ISSUED 04/01/88	EFFECTIVE 04/01/88

SUBJECT  
DEPARTMENTAL NEWS RELEASES

CHAPTER  
ADMINISTRATIVE PROCEDURES

SUPERSEDES	No	PAGE	DATE	APPROVED BY
	ALL PREVIOUS EDITIONS			<i>James Beam</i>

PURPOSE

To set guidelines for correct news release style and format, and to establish statewide policy.

DISTRIBUTION

All manual holders.

GENERAL

News releases and other forms of communication with members of the public serve their purpose best when carefully composed in a manner that meets the needs of the intended recipient. News is a perishable commodity. News releases should be used only for information that must be disseminated in a timely fashion.

The department has a responsibility to keep the citizens of the State of Alaska informed. It is the policy of the department to issue news releases when it is determined that they will help to accomplish this task.

Department employees at the level of area management personnel or above are authorized to issue news releases without prior clearance from Headquarters. Such authority may be extended to project heads as deemed necessary by the director of the division concerned.

Notwithstanding other provisions of this SOP, news releases concerning matters that are currently controversial, that can be assumed likely to generate controversy, that are or are expected to become the subject of litigation involving the department, that make initial statement of department policy, or that imply or suggest new policy or a change in policy shall be submitted to the Public Communication Section (PCS) prior to being distributed. The PCS will take responsibility for clearing each such release with the highest level of authority necessary, and will take the responsibility for the distribution of the release to the news media, et al., as appropriate.

The above is not to be construed as an attempt to stifle initiative, but as an effort to ensure department-wide coordination on policy matters. Releases announcing actions taken as a result of previously announced policies, those concerning standard emergency opening and closing of seasons, those of a strictly informational nature, etc., ordinarily will not require prior review by Headquarters.

STATE OF ALASKA  
DEPARTMENT OF FISH AND GAME  
STANDARD OPERATING PROCEDURE

No.	III-420	PAGE	420-2
ISSUED	04/01/88	EFFECTIVE	04/01/88

SUBJECT DEPARTMENTAL NEWS RELEASES

CHAPTER ADMINISTRATIVE PROCEDURES

SUPERSEDES No PAGE DATE APPROVED BY  
ALL PREVIOUS EDITIONS

*Ferny Loan*

STATEWIDE RELEASES

Statewide releases shall be distributed from Headquarters by the Public Communications Section. Should a regional or local office desire a statewide release be issued, a draft should be supplied to PCS. If immediate release is critical, the text of the draft can be supplied to the PCS electronically or by telephone. The PCS will review the proposed release in conjunction with the director(s) concerned and with the highest authority necessary, and will be responsible for distribution of the final copy in a timely manner to the news media, et al., as appropriate.

LOCAL/REGIONAL RELEASES

News releases intended for less than statewide distribution shall be processed by persons authorized to issue releases under the provisions of this SOP and shall take responsibility for the preparation and distribution of news releases to the media, et al., as appropriate.

DISTRIBUTIONS OF RELEASES

Statewide

Coordinated by Public Communications Section

Local/Regional

Coordinated by personnel authorized under "GENERAL" section of this SOP

Copies to: Director(s) concerned  
Other offices in region  
Commissioner of Fish and Game  
Headquarters Public Communication Section  
Department of Public Safety, Division of Fish and Wildlife Protection  
State Board members  
Members of concerned Advisory Committee(s)  
Governor's Office  
Local Legislators (as appropriate)  
Sportsmen's groups (as appropriate)  
Desired media (newspapers, radio, tv)  
Other (bulletin boards, interested individuals, etc.)

STATE OF ALASKA DEPARTMENT OF FISH AND GAME STANDARD OPERATING PROCEDURE	No. III-420	PAGE 420-3
	ISSUED 04/01/88	EFFECTIVE 04/01/88

SUBJECT  
DEPARTMENTAL NEWS RELEASES

CHAPTER  
ADMINISTRATIVE PROCEDURES

SUPERSEDES	No.	PAGE	DATE	APPROVED BY
ALL PREVIOUS EDITIONS				<i>Henry Leane</i>

INTERVIEWS

On occasion, department personnel will be subject to personal appearances before representatives of the media or members of the public, interviews either in person or by other means, and other forms of questioning. Under these circumstances department personnel are expected to use their own best judgement when responding to questions, and to refrain from making statements which cannot be borne out by an examination of available information, or to contradict established department policy.

OTHER DEPARTMENT PUBLICATIONS

Department personnel preparing information for publication in a form other than that of a news release, such as feature articles, bulletins, pamphlets, etc., other than scientific papers, shall be expected to follow the provisions of the SOP with regard to matters that are currently controversial, that can assumed likely to generate controversy, that are or are expected to become the subject of litigation involving the department, that make the initial statements of department policy, or that imply or suggest new policy or a change in policy.

NON-DEPARTMENT PUBLICATIONS

Department personnel preparing information on their own time for dissemination under a personal byline not mentioning the department are expected to use their own best judgement at all times, and to refrain from indicating or implying department approval of any statement not already the subject of published department policy.

STYLE

1. Put the essential information in the first paragraph. Think of the release in terms of an upsidedown triangle. It is likely that the reader will not even read the bottom half. The first line or two must carry the message.
2. Start the first paragraph with the fact, rather than the attribution. Whenever possible, the lead sentence should be phrased in the present tense.
3. If possible, include the name of the department in the first paragraph.
4. Write short simple sentences. Avoid the use of words not in general use by members of the public.
5. Keep paragraphs as short as possible.





# STATE OF ALASKA

## DEPARTMENT OF FISH AND GAME

OFFICE OF THE COMMISSIONER

STEVE COWPER, GOVERNOR

P.O. BOX 3-2000  
JUNEAU, ALASKA 99802-2000  
PHONE: (907) 465-4100

RECEIVED FEB 2 1990

February 1, 1990

The Honorable Max Gruenberg  
The Honorable Peter Goll  
Co-Chairs  
House Judiciary Committee  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811

Dear Representatives Gruenberg and Goll:

At the Judiciary Committee hearing of January 24, you asked that I report to the Committee on February 2 regarding an internal review of mailings by the Department of Fish and Game to the Legislature and the costs involved.

All divisions and major regional offices of the department have been contacted during the past ten days. Every attempt has been made to determine whether there has been a concerted and uniform effort to mail volumes of reports or documents to legislators. In each case, with some exceptions, the answer is no. Since there appears to be no identifiable concentration of effort at mailing materials to legislators, it is also impossible to determine a total amount for postage for such mailings.

The department does send to all legislators documents and reports required by law. We also send courtesy copies of Alaska Fish & Game magazine and the monthly Bulletin. Our Public Communications Section also delivers copies of departmental news releases to legislators via the Capitol Building mail room. The Division of Sport Fish provides copies of its newsletter Currents to legislators.

The department maintains several mailing lists within the various divisions. Surely some legislators appear on those mailing lists, probably at their request. Legislators who express interest in fisheries issues for example, may have been added to mailing lists and their names still appear on those lists. To remove legislators from departmental mailing lists would require that those lists be purged, and that can be accomplished given some time.

Representative Gruenberg  
Representative Goll

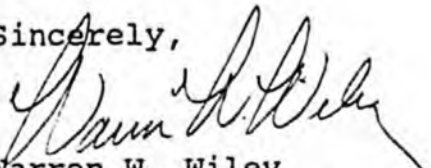
- 2 -

February 1, 1990

The review initiated within the department over the past ten days has served a useful purpose in that each of our divisions and our regional offices will now be more circumspect in their mail-out of information on the department's activities.

As promised, I will appear before the Committee again on February 2.

Sincerely,



Warren W. Wiley  
Assistant Commissioner

cc: Senator Pearce  
Representative Mike Davis  
Representative Davidson  
Representative Ellis  
Representative Miller  
Representative Martin  
Don W. Collinsworth  
Norman A. Cohen

# STATE OF ALASKA

## DEPARTMENT OF ADMINISTRATION

DIVISION OF GENERAL SERVICES AND SUPPLY

STEVE COWPER, GOVERNOR

P.O. BOX C  
JUNEAU, ALASKA 99811

February 1, 1990

The Honorable Peter Goll  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99811

*Hayden*  
*Thanks + review & advise*  
*re our cs*  
RECEIVED FEB 2 1990

Dear Representative Goll:

I'll try to address each of your questions and concerns regarding HCSSB 75 (State Affairs) as we understand them.

1. How could the bill be revised to provide for Department of Administration (Central Duplication) review of requests for publication printing?

Any revision should be consistent with constitutional separation of powers and statutory separation of procurement authority. We feel the following would provide for review by each procurement authority:

STATE PUBLICATIONS: The publications of all State agencies must be produced at State operated facilities, unless it is determined in writing that the needs of the State require the publication to be produced outside of State operated facilities according to AS 36.30. Such written determination must be made for the executive branch by the Commissioner of Administration, for the University of Alaska system by the Board of Regents or the President, for the judicial branch by the Administrative Director, for the legislative branch by the Legislative Council, for the Alaska State

Housing Authority by its Board of Directors, and for the Alaska Railroad Corporation by its Board of Directors.

2. Could we establish standards for publications which would require approval to exceed?

We could establish such standards, however, it would then require changes in statute to address technological developments in the printing area. We would prefer to use the "capability of the Department of Administration Central Duplication section" as the standard. This section's lengthy history of ordinary funding has limited its capability to one or two color printing on primarily 8 1/2" x 11" paper. We don't expect these capabilities to increase in the foreseeable future.

3. Could we provide for an approval/denial process for agencies who requested publications exceeding the "capability of Central Duplication"?

The following language could provide that process:

PRODUCTION OF STATE PUBLICATIONS: State publications must be produced within the capability of the Department of Administration Central Duplication section. Agencies may not produce publications which exceed the capability of the Department of Administration Central Duplication section unless it is determined in writing that it is in the public interest to do so. Such written determination must be made for the executive branch by the Commissioner of Administration, for the University of Alaska system by the Board of Regents or the President, for the judicial branch by the Administrative Director, for the legislative branch by the Legislative Council, for the Alaska State Housing Authority by its Board of Directors, and for the Alaska Railroad Corporation by its Board of Directors.

4. Could we provide for a price block on publications which exceed the "standards"?

The following language would provide for a price block:

Sec. 44.99.140. DISCLOSURES IN PUBLICATION. A publication not produced in a State-operated facility or one which exceeds the capability of the Department of Administration's Central Duplication section, shall include a statement that gives the name of the agency releasing the publication, the purpose of the publication, the cost for each copy of the publication and the city and state where the printing was done. The statement must read: "This publication was produced at a cost of \$\_\_\_\_\_ per copy to (statement of purpose), and was printed in (city and state where printed)." The statement may include, if applicable, a declaration of the revenue raised by the sale of the publication or from the purchase of advertising in the publication. The agency identification and statement shall be printed in one conspicuous place in the body of the publication in a type size that is not smaller than eight points and shall be set in a box composed of at least one-point rule.

5. Please provide a list of publications which could be eliminated to save money.

After some research, we find that the Office of Management and Budget has already begun work in this area. We have attached a draft copy of their work. They have advised us that they could not offer a completed listing of which publications could be eliminated until next session.

6. What about recycled paper?

At present there is a non-discrimination statute for recycled products (AS 36.30.324). Recycled paper has been more expensive than un-recycled. We are working with the Governor's Office and other states to address recycled content. The easy way to increase use of recycled paper is to give a purchasing preference for it. This might be better addressed under other legislation.

7. What about in-state printing?

Between the Alaska Bidder Preference and the Alaska Product Preference it is possible for an Alaska printer to get a 12% preference in bidding. During the period January 1, 1988, through June 30, 1989, we know of only three printing purchases from out-of-state vendors.

Sincerely,



Robert J. Link  
Director

RJL/tlc  
attachment

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
R 05 AAC 041 0270	ADF&G	ADF&G	Not later December 15	Holders of permits for shellfish farm shall file an annual report on the form distributed by the department.
R 05 AAC 092 0228	ADF&G	ADF&G	By January 31	Holders of an aviculture permit must submit an annual report to the department. Report to include, using common name, genus and species, the number and sex of each bird alive and in possession, each bird that died, source of acquired birds and other information.
R 05 AAC 098 0250	ADF&G	ADF&G/Joint Board/Feds	By November 15	Local fish and game advisory boards must submit an annual report to the joint board, the department, and the Secretary of Interior. The report must contain an identification of current and anticipated subsistence issues, recommendations for management of fish and game and other information.

Total number of reports required by statute or regulation: 3 Out of: 252

S 16.05.092	ADF&G	Legislature	Not later 20 days of session	FRED shall develop and continually maintain a comprehensive coordinated state plan. Make a comprehensive annual report to the legislature containing detailed information regarding the accomplishments and proposals of plans and activities for the next FY.
S 16.05.130	ADF&G	Legislature	Prior to April 15	Waterfowl Tag Fee Account within the Fish and Game Fund. Report annually to the public and the legislature on the use of money derived from waterfowl conservation tags and limited edition prints.
S 16.05.825	ADF&G	Legislature	Not stated	Upland Game Bird Release Program. Report annually the results of tagging game birds released and compilation of harvest statistics.
S 16.10.470	ADF&G	ADF&G/DCED	No later December 15	Holders of salmon hatchery permits report annually to ADF&G. If levying a voluntary assessment under 16.10.400-470 submit an annual financial report to the DCED. No date stated for report to DCED.
S 16.43.980	ADF&G	Legislature	Not stated	Annual report by the Limited Entry Commission, including progress on the reduction of entry permits to the optimum levels and recommendations on legislation.

Total number of reports required by statute or regulation: 5 Out of: 252

Total Number of Reports for Department: 8 Out of: 252

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 44.81.20C	CFAB	Governor/Legislature/Public	Not stated	Board of Directors, Commercial Fishing and Agriculture Bank (CFAB) shall publish an annual report including financial statements
S 44.81.270	CFAB	Governor/Legislature/Public	Not stated	CFAB shall be audited annually by an independent outside auditor. Bank examiners shall perform an annual qualitative examination and evaluation of the bank and prepare a summary of this report to be sent to above persons.

Total number of reports required by statute or regulation: 2      Out of: 252

Total Number of Reports for Department: 2      Out of: 252

DRAFT

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 37.05.530	DC&RA	Legislature	Within 10 days of session	National Petroleum Reserve. Fund managed by DOR. DC&RA shall provide a list of all municipalities receiving grants, list of municipalities determined eligible for further grants, recommendation for additional monies, & justification of each past & potential grant.
S 44.07.290	DC&RA	Legislature	Not stated	Alaska Capital City Development Corporation, Capital City Development Oversight Committee shall report annually to the legislature including any consideration considered relevant to the planning and development of the new capital city.
S 44.07.320	DC&RA	Governor/LB&A	Within 3 months end of FY	Alaska Capital City Development Corporation. Submit a complete financial report audited by CPA.
S 44.47.150	DC&RA	Public/Villages	90 days end FY	Municipal Lands Trust. Commissioner is to keep separate accounts of lands held in trust from the villages. Annual statement of each account is to made available to each village and the public.
S 44.47.530	DC&RA	Legislature	By January 10	Submit a complete accounting of the housing assistance revolving fund. The accounting shall be done by an independent outside auditor.
S 44.47.587	DC&RA	Legislature	1st 10 days of session	The statute reads that the commission may present to the legislature proposed local government boundary changes. Also note that 29.08.040 states that the commission may present a proposed municipal boundary change within the same time frame.
S 44.89.010	DC&RA	Legislature	The start of the legislature	Alaska manpower Services Council. Annual report on the activities of the council.

Total number of reports required by statute or regulation: 7      Out of: 252

Total Number of Reports for Department: 7      Out of: 252

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
R 03 AAC 052 0330	DCED	Public Utilities Commission	Not stated	In addition to annual report required under AS 42.05.451, a telephone utility shall file annually a listing of its projected capital improvements projects that exceed \$15,000 for the current year and ensuing two years.
R 03 AAC 093 0500	DCED	DOA/Labor Relations	Not later 30 days end FY	Unions representing employees of the railroad who represent persons who have filed a claim of nonassociation shall file an annual report showing proof that a charitable contribution in sums equivalent to dues, fees and assessments has been paid as required.

Total number of reports required by statute or regulation: 2 Out of: 252

S 05.05.030	DCED	Governor	Not stated	Study semi-professional and professional athletic programs of the state and report annually to the Governor. The report shall include recommendations for the advancement and improvement of athletic programs in the state.
S 08.05.055	DCED	Governor/Legislature	Within 120 days end FY	DCED report annually to the Governor on regulations adopted or altered since last report, recommendations for legislation, and a statement of the status and assets and liabilities of all banking organizations. To Legislature at opening of each session.
S 08.05.438	DCED	DCED	Within 60 days of completion	Bank board of directors required to appoint an examining committee to cause an examination of the the condition of the bank. A copy of the report is to be submitted to the Department each year.
S 08.20.190	DCED	DCED	On/Before March 15	Alaska Small Loans Act. Each license holder shall report to the commissioner a report containing information the department may reasonably require concerning the business and operations of the preceding year.
S 08.30.625	DCED	DCED	30 days of end of CY	Alaska Savings Association Act. Each association report annually to the department on its affairs and operations. Report must include a complete statement of its financial condition including income and expenses since last report.
S 08.30.630	DCED	DCED	Not stated	Alaska Savings Association Act. Any reports required by the Commissioner. If required by the Commissioner, the report shall be verified in the same manner as the annual report in 08.30.625.
S 08.45.050	DCED	DCED	Not stated	Alaska Credit Union Act. A credit union must file an annual financial report and any other reports required by the Commissioner.

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 08.45.170	DCED	Credit Union Board of Director	Not stated	Alaska Credit Union Act. Requires a supervisory committee to conduct an annual audit and report to the Board of Directors of the credit union and a summary report to members at the next annual meeting.
S 08.01.070	DCED	DCED	Before end of FY	This statute applies to all boards in addition to requirements provided in each board's respective law. Each Board will submit an annual report stating the boards accomplishments.
S 08.04.070	DCED	Governor	Not stated	Board of Accountancy. Annual report to the Governor containing boards purpose, planned programs, statistics related to operations, significant developments, proposed statutory changes and budget information.
S 08.13.050	DCED	Governor	Not stated	Board of Barbers and Hairdressers. Annual report to the Governor on its operations.
S 08.24.071	DCED	Public/Court	On/About August 1	Collection Agencies. The Department shall publish each year a directory containing a list of licensed collection agencies and the names of its licensed operator or operators. Copies will be sent to each licensed collection agency and the clerk of each Superior Court.
S 08.24.220	DCED	DCED	June 1 & December 1	Collection Agencies. Every collection agency licensee shall file a semiannual statement listing each of the names and residence address of persons employed by the licensee in the six month period ending 10 days before the due date of the report.
S 08.38.070	DCED	Governor	Not stated	Board of Dental Examiners. Report annually to the Governor and the Department on the board's proceedings, findings concerning the standards and availability of dental services, and board receipts and expenditures.
S 08.48.071	DCED	Governor/Legislature	End of Fiscal Year	Architects, Engineers and Land Surveyors Board. File an annual report of the transactions of the past year, and a statement of receipts and expenditures attested to by affidavits of its President and Secretary.
S 08.48.101	DCED	Governor	End of Fiscal Year	Architects, Engineers and Land Surveyors. Any regulations, bylaws or code of ethics adopted by the board shall be published in the annual report. (08.48.071)

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## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 08.04.101	DCED	Governor	Not stated	State Medical Board. Annual report of its proceedings including a statement of money received and disbursed.
S 08.00.040	DCED	Legislature	Not stated	The Board of Pharmacy shall report to the legislature on the condition of pharmacy in the state. Report shall include a resume of the proceedings of the board. The statute does not specify if report is annual, semi-annual or what time frame is involved.
S 08.00.270	DCED	DCED	Not stated.	Board of Pharmacy. Each owner or manager of a pharmacy shall report the names of all pharmacists employed in that pharmacy at the time the board directs but not more than twice a year. The pharmacy shall report within 10 days of hiring or dismissing a pharmacist.
S 08.04.010	DCED	Governor	Not stated	Physical Therapy and Occupational Therapy Board. Annual Report of its activities to the Governor and other interested parties.
S 08.00.070	DCED	DCED	Not stated	Psychologists and Psychological Associates. Report to the DCED covering board activities, e.g. number of applicants, examinations, passing and failure rates, and finances.
S 08.05.030	DCED	DCED	Not stated	Board of Clinical Social Work Examiners. Submit and annual report of its proceedings to the department.
S 08.08.050	DCED	DCED	Not stated	Board of Veterinary Examiners. Prepare and submit an annual report to the department containing information on board activities, e.g. number of examinations held, number of applicants, number who pass or fail, financial data including receipts and expenditure.
S 10.05.699	DCED	DCED	Not stated	Each Domestic and Foreign corporation must file a biennial report as described in this statute.
S 10.05.705	DCED	DCED	January 2 of filing year	Alaska Business Corporation Act. Domestic and Foreign Corporations ANNUAL REPORT. The article says annual reports but the text states the reports are biennial. The report is due January 2 of filing year but is not delinquent until February 1.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 10.06.433	DCED	Shareholders	See above	Alaska Corporations Code. Requires a corporation to send an annual report to the shareholders. This report shall be sent not later than 180 days after close of FY or the date on which notice of the annual meeting in the next FY is sent, whichever is first.
S 10.06.805	DCED	DCED	Not stated	Alaska Corporations Code. A domestic corporation and a foreign corporation authorized to transact business in the state must file a biennial report within the time prescribed by this chapter.
S 10.15.320	DCED	DCED	July 2 of filing year	Alaska Cooperative Corporation Act. Each cooperative shall file a biennial report signed by a principal officer or general manager.
S 10.20.820	DCED	DCED	Not stated	Nonprofit Corporations. Each domestic and foreign corporation must file a biennial report within the time prescribed by this chapter. The information shall be given as of June 30 of the reporting year.
S 10.40.105	DCED	DCED	Not stated	Religious Corporations. File a biennial report setting out the real and personal property assets of the corporation.
S 18.51.100	DCED	Governor/Legislature	Not stated	Alaska Seafood Marketing Institute is to submit an annual report describing the activities of ASMI.
S 18.55.270	DCED	DCED	Not stated	Alaska State Building Authority shall file annually a report with DCED on its activities and make recommendations for legislation or other actions.
S 18.55.430	DCED	DCED	Not stated	Alaska State Building Authority report annually to DCED on the activities related to 18.55.300 - 470 including a financial statement. This section is on Moderate Cost and Rental Housing.
S 18.55.840	DCED	DCED	Not stated	Alaska State Building Authority report annually to DCED covering activities under 18.55.480 - 880 including a financial statement. This section is the Slum Clearance and Redevelopment Act.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 21.06.110	DCEB	Legislature/DCEB	As early in CY as reasonable	The director shall prepare and deliver an annual report to the legislature and the commissioner. This report will show list of authorized insurers in Alaska, name of insurers whose business was closed, name of insurer actions have been taken against.
S 21.39.175	DCEB	Public/DCEB	Not stated	An insurer providing malpractice coverage for health care shall report annually on number and amounts of claims filed, reserved, paid, settled and adjudicated. This report is to be made available to the public and the State Medical Board.
S 21.84.340	DCEB	DCEB	Before March 2	Fraternal Benefit Societies. Every society transacting business in Alaska shall file a true statement of its financial condition, transactions and affairs for the preceding calendar year and pay a fee.
S 21.88.070	DCEB	Public/DCEB	Not stated	Medical Indemnity Corporation of Alaska report to the director same as 21.39.175. This report also is to be made available to the public and the State Medical Board. Report made public may not include the names of health care providers or claimants.
S 29.60.420	DCEB	Legislature	Not stated	Community Facilities Grants. DCEB report annually to the Legislature about grants made under 29.60.400.
S 42.05.211	DCEB	Legislature	By February 15	Alaska Public Utilities Commission annual report to the legislature. It is to serve as report on past year and plan for the next year.
S 42.05.451	DCFD	Public Utilities Commission	Within 90 days	After the close of its authorized annual accounting period each public utility shall file with the commission a verified annual report of its operations during the period reported.
S 42.06.220	DCEB	Legislature	By February 15	This section is on the regulation of pipelines and is part of the Public Utilities Commission work. Annual report must include information and data which bear a significant relationship to the development and regulation of oil and gas pipeline facilities in the state.
S 42.06.430	DCEB	Public Utilities Commission	60 days after period closes	After the annual authorized accounting period closes, the pipeline carrier will submit an annual report to the APUC from a pipeline carrier. Includes verified financial statements and general corporate information.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 42.40.260	DCED	Governor/Legislature	Within 90 days end FY	Alaska Railroad Corporation annual report describing the operations and financial condition of the corporation. The report may contain suggestion for legislation. The report shall itemize the cost of providing each category of service offered.
S 42.40.290	DCED	Governor/Legislature	By December 1	The Alaska Railroad Corporations shall prepare and adopt a long-range capital improvement and program plan. The board shall annually review and approve revisions to the plan. The board shall provide copies of the updated plan to the governor & legislature.
S 43.76.030	DCED	DCED	To be specified by DCED	Regional aquaculture association requesting state assistance under 43.76.025 (salmon enhancement tax) submit annual financial report and an annual budget. Regulation 03 AAC 089 0120 specifies report must be filed within 120 days after end FY.
S 44.33.020	DCED	Public	Not stated	Review the programs and annual reports of other departments and agencies related to economic development and prepare an annual report on the economic growth of the state.
S 44.33.431	DCED	Governor/Legislature	During 1st 10 days of session	Alaska Minerals Commission. Report its recommendations annually.
S 44.33.720	DCED	Governor/Legislature	10th day of session	Alaska Tourism Marketing Council. Annual report on the council's activities. Also required to make available to a "interested persons, a quarterly report of the council's activities. Report on 1st half FY contractual funds / plan for 2nd half FY contractual.
S 44.83.110(f)	DCED	Governor/Legislature	No later than January 2	AS 44.83.110 (c) AEA may establish special funds called "capital reserve funds". 110(f) The chairman shall deliver a certificate stating the sum required to restore any capital reserve fund to the capital reserve fund requirement.
S 44.83.110(h)	DCED	LB&A Committee	By January 30	If the authority is to issue bonds secured by a capital reserve fund notify State Bond Committee and LB&A. Annually the authority is to revise the estimate the need to withdraw money from the capital reserve fund during the term of the bond.
S 44.83.200	DCED	Governor/Legislature	Before March 1	Alaska Energy Authority (Alaska Power Authority) submit a comprehensive report describing operations, income and expenditures.

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 44.83.210	DCED	Legislature	Before 15th day of session	Alaska Power Authority shall submit a report detailing project status, original costs and projected costs, highlighting any costs in excess of the original cost estimates approved by the legislature.
S 44.83.224	DCED	Governor/Legislature	Not later than February 1	DCED assisted by the Alaska Power Authority will prepare and annually revise a long-term energy plan. The plan and the annual revisions will be submitted to commissioners for review and then to the Governor. After approval from Governor, submit to Legislature.
S 44.83.340	DCED	Governor/Legislature	By March 30	Susitna River Hydroelectric Project. Report annually on the project. The statute specifically states this is in addition to other required reports.
S 44.83.361	DCED	Legislature	Within 1st 10 days of session	Alaska Power Authority. Rural Electrification Revolving Loan Fund. APA annual report of actions taken and an accounting of the fund.
S 44.88.140	DCED	Legislature	By January 10	The Authority shall submit a report describing the nature and extent of the tax exemption of the property, assets, income, receipts, project, development project and leasehold interests of the authority.
S 44.88.210	DCED	Governor/Legislature/Public	By January 10	Alaska Industrial Development and Export Authority. Annual report including financial statement audited by an independent outside auditor.

Total number of reports required by statute or regulation: 58 Out of: 252

Total Number of Reports for Department: 80 Out of: 252

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## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
R 18 AAC 062 0220	DEC	DEC	By March 1	A person or firm that is a generator of hazardous waste who ships such waste off-site shall prepare and submit an annual report for preceding calendar year.
R 18 AAC 082 0320	DEC	DEC	By March 1	A transporter of hazardous waste shall prepare and submit an annual report for the preceding calendar year.
R 18 AAC 002 0420	DEC	DEC	By March 1	The owner or operator of a hazardous waste treatment, storage or disposal facility shall prepare and submit an annual report for the preceding calendar year.
R 18 AAC 075 0590	DEC	Legislature	Within 10 days of session	DEC will report to the legislature on all actions brought during the preceding calendar year under 48.03.758. That statute relates to the Civil Penalties for Discharge of Oil.

Total number of reports required by statute or regulation: 4      Out of: 252

S 48.03.020	DEC	Legislature	Not stated	Report annually to the Legislature permits that have been included or deleted under 48.35 (Environmental Procedures Coordination).
S 48.03.032	DEC	Legislature	On/before 1st day of session	Alaska Clean Water Fund. Provide to the legislature an annual report on the clean water fund.
S 48.08.080	DEC	Legislature	Within 1st 10 days of session	Oil and Hazardous Substance Release Response Fund. Commissioner report annually on the amount of money expended under 44.08.040, the amount and source of funds received under 44.08.020, & detailed summary of DEC activities.

Total number of reports required by statute or regulation: 3      Out of: 252

Total Number of Reports for Department: 7      Out of: 252

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
R 07 AAC 007 0105	DHSS	Public	Not stated	Relates to Certificate of Need. Any person who submits a letter of intent regarding activity or who is granted a certificate of need shall file a written report every six months. The department will prepare and publish an annual report on the status of applications and reviews.
R 07 AAC 027 0570	DHSS	Health Care Providers	Not stated	DHSS will appoint a committee to annually review the results of the newborn infant metabolic disorder screening program and report to health care providers and public on these matters.

Total number of reports required by statute or regulation: 2 Out of: 252

S 18.05.020	DHSS	Legislature	Not later 10 days of session	The department will prepare an annual report to the legislature.
S 18.20.040	DHSS	DHSS	Not stated	Hospitals may renew their license without charge upon filing and approval by DHSS of an annual report containing the information prescribed by DHSS by regulation
S 18.20.100	DHSS	Public	Not stated	Regulation of Hospitals. DHSS shall prepare and publish an annual report of its activities and operations under 18.20.020 - 130.
S 18.20.150	DHSS	Public/Federal Government	Not stated	DHSS shall make a statewide inventory of hospitals and medical facilities, community mental health centers, and facilities for the mentally retarded. Based on inventory develop a plan for construction. Annually review plan and submit changes to the Surgeon General.
S 18.25.110	DHSS	Legislature	Within 10 days of session	DHSS shall submit a report of grants made under as 18.25.070-110. These grants are assistance for community health facilities.
S 18.28.030	DHSS	Legislature	Not stated	Community Health Aide Program, Community Health Aide Grant Account. DHSS shall determine the amount of money needed to fully fund grants (18.28.010) and contracts (18.28.020(3)) for the next year and report that to the legislature.
S 18.50.040	DHSS	Public	Not stated	The Bureau of Vital Statistics shall prepare and publish reports. There is no mention of time frames or subjects.

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## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 47.07.040	DHSS	Legislature	No later than March 15	DHSS prepare a state plan in accordance with 42 U.S.C. 1396 - 1396p and submit it to the federal government for approval. In addition the DHSS shall submit a report concerning the status of this program and recommendations as to changes in coverage of eligible persons.
S 47.07.071	DHSS	DHSS	120 days end FY	Each health facility receiving payments under this chapter shall submit to the Commission a report of the facilities financial performance during the fiscal year. This report is due not later than 120 days from the end of the health facilities fiscal year.
S 47.07.072	DHSS	Governor	Not later than September 30	The Commission shall submit to the Governor a report on the prospective payments made under this chapter during the current FY and an estimate of the payments that will be made during the remainder of the current FY and the next FY.
S 47.10.300	DHSS	Governor/Legislature	Each January	DHSS report each year on programs for runaway minors in the state.
S 47.25.540	DHSS	Governor	Within 90 days end CY	The department shall make a report to the Governor for the preceding year stating: the number of recipients; total amount disbursed in cash; the number of applicants; the number granted; the number denied.
S 47.30.470	DHSS	Legislature	By 10th day of session	State Office of Alcoholism and Drug Abuse. Annual report concerning alcoholism and drug abuse and the grant-in-aid program.
S 47.30.540	DHSS	DMH&DD	Not stated	Local organizations requesting funds under 47.30.520 - 620 must submit an annual report of the preceding year including an evaluation of the effectiveness of the previous years programs and their costs. Annual update to their long-term plan.
S 47.30.660	DHSS	Governor/Legislature/DHSS	Not stated	Alaska Mental Health Board. Report at least annually concerning the boards activities including an evaluation of the effectiveness of the prior years implementation plan. Annually update long-term plan, and update annual implementation plan.
S 47.37.040	DHSS	Legislature	Not stated	State Office of Alcoholism and Drug Abuse. Annual report covering the activities of the office.

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 47.37.130	DHSS	Public	Not stated	State Office of Alcoholism and Drug Abuse. Annual list of approved treatment facilities. Each facility is required to submit an annual report of its activities.
S 47.75.020	DHSS	Legislature	47.75.050 1st day of session	DHSS shall annually provide to the legislature a detailed state plan for the delivery of social services. The report shall include and meet all provisions require by Title XX of the Social Security Act. AS 47.75.040 states the proposed plan should be published 90 days before session for public comment.

Total number of reports required by statute or regulation: 18      Out of: 252

Total Number of Reports for Department: 20      Out of: 252

DRAFT

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 26.05.190	DM&VA	Governor	Before January 2	Each year the Adjutant General shall prepare a detailed report of all transactions of the Adjutant General's office showing the receipts and expenditures of the office for the preceding year.
S 26.10.010	DM&VA	Governor	Before January 15	The Department shall submit a report of its activities relating to veterans services for the preceding year.

Total number of reports required by statute or regulation: 2      Out of: 252

Total Number of Reports for Department: 2      Out of: 252

DRAFT

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 03.20.020	DNR	Division	Not stated	State Fairs report annually on the amount of their local match.
S 03.20.030	DNR	Legislature	The next legislature.	Requires each agricultural and industrial fair association applying for funds and receiving funds to report annually to the commissioner all receipts and expenditures including sums for prizes. This report shall be transmitted to the legislature by the Commissioner.
S 03.20.035	DNR	Legislature	Next Legislature	Each agricultural and industrial fair association receiving a capital improvement grant shall make a full report of its receipts and expenditures and this report is to be transmitted to the next legislature following the receipts and expenditures
S 03.20.040	DNR	Not Stated	Not stated	The Commissioner may collect and ship outside exhibits of Alaska produce, mining and manufacturing. The commissioner may not spend more than \$2,000 per year and shall account for and report the funds dispersed.
S 03.22.060	DNR	Legislature	Not stated	Plant Material Section. The department must make a detailed report of the operations of the center. Report must include statement of receipts and disbursements.
S 27.05.060	DNR	Governor/Legislature	Not stated	DNR shall make an annual report on all essential matters with regard to mining in the state.
S 38.04.020	DNR	Legislature	On January 15	The Commissioner shall establish a land disposal bank containing state land classified for disposal into private ownership. The commissioner shall report on the status of land in the land disposal bank.
S 38.04.022	DNR	Legislature	Within 30 days of session	The revenue from the sale of state land shall be deposited in a Special State Land Disposal Income Account. DNR report reflecting all money deposited in the fund.
S 38.05.180	DNR	Legislature	Between 1st & 15th day	DNR prepare and submit 5 year leasing program. Unless provided elsewhere no lease may be offered unless it is in the proposed program submitted to the legislature during the past two calendar years.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 38.05.183	DNR	Legislature	Within 10 days of session	Sale of Royalty. Report submitted showing the immediate and long-range domestic and industrial needs of the state for oil and gas and how these needs are to be met. This must be done before oil and gas can be exported out of the state.
S 38.05.300	DNR	Legislature	Not later than February 1	Written report which describes and shows the location of all classifications of state land made under this section during the preceding year.
S 38.05.800	DNR	Alaska Mental Health Board	Not stated	Mental Health Land Trust. Commissioner will report annually to the Alaska Mental Health Board (47.30.861) any actions taken to remove land from the corpus of the trust.
S 41.08.030	DNR	Public	Not stated	State Geologist shall print and publish an annual report and other special and topical reports and maps as benefits the state. Reports and maps may be sold and money received paid to the general fund.
S 41.15.240	DNR	Governor/Legislature	No later than 10th day	Fire Suppression Fund. DNR shall keep records showing income and expenditures of the fund and report to the governor and the legislature on the operation of the fund.
S 41.17.047	DNR	Legislature	Not stated	Board of Forestry. Report to the legislature recommendations for changes in statutes, comments on regulations adopted by the commissioner. It may also review and advise the legislature on the activities of the division.
S 41.17.070	DNR	Legislature	See above	Commissioner shall develop and maintain a long-range plan and maintain a current inventory of timber on forest land. On 12/31/1980 and at two year intervals the commissioner shall submit a detailed report reviewing the work of DNR the preceding years.
S 41.17.320	DNR	Legislature	Within 1st 10 days of session	Commissioner shall report on the uses of the money in the state land reforestation fund, the proposed uses of the fund in the next year and the balance in the fund.
S 41.35.380	DNR	Governor	Not stated	The commissioner shall make annual report to the Governor on the activities of the Alaska Historical Commission.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 41.37.080	DNR	Governor/Legislature	Within 1st 10 days of session	Citizens' Advisory Commission on Federal Areas in Alaska report to the Governor and Legislature annually.
S 41.98.025	DNR	Legislature	Not stated	Mineral Resources Fund Board report annually to the Legislature and be brief and reflect the disposition of the fund. In addition the Board is to send to the Governor certified copies of the minutes of its meetings.

Total number of reports required by statute or regulation: 20      Out of: 252

Total Number of Reports for Department: 20      Out of: 252

DRAFT

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
R 02 AAC 010 0300	DOA	Labor Relations	Not later 30 days end FY	An employee claiming right of nonassociation with a labor organization under AS 23.40.225 shall file a report with Labor Relations. Each labor organization who represent such persons shall file an annual report showing proof of the charitable contribution.
R 02 AAC 055 0060	DOA	Public Broadcasting Commission	Not stated	Any state-supported public broadcasting station operated by a school, college, or university may receive support from the Commission if it provide the commission with an budgets and an annual report as described in 2 AAC 55 040(2)(k).

Total number of reports required by statute or regulation: 2      Out of: 252

S 14.25.030	DOA	Public	Not stated	Administrator of the Teachers' Retirement. Publish annually a report on the condition of the Teachers Retirement Fund.
S 14.25.170	DOA	Public	Not stated	Commissioner engage an independent CPA to conduct the annual audit of accounts and the annual report of the teachers retirements systems financial condition and financial activity. (See 14.25.030)
S 15.13.030	DOA	Legislature	Not stated	APOC report annually concerning the activities of the commission, the effectiveness of the law and recommendations for changes, and the enforcement by the Attorney General's office.
S 18.85.160	DOA	Legislature/Supreme Court	Not stated	Public Defender report showing number of persons represented, crimes involved, the outcome of each case and the expenditures made in carrying out the agency responsibilities.
S 24.45.031	DOA	Governor/Legislature/Public	By February 1	APOC administers the statute on regulation of lobbying and will prepare and publish annually a report to the governor, the legislature and the public.
S 38.30.540	DOA	Legislature	Not stated	Beginning 12/1/89 the commissioner shall biennially report to the legislature concerning procurements by agencies. Report must include recommendations for statute changes, matter involving litigation, procurements from out-of-state sources.
S 37.05.030	DOA	Legislature	Before 11th day of session	DOA shall require all state agencies to submit financial reports and statements together with a narrative summary not exceeding 1,000 words at least 60 days before legislative session. DOA shall submit a consolidated report to the legislature.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 37.05.035	DOA	Legislature	By January 30	Each state agency which makes or purchases a loan shall prepare an annual report of the aggregate of all loans, by type made or purchased during the last year.
S 37.05.210	DOA	Governor/Legislature/Public	Before October 16	At least monthly and annually prepare reports showing the financial condition of each fund as of the close of the period. Annually file a report of the financial transactions of the past FY and of the financial condition of the state as of the end of that year.
S 39.25.195	DOA	Legislature	Within 1st 10 days	Director of Personnel report to the legislature on nonpermanent and emergency hire practices in state government.
S 39.27.035	DOA	Legislature	No later 5 days of session	Director, Division of Personnel shall prepare an annual pay schedule. A report and recommended salary schedule shall be submitted annually to the legislature. Schedule is based on the annual salary survey conducted under 39.27.030 - 040.
S 39.30.070	DOA	Legislature	Beginning of session	DOA shall study the problem of old age and survivors insurance protection for employees of local governments and their instrumentalities and report to the legislature covering the administration of 39.30.010-080 during the preceding year.
S 39.35.020	DOA	Governor/Legislature	Not later 6 months and FY	Public Employees' Retirement System. Commissioner submit annual report on the operations of the system and containing a balance sheet, actuarial valuation of assets and liabilities and other items. Report to board the condition of fund and distribute to the members of the system.
S 44.09.017	DOA	Legislature	Before January 20	DOA shall contract for the mining and sale of commemorative gold medallions. The contractor shall submit a report on the production and sale of the medallions.
S 44.21.230	DOA	Governor/Legislature	Not stated	The Older Alaskans Commission will prepare a comprehensive statewide plan and with reference to the plan prepare and submit an annual analysis and evaluation of services provided to older Alaskans.
S 44.21.288	DOA	Governor/Legislature	Not stated	Prepare a long term plan for the development of public broadcasting stations and systems in the state and update it annually.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 44.21.310	DOA	Governor/Legislature	Not stated	Make an annual report to the governor and legislature on the activities of the department.
S 44.21.315	DOA	Governor/Legislature	Not Stated	DOA annual report on the current FY Instructional Telecommunications activities and after public hearings submit annually an updated long-term development plan prepared with DOE/UA/Local School Districts. Annual update to teleconferencing facilities plan.
S 44.21.410	DOA	Governor/Legislature	See above	Uniques statute. Says that the Office of Public Advocacy shall report on the operation of the office when requested by the governor or the legislature.
S 47.25.010	DOA	Legislature	Not stated	Annual report on the operation of Pioneer Homes.
S 47.45.100	DOA	Public	Not stated	DOA publish annual report showing the financial condition of the Alaska Longevity Bonus fund.

Total number of reports required by statute or regulation: 21

Out of: 252

Total Number of Reports for Department: 23

Out of: 252

DRAFT

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 33.32.020	DOAC	Legislature	Not stated	Commissioner make annual report of all activities and the balances of the Correctional Industries Fund.

Total number of reports required by statute or regulation: 1      Out of: 252

Total Number of Reports for Department: 1      Out of: 252

DRAFT

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
R 01 AAC 034 0000	DCE	DCE	By June 30	Each district shall establish a procedure for evaluating the components of its bilingual-bicultural educational program. An evaluation report must be submitted to the department each year.
R 04 AAC 054 0450	DCE	Vending Licenses	Not stated	Division of Vocational Rehabilitation will prepare an annual financial report of the vending programs under AC 23.15.100 and 23.15.130.
R 04 AAC 057 0086	DCE	DCE	By September 1	Library Assistance Grants. AS 14.58.300 - 340. Recipient of a grant must file a report each fiscal year in which the grant is received. The report will be in a form provided by the department.
R 04 AAC 068 0030	DCE	DCE	By May 1	Regional Resource Centers. AS 14.12.150 - 180. To be eligible for a grants the center's board must file an annual plan of service and budget with the commissioner. See also 04 AAC 068 0040.
R 04 AAC 068 0040	DCE	DCE	90 days after project end	Regional Resource Centers. AS 14.12.150 - 180. Each center's board must file an annual evaluation with the commissioner. See also 04 AAC 068 0030.

Total number of reports required by statute or regulation: 5

Out of:

252

S 14.09.010	DCE	DCE	Not stated	Transportation of Pk, Is. School districts, transportation companies and recipients of state funds for transportation must report annually to the department. Includes financial statement and other info as required.
S 14.11.010	DCE	Governor/Legislature	1st 10 days of session	Each school district may submit a request for funds for construction, rehabilitation or improvement to education related facilities. DOE will give the Governor a copy of the plans and funding recommendations and a summary of projects to the legislature.
S 14.11.100	DCE	Legislature	Not stated	School Construction Debt. Under (c) of this section there is a School Construction Account established. Commissioner report annual to the Governor on allocations made under this section, including aid paid on a per capita and per student basis.
S 14.14.050	DCE	DCE	Before 11/15	Each school district shall provide for an audit of all school accounts and file a copy of the audit with the department. The audit should be done before October 1 of each year.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 14.14.280	DCE	Local School Board	Not stated	Allows local school board to set up committee on "Involvement of Young People in School Governance". If established the committee is to annually evaluate the program and submit a written report to the school board.
S 14.16.010	DCE	Legislature	Before 15th day of session	DOE shall evaluate the approved plan of operation for community school program at least once each four years. A report to the legislature annually on the community school programs evaluated in the preceding year.
S 14.42.030	DCE	Legislature	Within 10 days of session	Commission submit a report to the legislature which recommends necessary or desirable changes in the programs of the several segments of the total complex of public and private postsecondary education in Alaska.
S 14.43.095	DCE	Governor/Legislature	Not stated	Scholarship Loan Program. The financial aid committee of the Alaska Commission on Postsecondary Education shall report annually reviewing the work of the committee.
S 14.45.110	DCE	DCE	Not stated	Religious or other private schools are exempt from other laws or regulations must submit an annual report on the number of students and the school calendar.
S 44.27.058	DCE	Governor/Legislature	See above	Alaska State Council on the Arts. The council shall report not later than 11/1/88 and from time to time thereafter.

Total number of reports required by statute or regulation: 10      Out of: 252

Total Number of Reports for Department: 5      Out of: 252

DRAFT

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 18.60.040	DCL	Legislature	Before the 6th day of session	Department of Labor shall submit a report showing the accomplishments toward reduction in accidents of all types, recommendations for legislation and a plan for proposed safety program for the next year.
S 23.05.110	DCL	Governor/Legislature	Not stated	Commissioner will file a biennial report on the activities of department for the preceding two years.
S 23.15.320	DCL	Governor	Not stated	Governor's Committee on Employment of Handicapped shall report annually to the Governor on its activities in the preceding year.
S 23.20.050	DCL	Public	Not stated.	"The department shall have printed...the annual reports of the commissioner to the governor, and any other material the department considers relevant and suitable." This section of statute is under the Alaska Employment Security Act.
S 23.30.041	DCL	DCL	On/Before January 1	Workers' Compensation Board shall select and employ a reemployment benefits administrator. The administrator must submit to the Department a report of the reemployment benefits provide in the previous FY.
S 23.30.155	DCL	DCL	On or Before March 1	Requires the insurer or adjuster to file a verified annual report stating the total amount of all compensation by type and other information.
S 30.10.130	DCL	Governor/Legislature	By January 31	The Commissioner of Labor and the Attorney General shall report annually of the status of employment of residents of the state, the effect of non-resident employment and methods to increase resident hire.

Total number of reports required by statute or regulation: 7      Out of: 252

Total Number of Reports for Department: 7      Out of: 252

DRAFT

Statute / Regulation	Department	Report To	Due	Summary
S 05.15.080	DCR	DCR	Annual by March 15	Games of Skill and Chance. Municipally or qualified organization issued a permit shall file a report with the DOR. Due each calendar quarter (by 45th day following quarter) under (a) and annually under (b).
S 05.15.083	DCR	DCR	By February 28	Games of skill and chance. Operator files each calendar quarter (last day of month following quarter) with DOR under (a) and annually under (b).
S 05.15.087	DCR	DCR	See above	Games of chance and skill. Operator file monthly, quarterly & annually with permittee. Report must include a daily summary of activity and be accompanied by a check for the net proceeds. Monthly-15th day after/Quart-last day month/Annual February 28.
S 05.15.090	DCR	Legislature	Before April 15	The Commissioner shall submit a detailed report containing a summary of all reports required of all permittees and operators. Within 10 days of each legislative session DPS & Law submit detailed report outlining effect of chapter on law enforcement activities.
S 18.28.200	DCR	Governor/Legislature	Not later 10 days of session	Alaska Medical Facility Authority. Keep accurate records and report annually to the legislature, the governor and bondholders or persons holding a secured interest in the assets of the authority.
S 18.58.200	DCR	Governor/Legislature	By January 10	Two sections. (a) AHFC prepare and transmit an annual accounting to the governor and legislature of the corporation efficient discharge of all responsibilities. (b) AHFC shall publish a report of the corporation which will include a financial statement audited by an independent outside auditor.
S 37.10.050	DCR	Legislature/Public	In June & December	DOR shall publish in newspaper in each judicial district the amount of state money deposited in each bank or financial institution. Copy of report to the legislature.
S 37.13.170	DCR	q	By September 30	By September 30, publish an annual report and include financial statements audited by independent outside auditors. Annual income statement and balance sheet published in at least one newspaper in each judicial district.
S 37.14.230	DCR	Governor/Legislature	By February 1	Alaska Children's Trust Fund. Alaska Children's Trust Fund Board shall submit a report describing the services provided through the grants awarded and the annual level of contributions, income and expenses.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 37.17.090	DOR	Governor/Legislature	Not later than January 30	Alaska Science and Technology Foundation. The Board shall provide a written report of its activities and finances.
S 43.05.010	DOR	Governor/Legislature	Not stated	Annual report to the governor for transmittal to the legislature on the department and state laws relating to taxation and tax administration.
S 43.08.035	DOR	Legislature	3rd Mon. of January	The legislature will appropriate each year the amount necessary for the payment of interest on revenue anticipation notes. The commissioner of DOR shall submit a report setting out in detail the amount appropriated past FY, needed this FY, & next FY.
S 43.20.014	DOR	LB&A	By September 30	Alaska Net Income Tax Act. Income Tax Education Credit. DOR must report to LB&A on the credits taken. In addition each public college and university include contributions received in their operating budget request.
S 43.50.380	DOR	Legislature	By 1st day of session	Report to the legislature indicating the amount of tax collected during the fiscal year that ended on June 30 preceding the session.
S 43.55.019	DOR	LB&A	September 30 each year	Oil or Gas Producer Education Credit. DOR reports to LB&A on the number of credits taken. Each public college or university include contribution in annual operating budget.
S 43.58.018	DOR	LB&A	September 30 each year	Oil or Gas Property Education Credit. DOR reports to LB&A on the number of credits taken. Each public college or university include contribution in annual operating budget.
S 43.65.018	DOR	LB&A	September 30 each year	Mining Business Education Credit. DOR reports to LB&A on the number of credits taken. Each public college or university include contribution in annual operating budget.
S 43.75.018	DOR	LB&A	September 30 each year	Fisheries Business Education Credit. DOR reports to LB&A on the number of credits taken. Each public college or university include contribution in annual operating budget.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 43.80.050	DCR	DCR	April 30 & October 31	Fish Processor selling canned salmon report semi-annual on the prices received by the processor.
S 43.80.060	DCR	Legislature	Before 15th day of session	DOR report of the statewide average wholesale canned salmon prices.
S 44.07.160	DCR	Governor/Legislature	Before the 14th day of session	Capital City Development Corporation. Commissioner and corporation joint report including summary of the loans made the previous year and anticipated funds necessary for operations next year.
S 44.82.100	DCR	Legislature	In a timely manner	Alaska Gas Pipeline Financing Authority. Quarterly audits of the performance of the project sponsors under (A) and (B) of this paragraph shall be conducted and the results of audits transmitted to the legislature and other interested parties.
S 44.82.190	DCR	Governor/Legislature	Before January 31	Alaska Gas Pipeline Financing Authority. The authority shall submit an annual comprehensive report in the form prescribed by the governor describing operations, income and expenditures.
S 44.85.100	DCR	Governor/Legislature	Before October 1	Report to the Governor and Legislature on the activities for the preceding FY. Requires and audit to be done each year. The report must include information on the revenue bonds to be issued in the next year.

Total number of reports required by statute or regulation: 24      Out of: 252

Total Number of Reports for Department: 24      Out of: 252

DRAFT

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 43.75.034	DOR/DCED	Legislature	Before 15th day of session	DOR in conjunction with DCED submit a report on the fisheries business tax credit program describing the expenditure for which the credit was approved and if possible the increased employment and processing capacity by the business credit approved for.

Total number of reports required by statute or regulation: 1      Out of: 252

Total Number of Reports for Department: 1      Out of: 252

DRAFT

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 19.10.140	DOT/PF	Governor/Legislature	Not stated	DOT/PF establish a continuing long-range program for highway construction and maintenance. A statement of the program shall be submitted annually. The long-range plan must include in detail the program developed under 19.10.150
S 19.10.150	DOT/PF	Governor/Legislature	Before February 2	DOT/PF shall prepare a statement showing what construction work has been requested and proposed and may be undertaken by DOT/PF. The statement must set forth a general itemization of the estimated costs each project. Filed with 19.10.140
S 19.30.233	DOT/PF	DOT/PF/Governor	December 1	By October 1 a local government that has received Local Service Roads and Trail money shall prepare a report showing the use of the money in the past 12 months. No later than December 1 the Commissioner shall prepare a report showing the use of funds and the status of all projects for which DOT/PF has responsibility.
S 19.30.310	DOT/PF	DOT/PF/Governor	December 1	By August 1, any municipality receiving funds under Road Maintenance Service Areas shall report to DOT/PF on the use of funds in the previous FY. The Commissioner shall submit a report to the Governor showing the use of money allocated under this chapter for the past FY.
S 35.10.015	DOT/PF	Governor/Legislature	Not stated	DOT/PF adopt and enforce regulations governing construction of public buildings & develop and maintain inventory of all public buildings. Report annually describing work performed to upgrade public buildings to conform with regulations.
S 43.40.010	DOT/PF	Legislature	Within 30 days	Motor Fuel Tax/Highway Fuel Tax Account. There is established the above account. DOT/PF shall submit a budget covering anticipated revenues and their expenditure for approval by the legislature. This budget covers the year following adjournment.
S 44.42.050	DOT/PF	Governor/Legislature	Not stated	DOT/PF develop annually a comprehensive, intermodal, long-range transportation plan for the state. The plan shall be submitted to the Governor for approval and then by the Governor to the Legislature.
S 44.42.085	DOT/PF	Legislature	Not later than February 1	DOT/PF shall perform energy audits on public buildings at least once every seven years. Submit an annual report on the audits done each year.
S 44.74.040	DOT/PF	Governor/Legislature	When budget is submitted	Equipment Maintenance & Operation of Supply Depots. There is a working capital fund established for the use of DOT/PF. DOT/PF submit a report on the operation of the fund.

DRAFT

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 44.42.055	DOT/PI	Governor	Not stated	DOT/PF prepare and annually revise a statewide comprehensive facility procurement plan for public facilities of the state and its municipalities. Submit findings, plans and recommendations to the Governor to aid in developing capital budget requests.

Total number of reports required by statute or regulation: 10      Out of: 252

Total Number of Reports for Department: 10      Out of: 252

DRAFT

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 18.62.017	DPS	Governor	Not stated	Requires each municipality to submit an annual report to the commission in the form required. The commission is the Governor's Commission on the Administration of Justice (44.19.110). 44.19.110 still places this in the Governor's Office.
S 18.65.085	DPS	Legislature	Within 30 of session start	DPS submit a report concerning the activities of the narcotic drugs and alcohol enforcement unit. The report should include number of arrests made, the amount and value of narcotic drugs and alcohol seized, the sentences received by offenders and an overall view of the problems in the state.
S 18.65.086	DPS	Legislature	Within 30 days of session	DPS submit a report concerning the activities of the special unit on repeated child sexual abuse and the criminal exploitation of children. Number of arrests, number of investigation that DHSS took children, & sentences received by offenders. NOTE: REPORT IS DUE IN ODDNUMBERED YEARS.
S 18.65.280	DPS	DPS	Not stated	The council may accept donations. Any donations will be detailed in the council's annual report. Could not locate statute requiring an annual report.
S 18.66.050	DPS	Governor/Legislature	Not stated	Council on Domestic Violence and Sexual Assault report annually to the governor and legislature on the activities of the council, plans for new services or programs, concerns of the council including recommendations for legislation.
S 18.67.170	DPS	Governor/Legislature	Not stated	Violent Crimes Compensation Board. Report annually to Governor and Legislature on its activities including a brief description of the facts of each case and amount compensated.
S 44.41.130	DPS	Governor/Legislature	See above	Alaska State Fire Commission. Report on activities when requested by the governor or the legislature.

Total number of reports required by statute or regulation: 7      Out of: 252

Total Number of Reports for Department: 7      Out of: 252

DRAFT

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 08.08.085	Law	Legislature	Not stated	Board of Governors, Alaska Bar Association. Report annually to the Legislature on all matters concerning admissions, discipline and disbarment except those matters defined as confidential by court rule.
S 44.23.020	Law	Governor/Legislature	Not stated	Make a report on the work and expenditure of the office and on needed legislation or amendments to existing law.
S 44.23.040	Law	Governor/Legislature	See above	Department of Law not less than 30 days before the beginning of each regular session, present to the governor a report of its activities under 44.23.040. The governor shall transmit the report to the legislature when it convenes.

Total number of reports required by statute or regulation: 3      Out of: 252

Total Number of Reports for Department: 3      Out of: 252

DRAFT

List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 24.10.120	Legislature	Public	By January 31	Legislative fiscal office shall file a report of all vouchers approved for payment of salary, per diem and additional allowances for members of the legislature. The report will show the legislator, the date of each voucher, the amount and the basis for approval.
S 24.20.065	Legislature	Legislature	Start of session	Legislative Council annually examine administrative regulations, published opinions or state and federal courts and final decisions adopted under the Administrative Procedure Act and submit a comprehensive report to members of the Legislature.
S 24.20.208	Legislature	Legislature	Within 30 days of session	(4) LB&A present a complete report of investment programs, plans, performance and policies of all agencies of the state. (5) Present a review of the report of the Governor (37.07.020(d)) with recommendations for legislation.
S 24.20.271	Legislature	Legislature	1st day of session	Perform post-audit of boards and commissions designated in AS 44.88.010 and programs subject to termination as set out in AS 44.88.020-.30. The audit and a written report.
S 24.20.311	Legislature	Governor/Legislature	Within 1st 5 days of session	LB&A annual report summarizing the audit reports and committee recommendations made during the year.
S 24.55.230	Legislature	Legislature/Public	Not stated	Ombudsman submit an annual report to the legislature and the public.

Total number of reports required by statute or regulation: 6      Out of: 252

Total Number of Reports for Department: 6      Out of: 252

DRAFT

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
R 02 AAC 045 0010	Office of Governor	DOA/Single Audit Coordinator	Based on \$ Value	State single audit regulation. Requires an entity that receives financial assistance from the state to provide either an annual or biennial audit.
R 06 AAC 085 0120	Office of Governor	Alaska Coastal Policy Council	By December 31	Local districts shall submit a brief annual progress report concerning program development. Following adoption the district shall submit brief annual progress reports concerning implementation. The Council will share reports with all interested parties.

Total number of reports required by statute or regulation: 2 Out of: 252

S 18.80.060	Office of Governor	Governor/Legislature	Not stated	State Commission for Human Rights. The Commission is to make an overall assessment, at least every 3 years, on the progress toward equal employment opportunity by every department of state government and include results in the annual report.
S 18.80.150	Office of Governor	Governor/Legislature	Week preceding session	Commission for Human Rights report annually to the Governor and Legislature on civil rights problems encountered and recommend legislative action. Statute requires 100 copies be sent to Legislative Affairs Agency.
S 37.07.020	Office of Governor	Legislature	Before the start of session	The Governor shall report annually to the legislature the long-range fiscal and economic consequences of (1) alternate levels of capitalization of the investment funds; (2) alternate investment policy for the general fund surplus.
S 37.07.040	Office of Governor	Governor	Not stated	OMB is to prepare for submission to the Governor an annually updated six-year capital improvements program and the proposed capital improvements budget for the coming fiscal year.
S 37.07.060	Office of Governor	Legislature	Before 4th day	Governor present the proposed comprehensive operating and capital improvement programs and financial plans in a message. The message must be accompanied by an explanatory report summarizing the goals, plans and appropriations.
S 37.07.080	Office of Governor	Legislature	Quarterly	Each state agency shall prepare a annual plan for the operation of its assigned programs. The office shall report quarterly to the governor and the legislature on the operations of each state agency relating accomplishments and modifying the plan if necessary.
S 37.07.090	Office of Governor	Legislature	Not stated	Each state agency will submit a performance report to OMB no later than September 1 each year for the preceding year. OMB will summarize the performance reports and send copies to each legislator.

Statute / Regulation	Department	Report To	Due	Summary
S 39.23.200	Office of Governor	Legislature	Biennial/Not stated	State Officers Compensation Commission. The Commission shall meet every other year and hold public hearings on its findings and recommendations and then submit its final report to the legislature.
S 39.23.240	Office of Governor	Legislature	Within 1st 10 days	State Officers Compensation Commission. Submit a report at least every two years. Preliminary findings report due 11/15. Then hold public hearings. Final report later.
S 44.19.035	Office of Governor	Legislature	No later than convening day	Until the Jones Act is repealed the governor will publish an annual report documenting the harmful effects of the Act on Alaska Commerce.
S 44.19.049	Office of Governor	Legislature	Not stated	Grants or loans may be made for urban renewal projects to municipalities damaged by disasters after 8/1/87 to match federal funds. A annual report on the activity under this section is due to the legislature.
S 44.19.075	Office of Governor	Legislature	Not stated	Annual report on the activities and accomplishment of each foreign office.
S 44.19.144	Office of Governor	Governor	Not stated	OMB Director will make an annual report to the Governor on the activities of the office.
S 44.19.145	Office of Governor	Governor	Not stated	OMB shall prepare an integrated report on the long-range development program of the state and submit it for inclusion into the governor's report to the legislature.
S 44.19.181	Office of Governor	Legislature	No later than 10th day	Alaska Coastal Policy Council shall submit to the legislature annually that portion of the Coastal Management Program approved or amended by the Council during the preceding year.
S 44.19.180	Office of Governor	Governor/Legislature	No later than convening day	Annual report on the activities of the Alaska Women's Commission.

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 44.19.188	Office of Governor	Governor/Legislature	Not stated	The Yukon-Taiya Commission shall report annually concerning the work of the commission and shall recommend legislation by Congress and the state to carry out the purposes of 44.19.181 - 188.
S 44.19.442	Office of Governor	Governor/Legislature	By February 15	Annual report on the progress and problem areas in EEO program and implementation of affirmative action plan.
S 44.19.504	Office of Governor	Public	In the 1st quarter CY	Telecommunications Information Council. Publish a report on the activities of the council.

Total number of reports required by statute or regulation: 19      Out of: 252

Total Number of Reports for Department: 21      Out of: 252

DRAFT

## List of All Reports and Plans Required by Alaska Statutes

Statute / Regulation	Department	Report To	Due	Summary
S 14.40.087	University of Alaska	Legislature	Not stated	Alaska Center for International Business. The University shall prepare an annual report to the legislature. It must include a report on the center's activities and a summary of the center's revenue and expenditures during the preceding year.
S 14.40.170	University of Alaska	Legislature	Within 1st 10 days of session	Board of Regents must submit a report on the expenditures made during the preceding year from funds derived from sales, leases, exchanges or transfers of land.
S 14.40.190	University of Alaska	Legislature	Beginning of session	Board of Regents report on the condition of University property, of all receipts and expenditures, including the administration and disposition of appropriated and restricted funds, and of the educational and other work performed.
S 14.40.250	University of Alaska	Legislature	Not stated	Board of Regents may receive, manage and invest money or other real, personal or mixed property. The regents shall make a written report in accordance with AS 14.40.190 as to the administration and disposition of money received under this section.
S 14.40.288	University of Alaska	LB&A	Quarterly	There is a Working Capital Reserve Fund established in the treasury of the University of Alaska. Quarterly reports on the activity of the fund are to be submitted to the LB&A Committee.
S 14.40.455	University of Alaska	OMB/LB&A	Not stated	There is established in the general fund the University Risk Management Fund. DOA shall report annually on the activity of the fund and on the loss assumption levels.
S 16.52.050	University of Alaska	Legislature	By the 20th day of session	Fishery Industrial Technology Center. Board of Regents submit annual report on the work of the center, the training sessions held and the number of students trained and other info the Board wants to add.
S 37.25.010	University of Alaska	DOA/LB&A	By September 30	The University of Alaska must submit a report showing the amount of University receipts received in one year and expended in the succeeding fiscal year.

Total number of reports required by statute or regulation: 8 Out of: 252

Total Number of Reports for Department: 8 Out of: 252

Total number of reports for all State Agencies: 252 Out of: 252

# Alaska State Legislature



P.O. Box Y  
Juneau, AK 99811-3100  
Phone: (907) 465-3991  
Fax: (907) 463-3351

Legislative Research Agency

January 26, 1990

## MEMORANDUM

TO: Representative Peter Goll

ATTN: Hayden Kayden

FROM: Judy Brake<sup>JB</sup>  
Legislative Analyst

RE: State Agency Publications Mandated by the Legislature  
Research Request 90.193 (REVISED)

You requested a list of state agency publications and reports mandated by the legislature.

A list of mandated state agency publications is attached. Most of the information on frequency of publication came from the statutes; when the table shows no frequency in the "report type" column, either the requirements were ambiguous or the report is one-time or to be generated as circumstances require.

The reports for which annual publication is specified total 146. However, an exact number of total publications and reports cannot be determined because publication frequency is not always specified in the law; a publication requirement may be triggered by circumstance; updating may be required but at unspecified intervals; an agency may combine several required reports into one; and agencies may ignore a requirement to make certain reports.

We compiled this publication list by means of a key-word search of the statutes in the STAIRS system. Time did not allow us to verify our list with each state agency. The list will contain too many entries in those cases where reports are combined or subsumed into other reports by agencies.

Our method may have missed some reports because the key word formulations used to search the statutes may not have captured all relevant publications. Also, we decided to omit various kinds of required reports. These deliberate omissions are described below.

Representative Goll  
January 26, 1990  
Page 2

1. reports that are expressly to be combined with other reports;
2. intra-agency reports, such as those from boards to supervising departments;
3. obviously minor reports of a strictly financial nature;
4. budgets, except for the governor's budget;
5. reports that are to be done "when requested" by the governor or legislature;
6. one-time reports or reports required by unusual circumstances, e.g., the removal of a Public Defender or the dissolution of a municipality;
7. requirements to publish "public notice";
8. publication of most regulations unless the statutory authority of that agency specifically says that the agency "shall publish" certain regulations; and
9. publications required by legislative letters of intent. Budget bills have numerous letters of intent that mandate the preparation of reports and plans;

We hope this information is valuable to you. If you have questions about it do not hesitate to contact this agency.

Attachments

STATUTE CITATION		TYPE OF REPORT	REPORT TYPE
44.01.200	Commercial Fishing & Agricultural Bank	Annual report to bank's members	Annual
37.05.035	Each State Agency	Annual report of all aggregate loans for each agency which makes or purchases a loan	Annual
37.07.050	Each State Agency	Report for OMB and Leg. Finance on plans, goals, budget request, receipts legislative needs, etc.	Annual
14.44.055	Education Commission of the States	Annual report re: compact for education	Annual
43.19.010	Multistate Tax Commission	Bylaws	
43.19.010	Multistate Tax Commission	Annual report	Annual
43.19.010	Multistate Tax Commission	Information to assist states in implementation of multistate tax compact and taxpayers in complying with laws.	
14.44.015	Western Interstate Commission for Higher Education	Annual report to governors and legislators of compacting states	Annual
14.44.055	Western Interstate Commission for Higher Education	Bylaws	
41.98.100	Western Interstate Nuclear Board	Annual report and recommendations	Annual
Administration			
14.25.030		Annual PERS and TRS financial report	Annual
36.30.060		Regulations re: old age and survivors insurance for state employees	
37.05.030		Consolidated financial report of state agencies, financial condition of the state, etc.	Annual
37.05.210		Report of financial transactions of the year and of financial condition of the state	Annual
39.30.070		Annual report on old age and survivors' insurance protection	Annual
39.35.020		Annual PERS and TRS financial report	Annual
44.21.310		Annual report on telecommunications activities of the department	Annual
44.21.310		Comprehensive telecommunications development plan and inventory of state communications facilities	Annual
44.21.315		Annual update on long-term plan for instruction telecommunications	Annual
44.21.315		Annual report on instructional telecommunications	Annual
44.21.315		Annual update on long-term plan for teleconferencing facilities and services	Annual
47.24.010		Annual report on state pioneers' homes	Annual
44.21.266	AK Public Broadcasting Commission	Plan for public broadcasting systems	A
39.25.195	Director of Personnel	Report on nonpermanent and emergency hire in state government	Annual
39.27.035	Director of Personnel	Report and recommended salary schedules for partially exempt and classified service state employees	Annual
39.51.180	Incentive Awards Board	Annual report	Annual
44.21.230	Older Alaskans Commission	Plan re: needs of older Alaskans and analysis of services provided	
18.65.160	Public Defender Agency	Annual report	Annual
39.35.020	Public Employees Retirement System	Annual report	Annual
15.13.030	Public Offices Commission	Annual report	Annual
15.13.030	Public Offices Commission	Summary of reports required of candidates	
15.13.110	Public Offices Commission	Manual explaining how to make reports to APOC	B
24.45.031	Public Offices Commission	Summaries of reports received from lobbyists (at least quarterly & annually)	Annual/Qttr
24.45.031	Public Offices Commission	Annual report on regulation of lobbyist	Annual
24.45.041	Public Offices Commission	Annual directory of registered lobbyists	Annual
24.45.041	Public Offices Commission	Instructions for accounting and record keeping required of lobbyists	
Commerce & Economic Development			
06.05.055		Report on regulation, and status of banks	Annual
08.24.061		Pamphlet on laws and regulations applicable to collection agencies	
08.24.071		Annual directory of licensed collection agencies	Annual
10.06.160		Annual list of domestic and authorized foreign corporations and registered agents	Annual
29.60.420		Annual report of community facilities grants under AS 29.60.400	Annual
36.30.332		List of Alaska products	Annual
44.33.020		Annual report on economic growth of the state	Annual
45.50.270		List of log brands	Biennial
05.40.070	AK Amateur Sports Authority	Comprehensive long-range plan for facilities	C
05.40.190	AK Amateur Sports Authority	Report on operations, income and expenditures	Annual
37.14.230	AK Children's Trust Fund Board	Annual report	Annual
44.83.185	AK Energy Authority	Feasibility and reconnaissance studies for proposed new projects	E

STATUTE CITATION	TYPE OF REPORT	REPORT TYPE
Commerce & Economic Development		
44.83.361 AK Energy Authority	Report of actions under and accounting of the rural electrification revolving loan fund	Annual
44.83.940 AK Energy Authority	Annual report	Annual
44.83.950 AK Energy Authority	Project status report	
44.83.960 AK Energy Authority	Annual long-term energy plan	Annual
44.88.085 AK Industrial Development & Export Authority	Regulations	
44.88.140 AK Industrial Development & Export Authority	Performance and financial report	Annual
44.88.140 AK Industrial Development & Export Authority	Report of nature & extent of tax exemption of property, assets, etc.	Annual
44.88.173 AK Industrial Development & Export Authority	Finance plan before approving a project, when legislative approval is required	
44.33.431 AK Minerals Commission	Recommendations to governor and legislature	
42.40.260 AK Railroad Corporation	Annual report	Annual
42.40.290 AK Railroad Corporation	Long-range capital improvement plan with annual revisions	D
38.06.070 AK Royalty Oil & Gas Development Advisory Board	Report re: dispositions of royalty gas or oil which require legislative approval	
16.51.100 AK Seafood Marketing Institute	Annual report	Annual
44.33.270 AK Tourism Marketing Council	Annual report; quarterly reports	Annual/Qu
08.54.310 Big Game Commercial Services Board	Annual register of big game commercial services providers	Annual
08.48.071 Board of Architects, Engineers & Land Surveyors	Annual report	Annual
08.36.070 Board of Dental Examiners	Annual report	Annual
08.68.330 Board of Nursing	List of approved nursing education programs in the state	F
08.80.040 Board of Pharmacy	Annual report	Annual
08.80.040 Board of Pharmacy	List of potentially dangerous medicines to be sold only by licensed pharmacists	F
21.05.115 Director of Insurance	Pamphlet on insurance and the rights of the consumer	G
21.06.110 Division of Insurance	Annual report	Annual
05.15.090 Games of Chance and Skill	Summary of reports required of operators of games of chance and contests of skill.	Annual
44.47.567 Local Boundary Commission	Proposed boundary changes and related plans	Annual
42.05.201 Public Utilities Commission	Public utilities reports, orders, decisions and regulations when appropriate to inform the public	
42.05.201 Public Utilities Commission	Oil and gas pipeline facilities, reports, etc. when appropriate to inform public	
42.05.211 Public Utilities Commission	Annual report	Annual
Commerce & Economic Development and Revenue		
43.75.034 Fisheries Business Tax Credit	Combined report on fisheries business tax credit program	Annual-M
Commerce & Economic Development & Ag's office		
05.15.090 Games of Chance and Skill	Joint report on effects of operation of this chapter on law enforcement	Annual
Community & Regional Affairs		
44.47.150	municipal lands trustee program report	Annual
44.47.530	Annual account of the housing assistance revolving fund	Annual
44.47.762 State Job Training Coordinating Council	Annual report on the business incentive training program	Annual
Corrections		
33.32.020	Annual report on correctional industries fund.	Annual

STATUTE CITATION	TYPE OF REPORT	REPORT TYPE
<b>Court System</b>		
09.38.085	Information on procedures and rights of creditors and debtors	
22.15.040	Small claims handbook	
25.24.250	Marriage dissolution instructions	
25.35.030	Instructions for persons seeking relief from domestic violence	
36.30.030	Procedures governing procurement of supplies, services and construction by the judicial branch	
Art4 Sec9	Recommendations and reports on the administration of justice	I
<b>Education</b>		
14.11.010	Summary of projects requested by each assembly, council or regional school board	
14.11.100	State aid for schools under this section: facilities construction; rehabilitation and improvement	Annual
14.20.650	Compilation of contracts under interstate agreement on qualifications of education personnel	
14.36.010	Annual report on evaluation of community school programs	Annual
44.27.056	Report to legislature	J
14.42.030	Statewide plan for coordinating postsecondary education in the state.	G
14.42.030	Commission on Postsecondary Education	Annual
14.42.030	Commission on Postsecondary Education	Annual
14.43.095	Report recommending changes in AK postsecondary education programs	Annual
14.43.095	Financial Aid Committee of the Commission on Postsecondary Education-annual report	Annual
14.56.125	Current index of all publications, etc. on file.	Annual
<b>Environmental Conservation</b>		
46.03.020	Report of permits and authorizations included or deleted under AS 46.35 (procedures coordination)	Annual
46.03.032	Report on Alaska clean water fund	Annual
46.04.200	Statewide master oil & hazardous substance discharge & prevention contingency plan	D
46.08.060	Report on release response fund finances, response activities and cost projections	Annual
<b>Fish &amp; Game</b>		
16.05.092	Fisheries Rehabilitation, Enhancement and Development Division Annual Report	Annual
16.05.130	Report on use of money from waterfowl tags and limited edition prints	Annual
16.05.825	Report on upland game bird release program	Annual
16.20.190	Endangered species list (reviewed at least every two years)	
16.43.980	Annual report	Annual
<b>Governor's Office</b>		
37.07.020	Capital improvement projects for succeeding 6 fiscal years	Annual
37.07.020	Budget for succeeding fiscal year	Annual
44.19.035	Report on harmful effects of the Jones Act and progress towards its repeal.	Annual
44.19.049	Report of activity re: grants and loans to municipalities damaged by natural disaster	Annual
44.19.075	Report on activities of the Alaska foreign offices	Annual
44.19.180	Report of proceedings for previous year and recommendations for legislative and administrative action	Annual
08.08.085	Alaska Women's Commission	Annual
44.19.085	Board of Governors of Alaska Bar	Annual
44.19.162	Annual report on admissions, discipline, etc.	Annual
44.19.162	Alaska Coastal Management Plan	
44.19.442	Annual report	Annual
44.19.442	Affirmative action plan to the governor	Annual
18.80.150	Equal Employment Opportunity	Annual
18.80.150	Human Rights Commission	Annual
37.07.050	Annual report	Annual
37.07.050	Summary of program & financial information prepared by state agencies	Annual
37.07.080	Quarterly report on the operations of each state agency	Quarterly
44.19.145	Report on long-range development program of the state for incorporation into governor's report to legislature	Annual

STATUTE CITATION	TYPE OF REPORT	REPORT TYPE
Governor's Office		
44.83.183 Office of Management & Budget	Review of feasibility studies and finance plans under the AK Energy Authority	E
39.23.240 State Officers Compensation Commission	Annual or biennial report of recommendations re: compensation of state officers--preliminary findings and final report	Annual
44.19.504 Telecommunications Council	Information systems plan	
44.19.504 Telecommunications Council	Annual Report	Annual
Health & Social Services		
18.05.020	Annual report	Annual
18.20.100	Annual report of hospital regulation activities	Annual
18.20.150	State plan for medical facilities (submitted to feds)	
18.25.110	Report of grants made for community health facilities	Annual
47.07.040	Annual program status and recommendations on medical assistance for needy persons	Annual
47.07.040	State plan for medical assistance for needy persons (submitted to feds)	
47.10.160	Findings, recommendations and plan for construction of needed juvenile facilities	
47.10.300	Report on programs for runaway minors	Annual
47.30.470	Annual report on alcoholism and drug abuse in Alaska and the grant-in-aid program	Annual
47.75.040	Proposed state social services plan for fiscal year	Annual
47.30.666 AK Mental Health Board	Annual report; annual state implementation plan for mental health program	Annual
18.50.040 Bureau of Vital Statistics	Bureau of Vital Statistics; reports of statistics	Annual
47.80.090 Governor's Council for Handicapped & Gifted	Annual state plan for programs for persons with developmental disabilities	Annual
47.37.040 Office of Alcoholism & Drug Abuse	Annual Report	Annual
47.37.130 Office of Alcoholism & Drug Abuse	List of approved public and private treatment facilities	F
Labor		
18.60.040	Report on prevention of accident and health hazards	Annual
23.05.110	Biennial report on workman's compensation	Biennial
Labor & AG's Office		
36.10.130	Resident hire report	
Law		
44.23.020	Report to legislature re: work of the office and needed legislation	Annual
44.23.020	Pamphlet on landlord and tenant rights	G
44.23.040	Report on activities and recommendations toward promotion of uniform laws	Annual
Legislature		
24.20.206 Budget & Audit Committee	Annual audit and evaluation of Permanent Fund Corporation	Annual
24.20.206 Budget & Audit Committee	Annual audit and evaluation of AHFC and Alaska Industrial Development & Export Authority	Annual
24.20.206 Budget & Audit Committee	Recommendations for investment of general fund surplus and permanent fund income	Annual
24.20.206 Budget & Audit Committee	Report on investment programs of state agencies which lend or invest	Annual
24.20.206 Budget & Audit Committee	Review of report of the governor re: executive budget	Annual
24.20.271 Budget & Audit Committee	Reports on audits of boards, commissions, programs and activities of agencies subject to sunset.	Annual
24.20.311 Budget & Audit Committee	Annual report summarizing audit reports & committee recommendations	Annual
24.05.130 House & Senate	Daily journals	L
44.01.270 Legislative Audit	Summary of CFAB bank audit	Annual
24.20.065 Legislative Council	Report on annual examination of regulations, AG opinions, etc, with recommendations	Annual
24.20.120 Legislative Council	Summary report on findings and recommendations	Annual
36.30.020 Legislative Council	Procedures governing procurement of supplies, services and construction by the legislative branch	
24.55.230 Ombudsman	Annual report of activities	Annual

STATUTE CITATION	TYPE OF REPORT	REPORT TYPE
Lieutenant Governor		
15.58.010	Election pamphlet for each state general election (may be on a regional basis)	B
44.62.175	Alaska Administrative Journal	Weekly
Military & Veterans Affairs		
26.05.190	Adjutant General--orders and regulations for the organized militia	
26.05.190	Annual financial report	Annual
26.20.020	Plan for civil defense	
26.23.040	State Emergency Plan--must be kept current	G
Natural Resources		
03.40.090	Book listing all brands and marks on domestic animals.	F
27.05.060	Annual report	Annual
38.05.180	Five-year proposed oil and gas leasing program and report on previous year's leases.	Annual
38.05.183	Report on state's need for oil and gas	Annual
38.05.300	Report on all classifications of state land	Annual
41.15.240	Report on fire suppression fund	Annual
41.17.070	Biennial report on administration of chapter 17, Forest Resources and Practices.	Biennial
41.17.230	Management plan for each state forest	
41.17.320	Annual report re: uses of money in the state land reforestation fund	Annual
41.23.440	Management plan for each of the 6 recreational rivers	
41.17.047	Review of proposed forestry regulations and recommendations for statutory changes	
41.37.080	Annual report	Annual
38.50.130	Reports on proposed land exchanges	
38.04.020	Annual report	Annual
41.98.025	Annual report	Annual
03.22.020	Summary report of completed studies	O
03.22.060	Annual report on the operation of the plant materials center	Annual
41.08.030	Annual report	Annual
41.08.030	State Geologist	
41.08.030	Special and topical reports and maps	
Public Safety		
18.65.085	Report on activities of the narcotics, drugs and alcohol unit.	Annual
18.65.086	Biennial report of Investigative Unit on Sexually Abused & Criminally Exploited Children	Biennial
28.05.031	State statutes and regulations relating to vehicles and pedestrians	
18.65.050	Annual report	Annual
18.67.170	Annual report	Annual
Revenue		
37.15.170	General obligation bond debt service report	Annual
37.15.480	International airports revenue bonds debt service report	Annual
43.05.010	Annual report	Annual
43.05.080	Regulations for tax and license laws administered by DOR	G
43.05.080	Annual statistics of revenues derived under tax laws administered by DOR	Annual
43.08.035	Report on borrowing from general fund in anticipation of revenue	Annual
43.20.160	Regulations and laws relating to assessment and collection of taxes under Alaska Net Income Tax Act	
44.82.190	Annual report	Annual
18.26.200	Annual report	Annual

STATUTE CITATION	TYPE OF REPORT	REPORT TYPE
Revenue		
44.85.100 AK Municipal Bond Bank Authority	Annual report	Annual
37.13.170 AK Permanent Fund Corporation	Annual report	Annual
37.12.090 AK Resources Corporation	Annual report	Annual
37.17.090 AK Science & Technology Board	Results of research sponsored by the foundation.	M
37.17.090 AK Science & Technology Board	Annual report	Annual
18.56.200 Alaska Housing Finance Corporation	Annual report	Annual
Transportation & Public Facilities		
19.30.233	Use of money allocated for local service roads and trails; and status of departmental construction	Annual
19.30.310	Use of money allocated for road maintenance service areas	Annual
35.10.015	Annual report on work to upgrade public facilities to make them accessible to handicapped, etc.	Annual
36.30.540	Biennial report on procurements by agencies	Biennial
44.42.050	Annual long-range transportation and capital improvement plan	Annual
44.42.055	Annual state public facilities plan	Annual
44.42.065	Report of energy audits of public buildings performed during the year	Annual
University of Alaska		
14.40.085 AK State Climate Center	Plan for gathering & disseminating climate information	N
14.40.087 Alaska Center for International Business	Annual report	Annual
14.40.170 Board of Regents	Annual report of expenditures from funds derived from sales, leases or transfer of land	Annual
14.40.190 Board of Regents	Report of receipts and expenditures, condition of university property, and educational work performed	Annual
14.40.250 Board of Regents	Annual report on actions taken as trustees and administrators of money and property	Annual
16.52.050 Board of Regents	Annual Report on Fishery Industrial Technology Center	Annual

NOTES:

- A: Annual updates required
- B: For each state election
- C: To be updated at least every five years
- D: Annual revisions required
- E: Currently average 3 to 5 per year
- F: Occasional updates required (possibly issued as supplements)
- G: Occasional revisions required
- H: Annual report requirement repealed effective February 15, 1992.
- I: At least every two years
- J: "From time to time" (less than annually)
- K: Published as computer accessed microfiche: AK State Publications Microfiche
- L: Daily during legislative sessions
- M: "On a regular basis"
- N: Biennial updates required
- O: When each study is completed

Prepared by the Legislative Research Agency, January 26, 1990 (90.193A-Revised).

# STATE OF ALASKA

## DEPARTMENT OF FISH AND GAME

### OFFICE OF THE COMMISSIONER

STEVE COWPER, GOVERNOR

P.O. BOX 3-2000  
JUNEAU, ALASKA 99802-2000  
PHONE: (907) 465-4100

January 23, 1990

The Honorable Max Gruenberg  
The Honorable Peter Goll  
Co-Chairmen  
House Judiciary Committee  
P.O. Box V  
Juneau, AK 99811

Dear Representatives Gruenberg and Goll:

The following information is provided pursuant to your letter to Commissioner Collinsworth of January 18.


While not complete in every detail, this information should provide the committee basic background information about ADF&G's technical and educational printing responsibilities.

In response to concerns expressed at a committee hearing on May 3, 1989, the department has begun an internal review to determine which publications are being mailed to legislators on a regular basis, which are required by statute or regulation, and which have been specifically requested by members of the Legislature.

For the convenience of committee members, the information is presented by division.

Copies of some department publications have been provided to Senator Pearce's office.

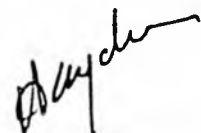
Sincerely,



Warren W. Wiley  
Assistant Commissioner

Enclosures

cc: House Judiciary Members



SUBSISTENCE DIVISION

The following lists Subsistence Division's technical papers produced during FY 89. Also identified are the total cost of producing these papers, exclusive of personnel time spent in research, analysis, and writeup. A distribution list for these reports is available and some legislators have requested to be on this list, thereby automatically receiving copies of the reports that pertain to their districts.

Technical Papers printed in FY 89:

ABSTRACTS Technical Paper Series

Copies published: Unknown

Publication cost: \$1,221

1986 Land and Resource Use Patterns in the Yukon Flats: Steven Village. Valerie Sumida

Copies published: 129

Publication cost: \$1,087

The Harvest of Fish and Wildlife for Subsistence by Residents of Minto, Alaska. Elizabeth Andrews

Copies published: 137

Publication cost: \$2,152

1986 Patterns of Land and Resource Use in Beaver, Alaska. Valerie Sumida and Clarence Alexander

Copies published: 140

Publication cost: \$689

1988 Wild Resource Uses in Mankotak Southwest Alaska. Janet Schichnes and Mally Chythlook

Copies published: 152

Publication cost: \$1,612

Harvest and Use of Fish and Wildlife by Residents of Petersburg, Alaska. Charles Smythe

Copies published: 164

Publication cost: \$1,015

A Comprehensive Study of Wild Resource Use by Wrangell Residents. Kathryn Cohen

Copies published: 165

Publication cost: \$452

In addition to making copies of our Technical Paper Series available to the public, this division responds to numerous specific requests for subsistence information. Some of the requests come from legislators, but we do not have reports or other publications that are routinely sent to them. We often send to the public, upon request, maps, computer data runs and subsistence information summaries. Many, perhaps most documents that are sent out take the form of short papers or leaflets that are xeroxed for distribution. In preparation for meetings of the Boards of Fisheries and Game, we distribute subsistence issue reports and information summaries to board members and the interested public.

In brief, the Technical Paper Series represents by far the bulk of our public document distribution. The FY 89 reports are readily available.

a:sub.www

## DIVISION OF COMMERCIAL FISHERIES

The Division of Commercial Fisheries produces finfish, shellfish, and subsistence regulation booklets. These are published annually to accommodate changes in regulations promulgated by the Board of Fisheries. They are the only divisional publications intended primarily for use by the general public. In FY 89, 40,774 booklets were printed at a total cost of \$25,409. Many booklets are picked up by the public from department offices around the state.

The division also produces three scientific publication/report series that are intended for use by fishery biologists and biometricians within the department, scientists in other resource agencies, members of regulatory boards, and fishing industry representatives. These series can be characterized as follows:

Fishery Research Bulletin (formerly Informational Leaflets): These include 9 separate scientific publications in which final data are analyzed and interpreted. They summarize findings from completed studies or data sets spanning several or more years of research. Audience is technical rather than user group oriented.

Copies published: approx. 315  
Publication costs: \$628 - \$1521 (average = \$862)  
Total cost: \$6901

Technical Fishery Reports (formerly Technical Data Reports): These 23 separate scientific publications cover annual data collections and surveillance or interim research reports. Some of the data reported may be preliminary. Audience is technical rather than user group oriented.

Copies published: approx. 100/publication  
Publication costs: \$117 - \$1082 (average = \$376)  
Total cost: \$7144

Regional Information Reports: These 173 separate reports often contain preliminary data because this series is intended to distribute important fishery-related information in a timely fashion. These reports are used primarily by department staff, user groups, regulatory boards, and other agencies involved in resource management.

Copies published: number of copies per report is unknown; varies greatly with the report (minimum is 3/maximum is about 1000/average 50 - 100)  
Publication costs: cost data is also unknown; varies with the size of the report and the number of copies made.

FRED DIVISION

Annual Report to the Legislature: This is submitted to the Legislature by the 10th day of each session, as mandated by Alaska Statute 16.05.092.

Copies published: 350  
Publication cost: \$500

FRED Division Report Series (scientific informational reports):  
Due to the decline in personnel, only 2 volumes were produced in FY89. All production and binding was done in-house.

Copies published: 100 copies each (2 volumes)  
Publication cost: \$500

Miscellaneous Publications (i.e. the Genetics Policy and the Alaska Fish Pathology Policy)

Copies published: 100 or less  
Publication cost: \$500 or less in FY89

Pamphlets: FRED Division has published several 2-4 page pamphlets to hand out at various meetings regarding the Alaskan fisheries enhancement program as well as to the public.

Total cost: \$200 or less

PUBLIC COMMUNICATIONS SECTION

The publications produced by the Public Communications Section during FY 89 and their costs include:

Alaska Fish and Game (bi-monthly magazine: This includes the annual Alaska Wildlife Week poster produced by the Wildlife Conservation Division

Copies published: 99,790  
Publication cost: \$119,015  
Postage cost: \$6,359 (for 60,000 copies)  
Revenues (FY89): \$101,937  
Revenues (FY90): \$91,242

Bulletin (monthly newsletter): Six issues printed in 1989.

Copies published: 5,700  
Publication cost: \$1,200  
Postage cost: \$1,300

News Releases: Produced as needed; 51 printed in FY89.

Copies published: 25,000  
Publication cost: \$500  
Postage cost: \$4,500

Wildlife Notebook Series

:

Copies published: 3,000  
Publication cost: \$6,560  
Revenues (to date): \$7,817 (at \$7.50 each)

Xeroxed Information Sheets:

Number of copies: 15,000  
Publication cost: \$300

SPORT FISH DIVISION

Alaska Sport Fishing Regulations Summary

Copies published: 315,000  
Publication cost: \$61,960  
Funding: Fish and Game Fund

Alaska Sport Fish Predictions

Copies published: 70,000  
Publication cost: \$16,952  
Funding: Fish and Game Fund

Salmon Holes and Halibut Hills

Copies published: 5,000  
Publication cost: \$15,000  
Funding: Sales of first edition have nearly paid all costs.  
Interim funding from Fish and Game fund.

Alaska Sport Fish Currents (newsletter)

Copies published: 1,000/four times in 1989  
Total costs: publication \$127 per 1000; postage \$160/issue  
Funding: Federal Aid to Sportfish Restoration

Federal Aid Reports

Copies published: 32 reports/8472 copies total  
Total costs: publication \$12,573; postage \$3,858  
Funding: Federal Aid to Sport Fish Restoration (publication of these reports is required to obtain federal funding).

Photocopy Publications

Photocopies of numerous locally produced sport fishing information guides are made available in department offices. It is impossible to generate accurate costs for these publications. Costs for photocopying of handouts is approximately \$1000 - \$1250 monthly.

## DIVISION OF BOARDS

The Division of Boards produces several proposal books annually that are specifically for public use, and for legislative distribution. The proposal books vary in size and cost. We cannot predict in advance how many proposals we will receive from the public for inclusion in any given proposal book. The below-listed information is for the proposal books produced and mailed for the annual board meeting cycles of the Boards of Fisheries and Game.

### Fall Game Proposal Book

Copies published: 3,320  
Publication cost: \$9,168

### Spring Game Proposal Book

Copies published: 2,700  
Publication cost: \$21,825

### Finfish Proposal Book

Copies published: 5,500  
Publication cost: \$33,155

### Finfish Supplemental Proposal Book

Copies published: 2,220  
Publication cost: \$2,538

### Shellfish Proposal Book

Copies published: 1,520  
Publication cost: \$8,100

### Total Publications

Copies published: 15,260  
Total cost: \$75,768

DIVISION OF WILDLIFE CONSERVATION

Survey and Inventory Reports

Copies published: approx. 3,500  
Publication cost: \$13,000  
Funding: Pittman-Robertson (PR) funding (75% fed/25% state)

Research Progress Reports

Copies published: 3,400  
Publication cost: \$10,000  
Funding: PR

Non-Game Newsletter

Copies published: 6,000  
Publication cost: \$2,500  
Funding: General Fund

Call of the Wild

Copies published: 3,000  
Publication cost: \$500  
Funding: General Fund

Hunter Education Newsletter

Copies published: 1,200  
Publication cost: \$1,000  
Funding: General Fund

Monographs

Copies published: Unknown  
Publication cost: \$200/page; can be as much as \$10,000/title  
Funding: Varies

Journal Articles

Copies published: Unknown  
Publication cost: \$200/page; can be several hundred/title  
Funding: Varies

Miscellaneous Reports

Technical bulletins, raptor reports, symposia results; any number of copies may be printed under a combination of regional offices and distributed to the public at state expense.

Other Items

Items such as survey data, hunting season results, letters regarding wildlife hunting and viewing opportunities are printed and/or copies at area and regional offices and distributed to the public at state expense. An accurate estimate of this amount is not available, but statewide it probably amounts to several thousand dollars.

The following documents were produced last year at a cost of more than \$1,500 per document and were charged to the General Fund:

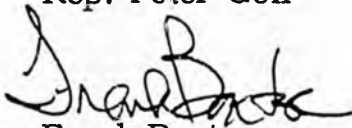
Game Regulations:	360.000
Trapping Regulations:	9.000
Miscellaneous Game Regulations:	2.000
Registration and Drawing Permit Supplements:	11.500
Total:	392,500

# MEMORANDUM

**STATE OF ALASKA**  
Department of Administration

**To:** Rep. Peter Goll

**Date:** Jan. 23, 1990

  
**From:** Frank Baxter  
Commissioner  
Department of Administration

**File No:**

**Subject:** Senate Bill 75 (Cost  
of state publications)

Enclosed please find a draft bill with suggested changes to SB 75, which is currently awaiting further review by the House Judiciary Committee. The suggested bill language was written by Bruce Scandling of my staff as a starting point for additional discussion of the measure. Any language in this proposed draft should be reviewed by the Legal Services branch of the Legislative Affairs Agency before it is considered for introduction.

This draft was prepared following my meeting with you last week. I know you also discussed the suggested changes in a telephone call with Sen. Pearce.

Here are the highlights of this draft:

- All state publications would be produced at state-run facilities, unless written approval is granted by the Commissioner of Administration, the head of the court system, the university president or Board of Regents, the Legislative Council or the heads of the railroad and ASHA.
- Publications not printed by the state would go to bid through the normal procurement process. All such publications would be required to include a box stating the information included in Sen. Pearce's original bill. The cost per copy would be calculated by dividing the total cost of the contract by the number of copies printed.
- Many publications and reports now required by the legislature would be repealed.

I look forward to helping you achieve your goal of reducing the cost of state publications.

cc: Sen. Drue Pearce

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IN THE SENATE

HOUSE CS FOR CS FOR SENATE BILL NO. 75 ( )  
IN THE LEGISLATURE OF THE STATE OF ALASKA  
SIXTEENTH LEGISLATURE - FIRST SESSION  
A BILL

For an Act entitled: "An act relating to the identification of and disclosures on and about state publications; and providing for an effective date."

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

\*Section 1. AS 44.99 is amended by adding new sections to read:

ARTICLE 3. STATE PUBLICATIONS.

SEC. 44.99.130. STATE PUBLICATIONS. The publications of all state agencies must be produced at state-operated facilities, unless it is determined in writing that the needs of the state require the publication to be produced outside of state government according to the normal procurement process. Such written determination must be made for the executive branch by the Commissioner of Administration, for the University of Alaska system by the Board of Regents or the president, for the judicial branch by the administrative director, for the legislative branch by the Legislative Council, for the Alaska State Housing Authority by its board of directors, and for the Alaska Railroad Corporation by its board of directors.

SEC. 44.99.140. DISCLOSURES IN PUBLICATION. A publication not produced at a state-operated facility shall include a statement that gives the name of the agency releasing the publication, the purpose of the publication, the cost for each copy of the publication and the city and state where the printing was done.

1 The statement must read: "This publication was produced at a cost of \$..... per copy  
2 to (statement of purpose), and was printed in (city and state where printed)." The  
3 statement may include, if applicable, a declaration of the revenue raised by the sale  
4 of the publication or from the purchase of advertising in the publication. The  
5 agency identification and the statement shall be printed in one conspicuous place  
6 in the body of the publication in a type size that is not smaller than eight points  
7 and shall be set in a box composed of at least one-point rule.

8 SEC. 44.99.150. DEFINITIONS. In AS 44.99.130 - 44.99.140,

9 1) "cost for each copy" means the total cost of the contract awarded for  
10 producing the publication, divided by the number of copies that are produced;

11 2) "publication" means a written document produced for public  
12 distribution and for which the actual annual general fund costs exceed \$1,500;  
13 "publication" includes books, brochures, flyers, manuals, newsletters, pamphlets,  
14 programs, reports, and similar documents, but does not include standard forms,  
15 letterhead stationary, letterhead envelopes, construction plans and specifications,  
16 location and design study reports, the Alaska Statutes, the Alaska Administrative  
17 Code, the Alaska Rules of Court, publications produced by the University of Alaska  
18 Press, publications intended primarily for foreign or other out-of-state use, and  
19 papers submitted to publications, including journals and anthologies, produced by  
20 persons who are not state employees;

21 3) "state agency" means

22 A) a department, institution, board, commission, division,  
23 authority, public corporation, or other administrative unit of the executive branch,  
24 including the University of Alaska and the Alaska Railroad Corporation;

25 B) a committee, division, or administrative unit of the legislative  
26 branch, including Legislative Council, the leadership of each house, and the office  
27 of the ombudsman;

1                   C) an administrative unit of the judicial branch, including the  
2 Judicial Council and the Commission on Judicial Conduct.

3           SEC. 44.90.160. PUBLICATIONS REPEALED. The legislature shall no longer  
4 require the following publications to be submitted for annual legislative review:

5           1.

6           2.

7           3.

8           etc.

9   \*Sec. 2 This Act takes effect immediately under AS 01.10.070(c).

10



# alaska judicial council

1029 W. Third Avenue, Suite 201, Anchorage, Alaska 99501 (907) 279-2526 FAX (907) 276-5046

EXECUTIVE DIRECTOR  
William T. Cotton

January 17, 1990

NON-ATTORNEY MEMBERS  
Hilbert J. Hennrickson, M.D.  
Leona Okakok  
Janis G. Roller

Representatives Goll & Gruenberg  
Alaska State Legislature  
P.O. Box V (MS 3100)  
Juneau, Alaska 99811

ATTORNEY MEMBERS  
Daniel L. Callahan  
William T. Council  
James D. Gilmore

RE: CSSB 75 (SA)

CHAIRMAN, EX OFFICIO  
Warren W. Matthews  
Chief Justice  
Supreme Court

Dear Representatives Goll & Gruenberg:

The Alaska Judicial Council believes that it would be appropriate to exempt the Council from the above legislation. The legislation would increase the costs and administrative burden of this agency. While this increased burden is not extensive, it is significant.

The apparent goal of the legislation--to forward local hire--is not served by including the Judicial Council within its ambit. Three types of Judicial Council reports would fall under the proposed legislation. First, the Council has a constitutional mandate to issue a biennial report to the supreme court and legislature. Second, a report for the retention election evaluation of judges also is issued every other year. Third, the Council issues a major research report on an average of once a year.

None of these reports have ever been published outside the state except for the retention survey in a few years prior to 1987. Further, in any case in which the Council does contract for publishing a report, a bid or request for proposals is used and hence the state's bid preference laws apply. (I do not think these laws were in effect before 1987 when the University of Michigan submitted a low bid on the retention survey.)

We appreciate your consideration of this request. Please let me know if you have any questions. I look forward to meeting with you during the session.

Sincerely,

A handwritten signature in cursive script that reads "William T. Cotton".

William T. Cotton  
Executive Director

WTC/jmz

# STATE OF ALASKA

## DEPARTMENT OF FISH AND GAME

OFFICE OF THE COMMISSIONER

875  
STEVE COWPER, GOVERNOR

P.O. BOX 3-2000  
JUNEAU, ALASKA 99802-2000  
PHONE: (907) 465-4100

January 19, 1990

The Honorable Max F. Gruenberg, Jr.  
Alaska State Legislature  
P.O. Box V  
Juneau, AK 99802

Dear Representative Gruenberg:

Since Commissioner Collinsworth is attending an important meeting of the North Pacific Fisheries Management Council, which he chairs, please accept my response to your letter of January 18.

By now, Mr. Handley of your staff has told you of the misunderstanding which resulted in the department not attending the hearing of the Judiciary Committee on January 17. As to the request made to the department during the hearing of May 3, 1989, I am embarrassed to say I was not aware of it. Had I known of it, I assure you we would have made every effort to comply.

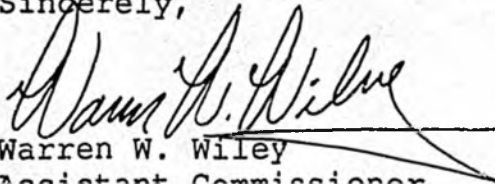
In advance of the committee's hearing scheduled for Wednesday, January 24, Senator Pearce's office will have received as many pertinent documents as we have been able to assemble. Many of the reports generated by the Department of Fish and Game are funded with federal aid money. Most others are produced in-house in an effort to keep costs down. Still others are statutorily required or are provided at the specific direction of the Legislature. Publications, such as the Fish and Game magazine, Fish and Game Bulletin, sport fishing guides and forecasts and hunting forecasts, have proven to be very popular with the public. Also, the department produces numerous technical reports and papers that are circulated on a limited basis internally to interested user groups and to federal agencies as a requirement of federal matching fund contracts.

As soon as possible I will provide you an estimate of some of the costs involved in producing these documents. I have also initiated

January 22, 1990

an internal review, by division, of the documents and reports now being sent to legislators, in response to the apparent concerns voiced at the May 3rd hearing. This information should be in your hands prior to the committee's meeting on January 24.

Sincerely,



Warren W. Wiley  
Assistant Commissioner

cc: The Honorable Peter Goll  
The Honorable Cheri Davis  
The Honorable Cliff Davidson  
The Honorable Johnny Ellis  
The Honorable Terry Martin  
The Honorable Mike Miller  
The Honorable Drue Pearce

# Alaska State Legislature



## House of Representatives House Judiciary Committee

P O. Box V  
State Capitol  
Juneau, Alaska 99811  
(907) 465-4990  
(907) 465-4712

January 18, 1990

Don W. Collinsworth, Commissioner  
Department of Fish and Game  
P. O. Box 3-2000  
Juneau, Alaska 99802

Dear Commissioner Collinsworth:

The Judiciary Committee is concerned that the Department has failed to respond to our request for information on the net amount of money spent on all printed matter received by the legislature from the Department, with the exception of individual correspondence with legislators. This request was made during our May 3, 1989 hearing on SB 75. The request was made to the Department's representative at that hearing, Bob Wilbur. A copy of the Committee minutes is attached.

The Committee is also concerned about the Department's failure to respond to Senator Pearce's request of January 10th that copies of all Departmental publications be delivered to her office.

The Department's representative also failed to appear at our hearing yesterday.

We ask that the Department respond to our May 3 request and comply with Senator Pearce's request by delivering all requested documents to Senator Pearce's office, Capitol Room 510, before our committee meeting at 1:15 p.m. next Wednesday, January 24.

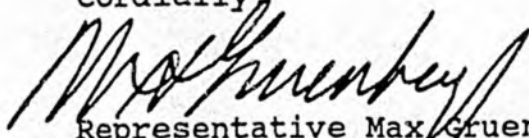
It is not our intention to take up SB 75 at that time. We will probably do so shortly thereafter and would appreciate the presence of your representative when we take the bill up.

letter to D. Collinsworth  
1/18/90  
page two

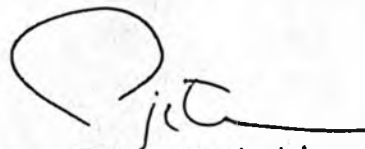
Needless to say, the Committee is quite concerned about the Department's prior lack of response to these two requests. We are most anxious to receive the requested information and documents. If the Department fails again to respond to these requests we will entertain a motion to subpoena these documents from the Department. We hope that this will not be necessary.

If you have any questions, you can reach us at 465-4968 or 465-3875.

Cordially,



Representative Max Gruenberg  
Co-Chairs, House Judiciary Committee



Representative Peter Goll

Co-Chairs, House Judiciary Committee

cc: House Judiciary Committee members  
Senator Drue Pearce

TRANSCRIPT OF COMMENTS BY CO-CHAIR MAX GRUENBERG, AT THE HOUSE JUDICIARY COMMITTEE MEETING, JANUARY 17, 1990, REGARDING INFORMATION REQUESTED FROM DEPT. OF FISH AND GAME:

GRUENBERG: Thank you, I'm wondering if the Department of Fish and Game is present. Okay, I'd like to bring up a Point of Order at this time Mr. Chairman.

The Record will reflect that when this thing was heard in May of last year, the Department of Fish and Game was here. And a number of us, including Representative Martin and myself were very concerned about the number of publications. This deals with internal costs, and that questioning concerned external costs; the number of publications and the cost, not per publication as much, but the fact that there may be twenty publications that may not all be necessary.

We asked that Department, and the Record will reflect this, to respond in writing indicating the number of publications they sent out and the costs. And the members of this committee will recall that.

The Record will also reflect that that particular Department did not respond over the interim in writing, as requested by this Representative, as the Co-Chair of the committee.

The Record will also reflect that that particular Department did not respond to Senator Pearce's request, that they bring actual copies of their documents.

The Record will also reflect in the third case, that that particular Department is not here today. I would therefore request that the Staff of this Committee, by the close of business today, request that the Department of Fish and Game respond in writing to our request of last May; respond by bringing, by the close of business tomorrow, to this Committee Room or Senator Pearce's Office, or where ever she designates, all the documents she has requested. And third that they be here next week.

And further, that if they do not comply with all three of those things it is going to be my intent, next week when we schedule this thing back on the Calendar or when we do schedule it, this bill, that I'll take a most unusual step that I've never seen in five years, and that is that we Subpoena the Commissioner, and then in there show cause why he should not, or she, - - why action should not be taken for failure to comply with all three of those requests. And that that letter be drafted and circulated both to the Chair and the members of this Committee by the close of this date, I'm going to ask Mr. Handley and Mr. Hemenway to do that.

GOLL: Excuse me, Max, do you want to set a time for next week's calendar to bring this Bill back so that we can give them a time certain?

GRUENBERG: Yes, but we're still working on the exact time -

GOLL: Should we just say Wednesday, a week from today.

GRUENBERG: Say a week from today.

GOLL: This Bill will be back on the Calendar a week from today, and Mr. Gruenberg's comments are on the record, It is so Ordered by the Chair,

GRUENBERG: -and at least for the production of those documents and list, and for the Commissioner to hold himself in readiness to be prepared to - answer questions - Fiscal Year '89 for what they did - and

GOLL: A series of requests have been made of the Department which have been clearly stated for the record. The Commissioner will be requested to provide those documents tomorrow. The documents will be brought to the meeting on Wednesday, a week from today.

GRUENBERG: And Senator Pearce needs to let us know where she wishes those documents delivered -

GOLL: I respectfully ask Senator Pearce to (inaudible) staff on that subject, and a week from - - a week from today the material will be brought to the committee - Mr. Gruenberg will be chairing and we'll take appropriate action at that time.

GRUENBERG: It would be the intent of the Chair at that point, to entertain a Motion for the subpoena.

Number 797

Senate Bill 75, regarding state publications and disclosure of costs, was heard next.

Jan Stranberg, Counsel to the Court System, testified from Anchorage via teleconference. She stated that the Court System would like an exemption from the application of SB 75 for publications produced by the Court System's print shop. They would like to see SB 75 amended on line 23, page 2, to exclude these publications.

Ms. Stranberg continued that she understood the purpose of SB 75 was to make the public cognizant of unnecessary printing costs. She stated that Appellate Court opinions, annual reports, small claims court handbooks and many other publications produced by the Court System are a result of legislative requests.

Ms. Stranberg explained that the cost of record keeping for the Court System would outweigh the benefit given the small scale of operations. Because of limited storage capacity, as well as the fact that court procedures change often, materials are printed shortly before they are needed. The production costs would include circulation costs, which the Court System takes to mean postage, they estimate that most publications would exceed the \$1,500 floor.

Ms. Stranberg continued that the Court System compiles a list identifying all publications for the public and offered to delete any publications the legislature believes are not useful.

Number 824

Rep. Martin asked if the federal government required the Court System to produce any publications. Ms. Stranberg responded that it was only state statutes which required publications.

Number 833

Bob Wilbur, with the Department of Fish and Game, testified that the department supports the proposed 5/03/89 work draft of SB 75 which is under consideration.

Chairman Goll clarified that the proposed work draft had not yet been offered and that the Judiciary Committee was dealing with HCS CS SB 75(State Affairs).

Mr. Wilbur mentioned that concerning the 5/03/89 work draft, on page 1, lines 28 and 29, it required that both the statement of cost and the agency identification appear

in one conspicuous place. He stated that the department questioned the need to have the agency identification appear with the statement of cost.

Number 864

Rep. Gruenberg asked Mr. Wilbur to respond to the Judiciary Committee, in writing, as to the amount of money spent on postage mailing information to the legislature last year -- calendar year 1988 or fiscal year 89.

Number 874

Rep. Martin agreed with Rep. Gruenberg regarding the amount of mail received from Fish and Game. He asked if it was possible get a list of which of these reports were required by the legislature.

Number 888

Mr. Wilbur asked what specific types of information and reports Rep. Gruenberg would like in the written response. Should the department include news releases, emergency regulations, etc.

Rep. Gruenberg clarified that he wanted information on all printed matter received by the legislature with the exception of individual correspondence to legislators.

Number 899

Rep. Davis arrived.

TAPE NUMBER EIGHTY-TWO, SIDE B  
Number 056

Chairman Goll asked why Mr. Wilbur did not wish to have the agency identification and cost of publication in the same place. Mr. Wilbur responded that he saw situations where it could be awkward. He used, as an example, scientific publications. Title pages are clean and simple in these types of reports. He felt the inside cover page, which is adjacent to the title page, could be better.

Chairman Goll clarified that it was the location as well as the inclusion of the department name. Mr. Wilbur responded affirmatively.

Chairman Goll stated that it said, "one conspicuous place" and asked if that couldn't be wherever the department wanted. Mr. Wilbur responded that the department assumed that the language meant the department name and cost of publication together on the same page.

Number 095

Rep. Gruenberg suggested that it might be easier to change the word "one" on line 28, page 1, to say "a." Mr. Wilbur agreed.

Number 142

Jo Fenety, staff for Sen. Pearce, was present to testify on SB 75. SB 75 provides that any agency of the executive, judicial or legislative branch that prints brochures that cost over \$1,500 per year to produce will be required to include a cost box which shows the cost, purpose of publication and location of printing. This will enable the public to know publication-by-publication basis what various brochures cost to produce and where the printing was done.

Number 178

Ms. Fenety mentioned various state publications and their costs as examples of the need for this legislation. She continued that there should be no objection to SB 75 from the state agencies who produce publications cost-effectively.

Ms. Fenety continued that there have been previous attempts to constrain state spending for publications by proposing limiting the use of color or the frequency of publications. This attempt has failed.

Ms. Fenety stated that the sponsor of SB 75 felt that accountability may be the answer. The public may succeed where legislation has failed.

Number 213

Ms. Fenety stated that the proposed committee substitute had been drafted to take into account the concerns of the University, Court System, and the Department of Fish & Game.

Number 227

Rep. Davis asked why the specifications were so precise on the type size, etc. He also asked if, with the Legislature included, the cost of Xeroxed summaries would have to be included under this legislation.

Number 249

Ms. Fenety stated that the reason for the precision on type size is that a standard needed to be set so that the cost box would be readable to the average person.

Number 266

Rep. Martin agrees with the thrust of SB 75; however he asked if the sponsor had considered also requiring that the statute cite be included, if the publication was required by law. This could enable the legislature to see if they were, in part, to blame.

Number 281

Rep. Davis agreed with Rep. Martin's suggestion. He felt the legislature requires more reports than they read.

Chairman Goll stated that he thought this was a more positive approach. It could be more effective to limit publication costs, and review the requirements for publications.

Number 303

Rep. Davis asked, regarding publication costs, would the the publications done in-house be included in the actual production costs, or would only those done on contract be included.

Number 312

Ms. Fenety referred to the definition of Subsection B, which states "printing" includes reproduction, binding, and other services related to the printing that are normally performed by the printing industry.

Number 329

Rep. Davis asked for clarification that if a publication is done totally in-house, then the publication is just the publication cost, but if it is contracted out, then there is greater cost. Ms. Fenety responded affirmatively.

Number 332

Rep. Martin asked if the sponsor would agree on line 25, page 1, after "(city and state where printed)." to adding "per AS ...". Ms. Fenety stated that there would be no objection to including that in SB 75, but did not feel that particular part of the bill was the appropriate place.

Number 351

Bob Link, with the Department of Administration, testified in opposition of SB 75. The department felt that the cost of producing "fancy" publications should be reduced, but this was not the way to do it.

Number 380

Chairman Goll asked Mr. Link's opinion of who, in the Administration, would be the key agency or individual to make recommendations to the committee on mandating reductions of publication costs and mandating reductions in the number of publications.

Mr. Link responded that he was unsure of who that would be. Chairman Goll asked Mr. Link to convey to the commissioner for a letter from the chief of staff regarding the Administration's recommendations on cutting the costs of publications.

Number 465

Chairman Goll stated SB 75 would be held over for further consideration.

Chairman Goll adjourned the meeting at 4:43 p.m.



# Alaska State Legislature

Please enter into the record my testimony to the HOUSE JUDICIARY  
 committee name  
 committee on SB 75/State Publications, dated 5-3-89  
 bill/subject

*Attached pages*

Signed: *[Signature]* MERRITT HELFFERICH  
 Testifier

*Geophysical Institute*  
 Representing (Optional)

UNIV. OF ALASKA - FAIRBANKS FAIRBANKS, AK 99775  
 Address

(907) 474-7790  
 Phone No.

Testimony to House Judiciary Committee

From: Merritt R. Helfferich

Geophysical Institute, Univ. of Alaska Fairbanks  
Fairbanks, Alaska 99775-0800 (907) 474-7790

Attached is a copy of my letter to Senator Druc Pearce on SB75.

I think that in the end the bill will serve no useful purpose to the state and cause additional work.

In attempting to understand what the rationale for this bill might be I feel that the information could be used by the legislature to impose pressure on agencies to reduce the quality, and hence the cost, of state publications or to prejudice managers against certain types of publications. It could also be used as the basis for advance bidding information by private printing houses.

I believe that there is a fiscal impact for agencies in that it will be necessary to expend additional time to gather and provide the cost information required.

I believe that there is significant difficulty in providing cost information on circulation costs prior to that expenditure. Some publications are handouts and the circulation costs vary depending upon use after the publication is printed. Other documents for sale will vary in their circulation cost per unit and per annum depending on the number purchased, which is not a number that can be determined prior to publication.

I believe that there are many problems in definition of costs which will lead immediately to non-comparable cost data on the publications and hence to erratic information of more confusing than enlightening value.

I think that there are problems in definition which may lead to great confusion on what constitutes: a newsletter (a weekly double sheet xeroxed news item distributed only to the agency?), public distribution (are xeroxed descriptions of reports provided to the legislature public distribution?) or a report (what about proposals distributed to funding agencies in the Federal Government or to a private firm to conduct research or the fund raising materials for scholarships, public radio annual drives etc?)

There are other problems addressed in the letter. I suggest that this is not good legislation as written and will come back to you for legislative modification after modification. In the meantime it will have negative effects upon the public and the state agencies to which it applies.



March 29, 1989

Senator Drue Pearce  
Alaska State Senate  
Box V  
Juneau, Alaska 99811

Dear Senator Pearce:

I have been following the progress of Senate Bill No. 75 in the Legislature and I feel that there are several serious problems with this bill. I suppose you have proposed this law to impose some constraints upon agency publications so as to conserve state funds. This supposition of course may not be right, and I would be pleased to hear the correct reasons. The comments which follow refer to the CSSB75 Rules am version.

One problem I foresee is with publications produced by state agencies with non-state funds. The University of Alaska, for one, produces numerous publications funded by restricted grants and contracts. The labeling will imply that state funds were used, a mistaken impression. The bill does not require the source of the funds to be stated although the purpose might, in some cases, reveal that information.

The bill does not clearly exclude those publications by other entities, agencies, and organizations to which University of Alaska researchers or state agencies submit documents for publication and must pay production costs for that article or for a proportion of the entire publication.

Two examples: the Journal of Geophysical Research charges for the cost of publishing scientific papers accepted by their editorial process; the University of Alaska Press contracts with other scholarly publishers for joint publication of certain books. Under Sec. 44.99.130 the "...agency produces a publication under this section even if the agency contracts with another person or agency to do the production."

The bill language seems to me to require the other publisher, by virtue of the fact that there is payment by the State of Alaska and a contract for publishing, to insert the State of Alaska required statement. I am sure they would refuse to do so. This has very difficult implications for compliance and might discourage activities of value to the state. I suggest that the bill be modified to require the printed statement only in those publications where the preponderance of the funding comes from the State of Alaska.

Geophysical Institute, University of Alaska  
Fairbanks, Alaska 99775-0800

PHONE: 907-474-7555 TELEX: 35414 GEOPH INST FBK  
FAX: 907-474-7290 TELEMAIL: GEOPHINST.FBK

Geophysical Institute, University of Alaska

The bill requires that the agency print the actual annual production costs for the publication including preparation, printing and circulation. The bill is unclear if this production cost includes promotion expenses, warehousing costs, jobber, distributor and dealer discounts and delivery costs which affect the per-issue price and which can be variable over the life of the publication.

The bill requires that the required statement be printed "next to the agency identification". On books published by the University of Alaska Press and elsewhere the agency identification will be found on the spine of the book, on the front cover of the book, on the title page, on the publishers information page and elsewhere.

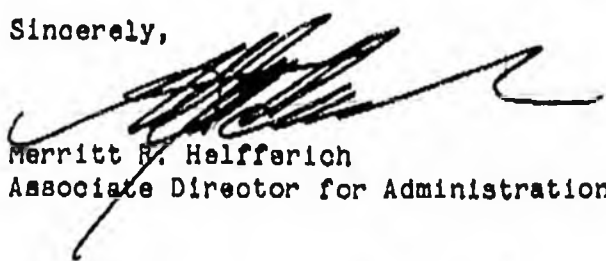
Frequently there is no room "next to the agency identification" for a ruled box. If, as the bill requires but which I do not believe is appropriate, you will include the University of Alaska Press, I would suggest that the required information be placed on the publication information page. The present bill is ambiguous and could actually require the ruled box everywhere the agency identification is placed. This would be unappealing at best and impossible at worst.

The required publication of production cost in each publication produced for sale would tend to discourage buyers from purchasing the very publications produced for the best fiscal gain for the agency. University publishing is like any other business in that the more profit that can be made from sales, the more production can occur. In the case of the University of Alaska Press, the publication of high-quality scholarly books of relevance to Alaska only occurs if there are sufficient revenues from sales to cover the cost of production and operations.

I suggest a solution to some of the above mentioned problems might be that you not require this cost information to be printed on publications which are either not primarily produced with agency funds and on publications produced primarily for sale to the public. You can still require this information for the exceptions mentioned above to be compiled and available as part of the required agency publication list specified in Sec. 44.99.130.

Thank you for your consideration of my comments.

Sincerely,



Merritt B. Helfferich  
Associate Director for Administration

MH/jh

cc: C. Helfferich  
C. Naske  
D. VanStone

# Alaska State Legislature



## House of Representatives House Judiciary Committee

P. O. Box V  
State Capitol  
Juneau, Alaska 99811  
(907) 465-4990  
(907) 465-4712

### MEMORANDUM

TO: Peter Goll  
FROM: Hayden Kaden *HK*  
RE: Publication cost of "Alaska's Mineral Industry  
1988".  
DATE: September 26, 1989

Knowing your interest in the subject of the cost of various state publications, especially in light of Senator Pearce's SB 75 which is in our committee, I checked on the cost of publishing "Alaska's Mineral Industry 1988".

Much of the layup work was done "in-house". According to Jim Degan of the Division of Business Development in the Department of Commerce and Economic Development, the publication cost \$1.97 per copy. 7,000 copies were run for a total cost of \$13,825.

I will include this memo in the bill file on SB 75.

cc: Representative Max Gruenberg  
Senator Drew Pearce

# STATE OF ALASKA

## DEPARTMENT OF ADMINISTRATION

OFFICE OF THE COMMISSIONER

STEVE COWPER, GOVERNOR

P.O. BOX C  
JUNEAU, ALASKA 99811-0200  
PHONE: (907) 465-2200

May 4, 1989

The Honorable Peter Goll  
Alaska State Representative  
P. O. Box V  
Juneau, AK 99811-3100

Dear Representative Goll:

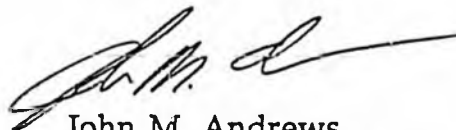
With regard to SB 75 (cost of publications), I would like to convey to you my support of the idea of keeping these costs within reasonable bounds.

From the perspective of the Department of Administration, I do not feel it is worth the effort and expense to impose the requirements of SB 75 on the publications we produce. We cannot afford to waste scarce funds on lavish publications; and I know of no instances within the department where we have. From here, the bill appears to try to fix something that isn't broken.

From the broader perspective of the executive branch, it appears to me that declining budgets are the best safeguard against lavish publications. Indeed, looking at the steadily-increasing volume of printing requests handled by Central Duplicating, I conclude that the current tight budgets are doing the job. When funds were more plentiful, the relatively modest capabilities of Central Duplicating were not so popular.

Nonetheless, if complaints persist that the executive branch is wasting funds on luxury publications, then perhaps we should look into some administrative mechanism for directly monitoring and controlling these costs. I would be happy to suggest to the Governor's Office that we do some analysis of these costs and methods of their control during this legislative interim, and to share the results of this analysis with you upon its completion.

Sincerely,



John M. Andrews  
Commissioner

# STATE OF ALASKA

DEPARTMENT OF ADMINISTRATION

DIVISION OF PERSONNEL

STEVE COWPER, GOVERNOR

P.O. BOX C  
JUNEAU, ALASKA 99811-0201  
PHONE: (907) 465-4430

January 12, 1990

SB 75

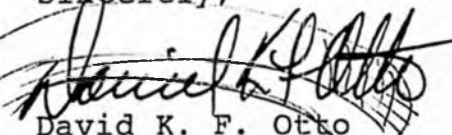
The Honorable Peter Goll  
Representative  
P.O. Box V  
Juneau, Alaska 99811

Dear Representative Goll:

Enclosed is the information you have requested regarding Publication Specialist and Publication Technician positions in the executive branch. Currently, the position of Publication Specialist I has no employees. As you can see from the information provided, the Department of Fish and Game employs the majority of the Publication Specialists and Technicians--47.8%.

I hope this information will be of help to you. If you have any questions, please call me at 465-4430.

Sincerely,

  
David K. F. Otto  
Director

Enclosure  
cc: Sioux Plummer  
Deputy Commissioner

HAYDCH

PUBLICATION SPECIALISTS I, II, III AND PUBLICATION TECHNICIANS  
IN THE EXECUTIVE BRANCH

<u>Agency</u>	<u>Total</u>	<u>Publication Technician (PR12)</u>	<u>Publication Specialist I (PR13)</u>	<u>Publication Specialist II (PR16)</u>	<u>Publication Specialist III (PR19)</u>
Administration	1	1	0	0	0
Commerce	2	0	0	2	0
Education	4	1	0	3	0
Fish & Game	11	9	0	1	1
Health & Soc Svc	1	0	0	1	0
Natural Resources	3	2	0	0	1
<u>Transportation</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>23</b>	<b>14</b>	<b>0</b>	<b>7</b>	<b>2</b>



# alaska judicial council

1029 W. Third Avenue, Suite 201, Anchorage, Alaska 99501 (907) 279-2526 FAX (907) 276-5046

EXECUTIVE DIRECTOR  
William T. Cotton

January 17, 1990

NON-ATTORNEY MEMBERS  
Hilbert J. Henriksen, M.D.  
Leona Okokok  
Jenis G. Roller

Representatives Goll & Gruenberg  
Alaska State Legislature  
P.O. Box V (MS 3100)  
Juneau, Alaska 99811

ATTORNEY MEMBERS  
Daniel L. Callahan  
William T. Council  
James D. Gilmore

RE: CSSB 75 (SA)

CHAIRMAN, EX OFFICIO  
Warren W. Matthews  
Chief Justice  
Supreme Court

Dear Representatives Goll & Gruenberg:

The Alaska Judicial Council believes that it would be appropriate to exempt the Council from the above legislation. The legislation would increase the costs and administrative burden of this agency. While this increased burden is not extensive, it is significant.

The apparent goal of the legislation--to forward local hire--is not served by including the Judicial Council within its ambit. Three types of Judicial Council reports would fall under the proposed legislation. First, the Council has a constitutional mandate to issue a biennial report to the supreme court and legislature. Second, a report for the retention election evaluation of judges also is issued every other year. Third, the Council issues a major research report on an average of once a year.

None of these reports have ever been published outside the state except for the retention survey in a few years prior to 1987. Further, in any case in which the Council does contract for publishing a report, a bid or request for proposals is used and hence the state's bid preference laws apply. (I do not think these laws were in effect before 1987 when the University of Michigan submitted a low bid on the retention survey.)

We appreciate your consideration of this request. Please let me know if you have any questions. I look forward to meeting with you during the session.

Sincerely,

William T. Cotton  
Executive Director

WTC/jmz



# Alaska State Legislature

Please enter into the record my testimony to the House JUDICIARY  
 committee name  
 committee on SB 75 / STATE PUBLIC. dated 3 May 89  
 bill/subject

*FOLLOWING PAGES*

Signed: *Carla A. Helfferich* CARLA A HELFFERICHA  
 Testifier  
UNIVERSITY OF ALASKA PRESS / GEOPHYSICAL INST.  
 Representing (Optional)  
Univ Alaska Fairbanks 99775-0800  
 Address  
474-7798  
 Phone No.

Written Testimony re Senate Bill 75  
For the House Judiciary Committee  
From Carla Helfferich, University of Alaska Fairbanks

My concern with this legislation is direct. As managing editor of the University of Alaska Press, and as science writer and associate editor in the Geophysical Institute, I would be professionally affected under two hats by the proposed legislation.

From both perspectives, my first problem with the proposed legislation is philosophic. Presently, if someone dislikes a publication because of its content, they have to say so--or, at worst, disguise their complaint under protests that it's too fancy, must have cost too much, or some such red herring. With this bill, one can too easily envision hypothetical watchdogs growling, Was this printed for a politically acceptable reason? In a politically acceptable place? Surely that costs too much for this purpose! SB 75 offers another way to disguise tacit censorship; it raises echoes, with the Salman Rushdie case barely out of the headlines, of an array of ayatollahs with ideological axes to grind and political terror as their weapons.

But there are enormous practical problems as well. Consider the image of a would-be purchaser of a University of Alaska Press book reading the specified cost statement--"Hey, this thing cost them \$12.40 a copy. How come they expect me to pay \$37 for it?" I know of no university press in this country, or anywhere else, required to incorporate such an announcement in its wares. (For that matter, I've never seen it in an alumni magazine, or any other similar academic publication.) Unquestionably, it would place us at a disadvantage in the market; since Press publications are almost wholly funded by sales income, that's not a trivial threat to our continued existence. To our professional peers in academic publishing, such a statement would seem laughable--yet another example of Alaska's incurable parochialism and inability to grow up.

The same problem operates for any kind of promotional material. A recent effort at the Geophysical Institute was preparing a public relations brochure that our director uses chiefly for soliciting external funds from potential corporate sponsors here and abroad. Again the images are unpleasant: "Ah, so. This piece cost \$2.50. What is that in yen?" Then there was the pamphlet to encourage new graduate students to come here: "Gee, they think I'm only worth fifty cents." One function of many university publications--often enough, one function among several--is de facto advertising. Even such things as annual reports are used to recruit potential faculty members, students, and sources of funding; that's advertising, and ads don't banner what they cost within themselves. It would be psychologically destructive.

I cannot believe, moreover, that the Geophysical Institute publication mentioned above would have been at all effective for its purpose if that purpose were explicitly and conspicuously stated within it: "This publication was produced to solicit support for the Geophysical Institute from private and other unusual sources." That's even more psychologically counterproductive than bannerizing its cost. Forgive me for falling back on images again, but--Imagine yourselves interested in buying a new car. Your friendly Chevvy dealer hands you a glossy flyer, and thereon is printed: "This publication was produced at an annual cost of \$276,432, \$2.78 per copy, to convince you to buy a Chevrolet Citation." Would that make you feel well disposed toward buying a Chevrolet at the suggested retail price?

You and your colleagues will probably hear from others better-versed in such details about additional accounting costs, delays, and similar handicaps this bill will bring to agency publications. They won't be insignificant. For me, it seems that whatever the cost, compliance would be impossible. For example: for ten years, I served as editor of The Northern Engineer magazine. During that time, I could not have put in any issue but the last one of a fiscal year what the annual production costs were; I could not have given the averaged per-issue costs because those varied with the differing contents of each quarterly issue and with the number of issues printed, which in turn varied with the number of subscribers; and circulation costs varied not only with the number of subscribers but with where they lived and with what the federal postal rates were at the time. These same problems arise with the Geophysical Institute Quarterly, which is a free-on-request public information newsletter; I can tell you what last year cost, but not this year--yet. For books from the University of Alaska Press, circulation costs can't be precalculated; I'm not even sure how they would be identified. Should they include advertising? Shipping? What?

Although it's perhaps not my place to do so, let me step out from under my two university hats for a moment and add something for another constituency: Alaska's printers do not deserve this kick in the pants. You may justly say that Northern Printing probably would have made it through the year had they not done the Geophysical Institute fund-raising publication noted above, but perhaps it wouldn't have been quite as comfortable a year. And they certainly wouldn't have had the job--no one would have--if SB 75 had been enacted and in place. There's no question that SB 75, however modified, will have a chilling effect on the number of publications coming from all state agencies, not just the university. That will translate into less work for Alaskan print shops. The industry in this state isn't exactly flourishing as it is, despite its improving quality, and this bill may well be the last straw for some of the businesses.

END OF LINE MUST amount to a catalog of printed matter from state agencies, anything that cuts the flow must seem like a good idea. From mine, immersed in both the business of publication and in expressing the university's mandate to make information available to the public, SB 75 looks appalling. Please kill it if you can.

My name is Bob Wilbur. I am representing the Alaska Department of Fish and Game.

The Department did prepare a bill analysis on HCS CS SB 75. Six amendments were proposed in that analysis.

Since then, I had the pleasure of meeting with Senator Pearce's staff (Joe Fenety).

I want to thank Senator Pearce and her Staff for their willingness to discuss our concerns and to try to find a satisfactory middle ground.

That middleground has been formalized in the working draft (5/03/89) this committee is currently reviewing.

Through Senator Pearce's efforts, the Department's concerns were resolved, and as a result, we support the 5/03/89 draft you are considering today.

**HOUSE COMMITTEE ON STATE AFFAIRS**

**RECAP OF  
CSSB 75 (Rls) am**

**State Publications**

Received March 10, 1989  
by the Rules Committee

Heard March 29, 1989  
Heard March 30, 1989

Committee Substitute adopted March 30, 1989

Passed Out of Committee March 30, 1989  
4 Do Pass

## TABLE OF CONTENTS

### CSSB 75 (Rules): State Publications

- Item 1:** CSSB 75 (Rules) by The Rules Committee  
HCS CSSB 75 (SA)
- Item 2:** Fiscal Note
- Item 3:** Example of a Cost Box
- Item 4:** Statutes from Florida and Tennessee
- Item 5:** Alaska State Government Printing Expenditures  
December 1986
- Item 6:** Series of Research Analysis
- Item 7:** Letter from Department of Commerce and  
Economic Development, March 28, 1989

# HOUSE COMMITTEE REPORT

(7)

Date Referred: March 10, 1989

FURTHER REFERRALS: JUDICIARY  
FINANCE

Date of Committee Action: \_\_\_\_\_

The STATE AFFAIRS Committee considered:

CSSB 75(Rls)am

CS FOR SENATE BILL NO. 75 (Rules) am

"An Act relating to the identification of and disclosures on and about state publications; and providing for an effective date."

### RECOMMENDATIONS:

- be replaced with HCS (SSB 75 (SA))  the same title  
 a new title
- have attached amendment(s)
- do pass
- do not pass
- no recommendation
- individual recommendations
- additional referral to the \_\_\_\_\_ Committee

ADOPTS: \_\_\_\_\_ letter of intent

ATTACHES NEW FISCAL NOTE(S):  
(Dept)

APPROVES PREVIOUS:

(Date/Dept)

- fiscal impact \_\_\_\_\_
- zero fiscal note \_\_\_\_\_
- zero with analysis \_\_\_\_\_

- fiscal note(s) \_\_\_\_\_
- zero fiscal note(s) 5 Rules
- zero fn/analysis \_\_\_\_\_

SIGNING DO PASS:

SIGNING:  
(Check approp. column)

Alice Kenley

Tom Howard

Ed P. Pugh

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Do Not Pass	No Rec	Amend
_____			
_____			
_____			
_____			
_____			
_____			
_____			
_____			

Ed P. Pugh

Chairman's signature

SENATE BILL 75

History of Fiscal Notes

<u>Date</u>	<u>From</u>	<u>Amount</u>
02/28/89	Department of Administration General Services & Supply (SB 75)	\$0
02/28/89	Department of Administration General Services & Supply (CS SB 75)	\$0
03/07/89	Department of Administration General Services & Supply (CS SB 75 [State Affairs])	\$0
03/01/89	Senate Finance Committee (CS SB 75 [Finance])	\$0
03/07/89	Senate Rules Committee (CS SB 75 [Rules])	\$0

This publication was produced at an annual cost of \$9,978, \$4.99 per copy, to discuss economic developments within the state during the past year, and was printed in Juneau, Alaska.

This example of a "cost box" was derived from an actual publication.

Item 2

STATE OF ALASKA  
1989 LEGISLATIVE SESSION

BILL VERSION: CS SB 75 (Rules)  
PUB. SH DATE: 3/8/89

FISCAL NOTE

REQUEST:

Revision Date: \_\_\_\_\_ Agency Affected: Department of Administration  
Title: An Act relating to identification of BRU: General Services and Supply  
and disclosures on and about state publications Central Duplicating/Purchasing  
Sponsor: Senator Pearce Components: \_\_\_\_\_  
Requestor: \_\_\_\_\_

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 89	FY 90	FY 91	FY 92	FY 93	FY 94
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS						
MISCELLANEOUS						
TOTAL OPERATING	0	0	0	0	0	0

CAPITAL	0	0	0	0	0	0
---------	---	---	---	---	---	---

REVENUE	0	0	0	0	0	0
---------	---	---	---	---	---	---

FUNDING: (Thousands of Dollars)

GENERAL FUND						
FEDERAL FUNDS						
OTHER						
TOTAL	0	0	0	0	0	0

POSITIONS:

FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS : (Attach a separate page if necessary)

Rules CS is a title change only

Prepared by: McKie Campbell - Rules Committee Staff Phone: 465-3818  
Division: Senate Rules Committee Date: 3/7/89  
Approved by Commissioner: Senator Arliss Sturqulewski Date: 3/7/89  
Agency: Alaska State Senate

Distribution (by preparer):  
Legislative Finance  
Legislative Sponsor  
Requestor  
Office of Management and Budget  
Impacted Agency(ies)

## CHAPTER 88-32

## Committee Substitute for House Bill No. 156

An act relating to public printing; amending ss. 283.31 and 283.315, F.S., raising the threshold level of state agency printing costs which triggers internal oversight and requires a statement of cost and purpose; amending s. 283.53, F.S., providing an exception to bid letting on specified university publications; amending s. 6 of chapter 83-252, Laws of Florida, extending repeal; providing procedures for review; providing for review and repeal of s. 283.422, F.S.; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 283.31, Florida Statutes, is amended to read:

283.31 Internal printing oversight committees.--Each state agency shall establish an internal printing oversight committee which will be responsible for overseeing the printing of all publications produced for public distribution and costing in excess of \$3,000 ~~\$1,000~~ which are paid for by state tax funds appropriated by the Legislature, whether produced within the agency or by private printers; and for maintaining an accurate index of each such publication, together with the actual costs of preparation, printing, and circulation. The information reflected by such records shall be reported semiannually to the Auditor General on July 31 for the reporting period ending June 30, and on January 31 for the reporting period ending December 31, in the format that he shall require; and the Auditor General shall report annually the information to the President of the Senate and Speaker of the House of Representatives prior to the convening of the regular session, or at any time upon request of the Legislature. A committee may exempt contract documents from the requirements of ss. 283.42 and 287.102. However, the committee shall include justification for such exemptions in its semiannual report to the Auditor General. The semiannual report shall also contain the following: written justification of need, purpose, authority, source of funding, frequency and number of issues, and reasons for choice of either in-house or outside vendor printing.

Section 2. Subsection (1) of section 283.315, Florida Statutes, is amended to read:

283.315 Publications; statement of cost and purpose.--

(1) Every department or agency of the state which prints or causes to be printed publications, as defined in s. 283.30(8) and costing in excess of \$3,000 ~~\$1,000~~ which are paid for by state tax funds appropriated by the Legislature, shall cause the following statement, with cost data and purpose inserted, to be printed on the publication adjacent to the identification of the agency responsible for the publication: "This publication was produced at an annual cost of \$...., or \$.... per copy to ...(statement of purpose)...." This statement shall be printed in type which is the same size as the type of the body copy of the publication, and the statement shall be set in a box composed of at least a 1-point rule.

Section 3. Subsection (3) is added to section 283.53, Florida Statutes, to read:

283.53 Specified university publications; activities; trust funds.--

(3) Printing of such publications shall be let upon contract to the lowest responsible bidder, in accordance with s. 283.33, except when the additional costs incurred in changing from the current printer to the new low bidder exceed the savings reflected in the bid prices. Such additional costs shall not exceed 10 percent of the lowest bid price.

Section 4. Section 6 of chapter 83-252, Laws of Florida, is amended to read:

Section 6. This act shall stand repealed on October 1, 1990 January-17-1989, and shall be reviewed by the Legislature prior to that date. It is the intent of the Legislature that each section of Chapter 283, including future amendments, be reviewed under this section. The President of the Senate and the Speaker of the House of Representatives shall designate a committee in each respective house to conduct the review. The committees shall evaluate whether chapter 283, Florida Statutes, should be reenacted and develop the criteria to be used for such evaluation; evaluate whether such review is necessary at a future date; and, if so, determine the appropriate entity to conduct it and the appropriate entity to monitor and assign subsequent reviews. The committees shall conduct the reviews and submit a report and recommendations to the appropriate executive officer of each house no later than March 1, 1990.

Section 5. Section 283.422, Florida Statutes, is repealed on October 1, 1990, and shall be reviewed by the Legislature prior to that date, pursuant to the provisions of section 6 of chapter 83-252, Laws of Florida.

Section 6. This act shall take effect July 1, 1988, or upon becoming a law, whichever occurs later.

Approved by the Governor May 12, 1988. -

Filed in Office Secretary of State May 12, 1988.

\*\*\*\*\*  
\* This publication was produced at a base cost of \$11.02 per page \*  
\* for 1500 copies or \$.0126 per single page for the purpose of \*  
\* informing the public of Acts passed by the Legislature. \*  
\*\*\*\*\*

## CHAPTER 283

## PUBLIC PRINTING AND STATIONERY

- 283.30 Definitions.
- 283.31 Internal printing oversight committees.
- 283.315 Publications; statement of cost and purpose.
- 283.32 Recycled paper to be used.
- 283.33 Public printing to be let to lowest bidder.
- 283.34 State officers not to have interests in contract.
- 283.35 Preference given printing within the state.
- 283.36 Public printing divided into classes.
- 283.37 Notice requirements when calling for bids.
- 283.38 Separate and combined bid awards; deposit required with a bid.
- 283.39 Term of new contract.
- 283.40 Statements under oath may be required to be filed by the bidder.
- 283.41 False statements; forfeit of deposit as liquidated damages.
- 283.42 Bids required on class B printing.
- 283.422 Printing of test or related materials to preserve test security.
- 283.425 Acceptance for printing; penalty for defective printing.
- 283.43 Public information printing services.
- 283.44 Department of State to classify, number, and furnish copies of general laws, special acts, resolutions, and memorials.
- 283.45 Journals of Legislature.
- 283.49 Public documents; university libraries.
- 283.50 Law libraries of certain colleges designated as state legal depositories.
- 283.51 Public printing; copies to Library of Congress.
- 283.52 Distribution of session laws.
- 283.53 Specified university publications; activities; trust funds.
- 283.55 Public documents; purging of publication mailing lists; copies to State Library.

**283.30 Definitions.**—As used in this chapter, unless the context clearly requires otherwise, the term:

(1) "Agency" means a separate agency or unit of state government created or established by law and includes, but is not limited to, the following agencies or units and the officers thereof: any authority, board, branch, bureau, commission, department, division, institution, office, officer, or public corporation, as the case may be, except any such agency or unit within the legislative or judicial branch of state government.

(2) "Committee" means the Joint Legislative Management Committee of the Florida Legislature created by s. 11.147.

(3) "Division" means the Division of Purchasing of the Department of General Services.

(4) "Duplicating" means the process of reproducing an image or images from an original to a final substrate through the electrophotographic, xerographic, or offset process or any combination of these processes, by which an operator can make more than one copy without rehandling the original.

(5) "Internal printing oversight committee" means the internal committee created by each cabinet officer

and the head of each executive department of government to oversee the production of publications costing in excess of \$1,000 which are paid for by state tax funds appropriated by the Legislature.

(6) "Printing" is the transfer of an image or images by the use of ink or similar substance from an original image to the final substrate through the process of letterpress, offset lithography, gravure, screen printing, or engraving.

(7) "Public" means those entities and persons other than subordinate and functionally related or connected federal, state, or local governmental agencies.

(8) "Publication" includes all books, brochures, flyers, manuals, newsletters, pamphlets, programs, reports, and other like documents, but excludes items issued for strictly administrative or operational purposes.

History.—ss. 1, 6, ch. 83-252, § 30, ch. 84-254

\*Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**283.31 Internal printing oversight committees.**—Each state agency shall establish an internal printing oversight committee which will be responsible for overseeing the printing of all publications produced for public distribution and costing in excess of \$1,000 which are paid for by state tax funds appropriated by the Legislature, whether produced within the agency or by private printers; and for maintaining an accurate index of each such publication, together with the actual costs of preparation, printing, and circulation. The information reflected by such records shall be reported semiannually to the Auditor General on July 31 for the reporting period ending June 30, and on January 31 for the reporting period ending December 31, in the format that he shall require; and the Auditor General shall report annually the information to the President of the Senate and Speaker of the House of Representatives prior to the convening of the regular session, or at any time upon request of the Legislature. A committee may exempt contract documents from the requirements of ss. 283.42 and 287.102. However, the committee shall include justification for such exemptions in its semiannual report to the Auditor General. The semiannual report shall also contain the following: written justification of need, purpose, authority, source of funding, frequency and number of issues, and reasons for choice of either in-house or outside vendor printing.

History.—ss. 1, 6, ch. 83-252, § 31, ch. 84-254

\*Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**283.315 Publications; statement of cost and purpose.**—

(1) Every department or agency of the state which prints or causes to be printed publications, as defined in s. 283.30(8) and costing in excess of \$1,000 which are paid for by state tax funds appropriated by the Legislature, shall cause the following statement, with cost data and purpose inserted, to be printed on the publication adjacent to the identification of the agency responsible for the publication: "This publication was produced at an

annual cost of \$\_\_\_\_, or \$\_\_\_\_ per copy to statement of cost. This statement shall be printed in type which is the same size as the type of the body copy of the publication, and the statement shall be set in a box composed of at least a 1-point rule.

(2) For the purposes of this section, the following three factors shall be utilized in computing cost data:

(a) *Preparation*.—Expenditure for materials, salaries, and operating expenses of personnel involved in preparing the publication.

(b) *Printing*.—Expenditure for reproduction, whether on bid or in-house.

(c) *Circulation*.—Expenditures for postage and for salaries of agency or department personnel involved in distribution of the publication.

*History*.—ss. 1, 6, ch. 83-252, s. 32, ch. 84-254.

*Note*.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.32 Recycled paper to be used.**—Each state agency shall purchase, when economically feasible, recycled paper if and when recycled paper can be obtained that is comparable to the quality presently used by the agency.

*History*.—ss. 1, 6, ch. 83-252.

*Note*.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.33 Public printing to be let to lowest bidder.**—Except as otherwise provided in this chapter, all public printing of the state shall be let upon contract to the lowest responsible bidder, who shall furnish all paper and other material used in printing and binding.

*History*.—ss. 1, 6, ch. 83-252.

*Note*.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.34 State officers not to have interests in contract.**—No member of the Legislature or other officer of this state may have an interest, directly or indirectly, in any contract as provided for in s. 283.33; however, nothing in this section prohibits a member of the Legislature from receiving such a contract when he or his firm is the lowest bidder of all bidders submitting competitive bids for the contract.

*History*.—ss. 1, 6, ch. 83-252.

*Note*.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.35 Preference given printing within the state.**—Every agency of the state, including agencies within the legislative and judicial branches of government, shall give preference to bidders located within the state when awarding contracts to have materials printed, whenever such printing can be done at no greater expense than the expense of awarding a contract to a bidder located outside the state and can be done at a level of quality comparable to that obtainable from a bidder located outside the state.

*History*.—ss. 1, 6, ch. 83-252.

*Note*.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.38 Public printing divided into classes.**—

(1) Class A printing includes, but is not restricted to, the journal and the calendar for the Senate, the journal and the calendar for the House of Representatives, the bills for the Senate and the House of Representatives,

the bound journals for the Senate and the House of Representatives, the pamphlet laws, the general acts, the special acts, the reports of the Auditor General, and any such items of printing or duplicating which the Legislature or legislative branch agency from time to time may require.

(2) Class B printing includes all printing and duplicating produced or purchased by any other agency of the state for distribution to the public.

(3) Class C printing includes all printing and duplicating of memorandum pads, newsletters, and circulars or similar items which may be used for internal circulation by state agencies. Contracts for class C printing are optional, and such contracts shall be approved by an internal printing oversight committee.

*History*.—ss. 1, 6, ch. 83-252.

*Note*.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.37 Notice requirements when calling for bids.**—The committee shall give reasonable notice of not less than 28 days, by publication in one or more newspapers in the state, of the calling for bids on class A printing in excess of the threshold amount provided in s. 287.017 for CATEGORY FIVE. Persons wishing to receive notice of the calling for bids for procurements which are equal to or less than the threshold amount provided in s. 287.017 for CATEGORY FIVE shall register with the committee and receive such notice by mail.

*History*.—ss. 1, 6, ch. 83-252, s. 2, ch. 86-204.

*Note*.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.38 Separate and combined bid awards; deposit required with a bid.**—

(1) The committee shall enter into all contracts for class A printing.

(2) Each bid for contract or contracts for class A printing shall be made separate and upon a unit bid price for each item to be contracted for or shall be made upon a combined bid price for more than one item or on all items to be contracted for by the committee. In the event the combined bid price is lower than the total of the lowest separate unit bid prices for each item, the combined bid price shall be accepted by the committee, in accordance with this chapter.

(3) The President of the Senate and the Speaker of the House of Representatives have authority to contract for the printing of the rule books required for the Senate and for the House of Representatives, respectively, and they shall not be required to receive bids thereon; but each shall be able to contract for the printing of the respective house rule book without receiving competitive bids.

(4) Each bid for class A printing may be required to be accompanied by a certified check, in an amount to be fixed by the committee, to evidence the good faith of the bidder.

*History*.—ss. 1, 6, ch. 83-252, s. 67, ch. 85-80.

*Note*.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.39 Term of new contract.**—Upon the expiration of the contract or contracts now in force for printing which is designated in this chapter as class A, the committee shall enter into a new contract or contracts, or ex-

tend the existing contract or contracts, for the portion of such printing it determines to let to contract; and such contract or contracts may be made by the committee hereafter for a maximum period of 2 years.

History.—ss. 1, 6, ch. 83-252.

Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**283.40 Statements under oath may be required to be filed by the bidder.**—The committee, when considering any bids submitted for public printing designated as class A, may require any bidder to submit a statement under oath that:

(1) Such bidder is at the time of making such bid fully and completely able to perform such contract; and

(2) Such bidder is, at the time of submitting the bid actually in the bidder's name, the owner of a printing plant and is in good faith operating such printing plant in the current operation of a printing business.

History.—ss. 1, 6, ch. 83-252.

Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**283.41 False statements; forfeit of deposit as liquidated damages.**—If any bidder for any contract for public printing designated as class A makes, in the statement under oath required by s. 283.40, false statements concerning any of the information required to be furnished under s. 283.40, the certified check by such bidder submitted with his bid shall be forfeited as liquidated damages.

History.—ss. 1, 6, ch. 83-252.

Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**283.42 Bids required on class B printing.**—No general contract shall be let to cover the printing designated as class B, but each job coming under this classification shall be let separately under rules adopted by the division to the lowest responsible bidder who will manufacture the same in accordance with s. 283.35. Such contract shall apply only to the work under consideration and shall require competitive bids on all purchases in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO.

History.—ss. 1, 6, ch. 83-252; s. 3, ch. 85-204.

Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**283.422 Printing of test or related materials to preserve test security.**—A contract let for the development, administration, or grading of tests or related materials by the Department of Insurance pursuant to the various agent, solicitor, and adjuster licensing and examination provisions of the Florida Insurance Code may include the printing and shipping of these tests or related materials in order to preserve test security. Any such contract shall be let as a contract for a contractual service pursuant to s. 287.057.

History.—s. 1, ch. 85-208; s. 79, ch. 87-224.

**283.425 Acceptance for printing; penalty for defective printing.**—No printing may be accepted as in compliance with the contract when the printing is not of the grade of workmanship which is usually employed by professional printing on printing of such class, or when the printing is not of the full quantity or acceptable quality

for which it has been contracted. If immediate necessity and lack of time to procure printing elsewhere compel the use of defective printing furnished by a contractor, it shall be accepted without approval, and one-half of the contract price thereon shall be deducted as liquidated damages for breach of contract.

History.—ss. 1, 6, ch. 83-252.

Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**283.43 Public information printing services.**—Any agency the authorized functions of which include public information programs is authorized to purchase, pursuant to this chapter and subject to its appropriation and any other limitations imposed by law, typesetting, printing, and media distribution services, when the purchase of such services would be less costly than the performance of the same services directly by the agency or when such services are beyond the production limitations established by agency guidelines.

History.—ss. 1, 6, ch. 83-252.

Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**283.44 Department of State to classify, number, and furnish copies of general laws, special acts, resolutions, and memorials.**—

(1) Immediately after any act of the Legislature or any resolution or memorial is filed in the office of the Department of State, that department shall:

(a) Select, segregate, and classify all acts of the Legislature, including memorials and resolutions, by dividing them into the following two classifications: Volume I, General Acts, and Volume II, Special Acts;

(b) Include in such General Acts all acts passed as general laws and all memorials and resolutions, including proposed constitutional amendments, and include in such Special Acts only those acts passed as special laws and becoming law as such;

(c) Assign a chapter number to each such act; and

(d) Furnish true and accurate copies of such laws, resolutions, and memorials passed by the Legislature to the committee for publication.

(2)(a) The committee shall cause to be printed in pamphlet form a sufficient number of copies of any general act of the Legislature to supply any governmental agency, such copies to be delivered to, kept, and retained in the office of the Department of State until distributed as provided in paragraph (b).

(b) The Department of State shall distribute pamphlet copies of the general laws upon requisition to any official of the legislative, judicial, or executive branches of state or county government in this state. Surplus copies may be distributed to practicing attorneys in the state upon their written request and payment of a nominal fee sufficient to pay for mailing.

(3)(c) The committee shall furnish the contractor with copy for printing and binding the General Acts and the Special Acts in separate volumes broken down into as many books as may be necessary, with a general, alphabetical index to each.

(b) The contractor shall complete and deliver to the committee for distribution such number of copies of the session laws as are required and ordered.

(c) The committee has the authority, in the event of sufficient requests for sales, to provide for the republication of the general session laws of the Legislature, when copies of such laws on hand and available for sale have been exhausted, and to sell such republished laws at a price, to be fixed by the committee, sufficient to cover the cost of printing.

*History.*—ss. 1, 6, ch. 83-252.

*Note.*—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.45 Journals of Legislature.**—The contractor shall complete and deliver to the Secretary of the Senate such number of copies of the bound journal of the proceedings of the Senate and shall complete and deliver to the Clerk of the House of Representatives such number of copies of the bound journal of the proceedings of the House of Representatives as the President of the Senate and the Speaker of the House of Representatives shall determine. The Secretary of the Senate and the Clerk of the House of Representatives shall deliver one copy each to the Governor, each Cabinet officer, each justice of the Supreme Court, and each member of the Senate and the House of Representatives and, upon requisition, one copy each to any official government agency and shall retain in their offices the remaining copies for sale at a price to be determined by the President of the Senate and the Speaker of the House of Representatives.

*History.*—ss. 1, 6, ch. 83-252.

*Note.*—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.49 Public documents; university libraries.**—The general library of each institution in the State University System is entitled to receive copies of reports of state officials, departments, and institutions and all other state documents published by the state. Each officer of the state empowered by law to distribute such public documents is authorized to transmit without charge, except for payment of shipping costs, the number of copies of each public document desired upon requisition from the librarian. It is the duty of the library to keep public documents in a convenient form accessible to the public. The library, under rules formulated by the Board of Regents, is authorized to exchange documents for those of other states, territories, and countries.

*History.*—ss. 1, 6, ch. 83-252.

*Note.*—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.50 Law libraries of certain colleges designated as state legal depositories.**—

(1) The law libraries of the University of Florida, Florida State University, Stetson University, Nova University, and the University of Miami are designated as state legal depositories.

(2) Each officer of the state empowered by law to distribute legal publications is authorized to transmit, upon payment of shipping costs or cash on delivery, to the state legal depositories copies of such publications as requested. However, the number of copies transmitted shall be limited to:

(a) Eight copies of each volume of General Acts and each volume of Special Acts to each of the state legal depositories;

(b) Up to a maximum number of each volume of the Florida Statutes and each supplement volume, computed on the basis of one set for every 10 students enrolled during the school year, based upon the average enrollment as certified by the registrar; and

(c) One copy of each journal of the House of Representatives and each journal of the Senate to each state legal depository.

(3) It is the duty of the librarian of any depository to keep all public documents in a convenient form accessible to the public.

(4) The libraries of all community colleges in the state community college system as defined in s. 240.301 are designated as state depositories for the Florida Statutes and supplements published by or under the authority of the state; these depositories each may receive upon request one copy of each volume without charge, except for payment of shipping costs.

*History.*—ss. 1, 6, ch. 83-252.

*Note.*—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.51 Public printing; copies to Library of Congress.**—Any state official or state agency, board, commission, or institution having charge of publications hereinafter named is authorized and directed to furnish the Library of Congress in Washington, D.C., upon requisition from the Library of Congress, up to three copies of the journals of both houses of the Legislature; volumes of the Supreme Court Reports; volumes of periodic reports of Cabinet officers; and copies of reports, studies, maps, or other publications by official boards or institutions of the state, from time to time, as such are published and are available for public distribution.

*History.*—ss. 1, 6, ch. 83-252.

*Note.*—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s. 6, ch. 83-252.

**1283.52 Distribution of session laws.**—

(1) Copies of session laws of each session of the Legislature shall be distributed free by the committee as follows:

(a) As many copies as the Governor, the Supreme Court, the district courts of appeal, and the Department of Legal Affairs may require for official use.

(b) One copy as requested by each agency of the Government of the United States, not to exceed a total of 10 copies. A maximum of three copies shall be sent to the Library of Congress in Washington, D.C., on requisition of the library.

(c) A maximum of five copies, upon request, to each institution in the State University System, the University of Miami, Nova University, and Stetson University; and two copies to the University of Tampa, Florida Southern College, and Rollins College, to be mailed to the president of each institution upon request.

(d) Such copies to each of the several Cabinet members of this state (other than the Governor and the Attorney General); all duly constituted state departments, agencies, boards, commissions, and institutions; the Supreme Court of the United States; and the United States Circuit Court of Appeals for the Eleventh Circuit; as they shall request for official use, the maximum number to be determined by the committee.



2. The number of addressees on each mailing list.
  3. The number of persons responding who indicated their desire to continue to receive such publication.
  4. The number of persons responding who indicated their desire to discontinue receipt of such publication.
  5. The number of persons who failed to respond to the survey.
- (d) The provisions of this section apply to any agency of the state, except an agency of state government the mailing list of which consists only of those persons

registered with the agency and the registration fee of which includes payment by the registrants as subscribers for the publication of the agency.

(2) At the time of publication, or as soon thereafter as practicable, each agency, pursuant to paragraph (1)(d), shall forward not fewer than the number of copies required in s. 257.05 of each of its publications to the State Library of the Division of Library and Information Services of the Department of State.

History.—ss 1, 6, ch 83-252, s 63, ch 86-163

\*Note.—Expires effective January 1, 1989, and is scheduled for review by the Legislature before that date, pursuant to s 6, ch 83-252

12-4-707. Payments to subcontractors — Interest. — (a) Upon payment by an agency, a business which has acquired under contract, property or services in connection with its contract with such agency from a subcontractor or supplier, shall pay the subcontractor or supplier within thirty (30) days after receiving payment from the agency.

(b) Interest at the rate of one and one-half percent (1½%) per month shall accrue and is due any subcontractor or supplier who is not paid within thirty (30) days after the business receives payment from the agency, unless otherwise provided by contract between the agency and the business, or by contract between the business and the subcontractor or supplier. Interest begins to accrue on the thirty-first day at the rate specified in this subsection. (Acts 1985, ch. 57, § 1.)

CHAPTER 5  
PUBLIC PRINTING

SECTION  
PART 1—GENERAL PROVISIONS  
12-5-101. [Repealed.]  
12-5-102. Supervision by department of general services.  
12-5-103 — 12-5-124. [Repealed.]

SECTION.  
12-5-125. Cost data for public documents.  
PART 2—LEGISLATIVE ACTS AND JOURNALS, REPORTS  
12-5-201 — 12-5-213. [Repealed.]

PART 1—GENERAL PROVISIONS

12-5-101. [Repealed.]

Compiler's Notes. This section (Acts 1909, ch. 348, § 1, Shan., § 1a15, Code 1932, § 46; T.C.A. (orig. ed.), § 12-501), concerning the definition of public printing and the preference

for Tennessee printers, was repealed by Acts 1981, ch. 332, § 26. For supervision by the department of general services, see § 12-5-102.

12-5-102. Supervision by department of general services. — The department of general services shall have entire charge and supervision of all printing done for each and every department or branch of government of the state, including all departmental offices and all charitable, penal, educational or reform institutions. (Acts 1915, ch. 45, § 1; Shan., § 1a2; impl. am. Acts 1923, ch. 7, §§ 2, 3, 20; mod. Code 1932, § 29; impl. am. Acts 1937, ch. 33, § 42; impl. am. Acts 1939, ch. 11, § 23; mod. C. Supp. 1950, § 29; impl. am. Acts 1953, ch. 163, § 29; impl. am. Acts 1959, ch. 9, § 6; impl. am. Acts 1961, ch. 97, § 5; impl. am. Acts 1972, ch. 543, § 7; T.C.A. (orig. ed.), § 12-502.)

Cross-References. Powers of department of general services, § 4-3-1106.  
Section to Section References. This chapter is referred to in § 8-3-104.  
Comparative Legislation. Public printing: Ala. Code § 41-4-130 et seq; Ark. Stat. Ann. § 14-601 et seq; Ga. O.C.G.A. § 50-18-1 et seq;

Ky. Rev. Stat. Ann. § 57.011 et seq.  
Miss. Code Ann. § 31-1-1 et seq.  
Mo. Rev. Stat. § 34.170 et seq.  
N.C. Gen. Stat. § 143-48 et seq.  
Va. Code § 2.1-464 et seq.  
Collateral References. 81A C.J.S. States § 184 et seq.  
States — 90 et seq.

12-5-103 — 12-5-124. [Repealed.]

Compiler's Notes. These sections (Code 1858, §§ 18-21 (deriv. Acts 1841-1842, ch. 120, §§ 1-3); Acts 1859-1860, ch. 97, § 2; 1895, ch. 189, §§ 11-13, 15-17, 28; 1916, ch. 45, §§ 3-12; 1927, ch. 48, § 1; Shan., §§ 1a7-1a14, 11-13, 15-17, 28, 38-39; Code 1932, §§ 31-33, 36-38, 40, 41, 43, 44, 46-48, 50-52, 64-68; C. Supp. 1950, §§ 31, 32, 34-38, 40, 43, 44, 46, 56, 66, 68; Acts 1972, ch. 598, § 1; T.C.A. (orig. ed.), §§ 12-503 — 12-516, 12-518 — 12-520, 12-533 — 12-537), concerning public printing, were repealed by Acts 1981, ch. 332, § 26. For supervision by the department of general services, see § 12-5-102.

12-5-125. Cost data for public documents. — (a) Every department or agency of the state which promulgates public documents shall cause the following statement with cost data inserted to be printed on the publication adjacent to the identification of the agency responsible for the publication:

"This public document was promulgated at a cost of \$\_\_\_\_\_ per copy." This statement shall be printed in either the same size type as the body copy of the publication or in such type style and size to be fully legible and set in a box composed of a light-weight-rule line.

(b) As used in this section, unless the context otherwise requires, "public document" means any annual, biennial, regular or special report or publication of which at least one thousand (1,000) copies are printed and which may be subject to distribution to the public, or any printed material which is controlled by the publications committee established in chapter 7 of this title, regardless of the number of copies produced. Public documents include:

(1) The acts and journals of the legislature, the reports of the Supreme Court and such other courts as shall have their decisions reported by the attorney general and reporter of this state or shall be required by any act or resolution of the legislature;

(2) The periodic reports of officers of the state and any special reports that may from time to time be made by state officers or committees of the legislature or other committees provided for by law; and

(3) Such other reports or statements as may be published under the authority of the state or any official thereof; and

(4) Items exempted from the requirements of this section include letterhead stationery, envelopes, or memoranda and correspondence utilizing a manual signature and not reproduced through a printing related function;

(c) For the purposes of this section, the following two (2) factors shall be utilized in computing cost data whether on bid by a private person or company, or by a state institution:

(1) PREPARATION. Included in this is expenditure for materials, artwork and typesetting involved in preparing the public document for publication; and

(2) PRINTING. Included in this is expenditure for reproduction, binding and other printing industry related functions.

(d) The provisions of this section shall be enforced and administered through the publications committee created pursuant to the provisions of chapter 7 of this title. The publications committee may in its discretion render opinions to agencies as to whether those agencies are in compliance with this section. If the committee decides that those agencies are not in compliance, it shall have authority to direct those agencies to cease publication of the public

documents which are not in compliance until such time as compliance shall be demonstrated to the committee's satisfaction. [Acts 1977, ch. 398, §§ 1-4; T.C.A., § 12-538; Acts 1983, ch. 82, §§ 1-3.]

## PART 2—LEGISLATIVE ACTS AND JOURNALS; REPORTS

12-5-201 — 12-5-213. [Repealed.]

**Compiler's Notes.** This part (Code 1858, § 8, Acts 1871, ch. 83, § 1; 1893, ch. 169, §§ 4, 19-25; 1899, ch. 392, §§ 8, 6; 1901, ch. 72, § 1; Shan., §§ 14, 18-23, 26-27; Code 1932, §§ 49, 53-63, Acts 1935, ch. 181, § 1; C. Supp. 1960, §§ 84, 85, 87, 88, 60; T.C.A. (orig. ed.), §§ 12-517, 12-521 — 12-532; Acts 1981, ch. 109, § 2), concerning reports and legislative acts and journals, was repealed by Acts 1981, ch. 332, § 28. For supervision by the department of general services, see § 12-5-102. For distribution of publications, see chapter 6 of this title.

### CHAPTER 6

#### DISTRIBUTION OF PUBLICATIONS

SECTION.	SECTION.
12-6-101. Acts distributed to legislators.	12-6-110. Copies to depositories, secretary of state, and other locations.
12-6-102. General distribution of acts.	12-6-111. Exchange copies for university.
12-6-103. Acts and journals retained by secretary of state.	12-6-112. Care of depository copies.
12-6-104. Shipment of acts.	12-6-113. Exchanges by state librarian.
12-6-106. Penalty for failure to distribute acts.	12-6-114. Delivery of exchange copies.
12-6-106. All other public documents — General assembly distribution cancellation card.	12-6-115. [Repealed.]
12-6-107. Libraries as depositories for documents — Legislative library — Copies.	12-6-116. Pamphlet copies of acts.
12-6-108. Publications to be deposited.	12-6-117. Certain resolutions not to be printed or distributed — List in "Acts of Tennessee" — Distribution to state library and archives and legislative reference and law library.
12-6-109. Notice of publications to secretary of state.	12-6-118. Automatic and other distributions.

12-6-101. Acts distributed to legislators. — Each member of the general assembly is entitled to one (1) copy of the printed acts of the general assembly of which he was a member, which shall be delivered to such member's legislative office in Nashville, but only upon written request by such member not later than February 1 of each year. [Code 1858, § 22 (deriv. Acts 1831, ch. 2, § 9); Shan., § 40; Acts 1923, ch. 101, § 2; Code 1932, § 69; T.C.A. (orig. ed.), § 12-601; Acts 1981, ch. 191, § 1; 1984, ch. 798, § 2.]

**Cross-References.** English derived official and legal language, § 4-1-404.

**Sections to Section References.** This chapter is referred to in §§ 4-4-114, 8-3-104, 12-7-102, 12-7-106.

**Comparative Legislation.** Distribution of publications

Ala. Code § 41-21-1 et seq.

Ark. Stat. Ann. § 14-401 et seq.

Ky. Rev. Stat. Ann. § 87-151 et seq.

Miss. Code Ann. § 1-5-7 et seq.

Mo. Rev. Stat. § 2010 et seq.

N.C. Gen. Stat. § 147-45 et seq.

Va. Code § 30-34.6.

**Collateral References.** 73 Am. Jur. 2d Statutes § 84-88.

82 C.J.S. Statutes § 63.

States — 38.

States — 44 et seq.

12-6-102. General distribution of acts. — (a) It is also the duty of the secretary of state to distribute the printed acts, upon written request received not later than February 1 of each year, as follows: to each executive officer and public service commissioner of the state, one (1) copy; to each judge and each clerk of the Supreme, Appeals circuit and criminal courts, one (1) copy; to each chancellor, each clerk and master, one (1) copy; to each district attorney general and each assistant, one (1) copy; to the attorney general and each assistant, one (1) copy; to each clerk of the probate courts and each judge of the county or probate courts, and to each register and each trustee, one (1) copy; each of the copies to belong to the indicated office, and go to the successor of the incumbent; also to the order of the University of Tennessee, up to thirty (30) copies for the use of the University of Tennessee as a depository and for exchanges.

(b) A copy of the printed acts shall be, upon written request received not later than February 1 of each year, delivered to every organized bar association in the state of Tennessee, provided such bar association maintains a law library and provided the name and address of such bar association shall be certified to the secretary of state by the county clerk of the county in which the association exists; and, provided, further, that should the association cease to function or to maintain a law library, all copies of the acts shall thereupon be turned over and delivered to the county clerk.

(c) Bound volumes of acts or resolutions may be made available to any person, firm, or corporation, requesting same in writing not later than February 1 of each year, at a cost of five dollars (\$5.00) per volume.

(d) Any requests for acts or resolutions received later than February 1 of each year will be accepted subject to availability.

(e) This section and §§ 12-6-101, 12-6-103 shall not apply to Tennessee Code Annotated, any supplement thereto or replacement volume thereof, or any act enacting that Code. [Code 1858, § 30; Shan., § 42; Acts 1923, ch. 101, § 2; mod. Code 1932, § 70; Acts 1935, ch. 181, § 2; 1941, ch. 22, § 1; mod. C. Supp. 1960, § 70; modified; impl. am. Acts 1955, ch. 69, § 1; Acts 1961, ch. 290, § 1; modified; impl. am. Acts 1978, ch. 934, §§ 22, 36; T.C.A. (orig. ed.), § 12-602; Acts 1981, ch. 191, §§ 2-5.]

**Cross-References.** Printing and distribution of school laws, § 49-1-201.

Tennessee Code Annotated, §§ 1-1-106 — 1-1-113.

**Section to Section References.** This section is referred to in § 12-6-118.

**Law Reviews.** The Tennessee Court System — Prosecution, 8 Mem. St. U.L. Rev. 477.

12-6-103. Acts and journals retained by secretary of state. — The secretary of state shall also retain for the use of the executive and general assembly, unless a different number shall be prescribed by special law, fifty (50) copies of the acts and as many of the journals of each house, depositing three (3) copies of each in the state library. [Code 1858, § 31; Shan., § 43; mod. Code 1932, § 71; T.C.A. (orig. ed.), § 12-603.]

two (2) copies shall be lendable on application, to the persons, if any, allowed to take other books from the library of the depository. The other copy shall not be allowed to be taken from the premises of the depository. [Acts 1917, ch. 42, § 2; Shan. Supp., § 1387a9; Code 1932, § 2285; T.C.A. (orig. ed.), § 12-612.]

**12-6-113. Exchanges by state librarian.** — The state librarian and archivist may, from time to time, procure from the general government, any foreign government, or from any state or territory within the United States, the public acts, and law and equity reports of such government, state or territory, by exchanging the public acts or reports of this state. [Code 1858, § 38 (deriv. Acts 1843-1844, ch. 135, § 2); impl. am. Priv. Acts 1859-1860, ch. 53, § 2; Acts 1879, ch. 31, §§ 1, 6; Shan., § 55; mod. Code 1932, § 79; impl. am. Acts 1951, ch. 197, § 1; T.C.A. (orig. ed.), § 12-613.]

**12-6-114. Delivery of exchange copies.** — Each person or persons in charge of making such documents and publications as provided in § 12-6-108(1) shall deliver upon request up to sixty (60) copies to the state librarian and archivist, to enable the librarian to make these exchanges. [Acts 1879, ch. 31, § 8; Shan., § 51; mod. Code 1932, § 80; impl. am. Acts 1951, ch. 197, § 1; T.C.A. (orig. ed.), § 12-614; Acts 1981, ch. 191, § 11.]

**12-6-115. [Repealed.]**

**Compiler's Notes.** This section (Code 1858, § 38 (deriv. Acts 1843-1844, ch. 135, § 1); Shan., § 56; mod. Code 1932, § 81; C. Supp. 1960, § 81; T.C.A. (orig. ed.), § 12-615), concerning expense of exchanges, was repealed by Acts 1981, ch. 191, § 13. For present law, see § 8-1-106.

**12-6-116. Pamphlet copies of acts.** — (a) The secretary of state is authorized to furnish to any person, firm or corporation, so requesting in writing not later than January 1 of each year, copies of the unbound, printed pamphlets containing the public acts of the general assembly which are printed at intervals during and shortly after each legislative session and made available pending publication of the bound volumes of the Public Acts of Tennessee, for that session. Requests received after January 1 of each year will be accepted subject to availability.

(b) The secretary of state shall charge and collect from each person, firm or corporation, except those specified in § 12-6-102, a fee of five dollars (\$5.00) for each complete set of pamphlets. The secretary of state shall fix a reasonable fee to be charged for copies of single pamphlets. Fees collected by the secretary of state shall be paid over to the state treasurer and shall become a part of the general fund of the state. [Acts 1970, ch. 460, § 1; T.C.A., § 12-616; Acts 1981, ch. 191, § 12.]

**Cross-References.** Report of local action included in published volume, § 8-3-204.

**12-6-117. Certain resolutions not to be printed or distributed** — List in "Acts of Tennessee" — Distribution to state library and archives and legislative reference and law library. — (a) Notwithstanding any provision of the law to the contrary, resolutions of the general assembly which honor or commend individuals or groups or which express sympathy or condolences upon the death of an individual shall not be published in the "Acts of Tennessee" pursuant to part 2 [repealed] of chapter 5 of this title, nor shall such resolutions be distributed in accordance with this chapter, unless the secretary of state, in consultation with the speaker of the senate and speaker of the house of representatives, determines that the resolution requires publication due to the prominence or contributions made by such person or group. The secretary of state shall cause a list of all such resolutions which are not printed to be included within the "Acts of Tennessee."

(b) At the time at which the secretary of state delivers the enrolled copies of acts and resolutions to the printer for publication pursuant to § 8-3-104, he shall deliver one (1) copy of all resolutions which are not printed pursuant to the provisions of this section to the state library and archives and to the legislative reference and law library. [Acts 1981, ch. 109, § 3.]

**Compiler's Notes.** Part 2 of chapter 5 of this title, referred to in this section, was repealed by Acts 1981, ch. 332, § 26.

**12-6-118. Automatic and other distributions.** — Except for exchange and depository copies provided for herein, there shall be no automatic distribution of any state report or publication, unless such distribution is required by an act or resolution enacted after May 25, 1984. Any other distributor must be approved by the state publications committee, as provided for in chapter 7 of this title, or be upon individual request of a person entitled to or desirous of receipt of any such publication or report. [Acts 1984, ch. 798, § 4.]

## CHAPTER 7

### STATE PUBLICATIONS COMMITTEES

SECTION.		SECTION.	
12-7-101.	State agencies publication committee — Establishment.	12-7-106.	Higher education and technical institutions publication committee — Establishment — Duties.
12-7-102.	Duties of publications committee.	12-7-107.	Approval procedure.
12-7-103.	Approval required.	12-7-108.	Application.
12-7-104.	Publications information required.		
12-7-105.	Cooperation required.		

**12-7-101. State agencies publication committee — Establishment.** — In order to control the cost and proliferation of publications and report printed by state agencies, and to provide a permanent record of publication issued by state government, there is hereby created a publications committee which shall consist of the commissioner of finance and administration, the commissioner of general services, the director of the governor's information office, the comptroller of the treasury, one (1) member of the senate, one (1) member of the house appointed by the respective speakers and the secretary of

state. The commissioner of finance and administration, or his representative, shall be the chairman of this committee, and the secretary of state, or his representative, shall be the secretary and as such shall keep a permanent and accurate record of the committee's proceedings. The members of this committee shall serve without additional compensation. The commissioner of finance and administration, the commissioner of general services, the secretary of state and the comptroller are authorized to designate an alternate representative who shall have full authority to vote and participate in all other activities of the committee under this chapter. Such designations must be made in writing to the chairman of the committee, with copy filed with the staff director and the secretary of state. The committee shall have authority to issue regulations implementing provisions concerning designation in such a manner as to provide for maximum continuity of such representation. [Acts 1976, ch. 694, § 1; 1979, ch. 296, § 1; T.C.A., § 12-1001.]

**Compiler's Notes.** The publications committee created by this section and § 12-7-106 will terminate June 30, 1990. See also §§ 4-29-112 and 4-29-211.

**Section to Section References.** This chapter is referred to in §§ 12-5-125, 12-6-110. Sections 12-7-101 — 12-7-106 are referred to in § 4-29-211.

**Comparative Legislation.** State publications committees.

Ky. Rev. Stat. Ann. § 67.04 et seq.  
Va. Code § 2.1-464 et seq.

**Collateral References.** 81A C.J.S. States § 132, 162.

**12-7-102. Duties of publications committee.** — (a) It shall be the duty of the publications committee to establish rules and regulations to control costs and quantity of all publications, and to promulgate rules and regulations governing the printing and distribution of state agency reports and publications issued by agencies and departments of the government of the state of Tennessee, excluding the institutions of higher education, the judicial branch of state government, and those state institutions and facilities exempted from public purchase laws in § 12-3-103.

(b) The rules and regulations on distribution shall include a provision stipulating that there shall be no automatic distribution of reports or publications, except the distribution provided for in chapter 6 of this title, or otherwise by law or resolution enacted after May 25, 1984, but that all distributions must either be approved in general by the committee or be made upon request by the recipient.

(c) Further, it shall be the duty of the publications committee to establish a procedure for reviewing all publications as hereinafter defined, and to approve or disapprove the printing of existing publications and planned publications which come under the provisions of this chapter.

(d) The publications committee shall determine the need for existing and planned publications based upon agency's goals and purpose or statutory requirements, and the quantity and distribution of each approved publication.

(e) The publications committee shall also prepare and submit once every two (2) weeks a list of available publications and a brief synopsis of such publications to each member of the general assembly.

(f) Upon receiving such list, a member of the general assembly may request a copy of a publication from the publications committee.

(g) Publications herein shall be defined to include any newsletter, stationery, greeting card, any report printed at facilities not operated by the state, any report or printed material produced for distribution outside the department or agency for which the report is to be printed. [Acts 1976, ch. 694, § 2; T.C.A., § 12-1002; Acts 1980, ch. 742, §§ 1, 2; 1982, ch. 563, § 4; 1984, ch. 798, § 5.]

**Section to Section References.** This section is referred to in § 12-7-103.

**12-7-103. Approval required.** — (a) No publication, coming within the jurisdiction of the publications committee as provided by § 12-7-102, shall be printed unless it has been approved in accordance with rules promulgated by the publications committee. Rules of the publications committee shall be promulgated in accordance with the Uniform Administrative Procedures Act compiled in title 4, chapter 5.

(b) The publications committee shall require any publication printed to include the number of copies printed.

(c) The publications committee shall not approve any publication which purports to contain a citation to or a reproduction of a duly promulgated agency rule (as defined by the Uniform Administrative Procedures Act § 4-5-102) prior to receiving a written statement from the secretary of state or his representative verifying the fact that the rule so cited or reproduced has been duly promulgated and is currently in effect.

(d) A printing authorization number shall be assigned to each publication which has been approved as required by this section. The printing authorization number shall be affixed to the publication adjacent to the identification of the agency responsible for the publication. No printing facility operated by the state shall print any publication, coming within the jurisdiction of the publications committee as provided by § 12-7-102, unless the printing authorization number has been affixed as required by this subsection. No contract shall be entered into, nor requisition issued, nor acted upon, by any state department or agency, including, but not limited to, the division of purchasing, of the department of general services, for printing of any publication, coming within the jurisdiction of the publications committee as provided by § 12-7-102, at any facility unless the printing authorization number has been affixed as required by this subsection. All state contracts or grant agreements including, but not limited to, all contracts for personal, professional and consultant services entered into under §§ 12-4-109 and 12-4-110, which involve or may involve the printing of any publication, coming within the jurisdiction of the publications committee as provided by § 12-7-102, shall contain a provision whereby the contractor or grantee agrees that no publication shall be printed unless a printing authorization number has been obtained and affixed as required by this section.

(e) Whenever any department, institution or agency of the state government contracts for the printing of a publication, coming within the jurisdiction of the publications committee as provided by § 12-7-102, and such publication has not been approved in accordance with rules promulgated by the

publications committee, such contract shall be void and of no effect. [Acts 1976, ch. 694, § 3; T.C.A., § 12-1003; Acts 1980, ch. 455, § 1; 1982, ch. 563, §§ 5, 6; 1983, ch. 80, §§ 1, 2.]

**12-7-104. Publications information required.** — The publications committee shall, as a minimum, keep the following information on each approved publication:

- (1) Name of publication;
- (2) Department producing publication;
- (3) Purpose and brief description of publication contents;
- (4) Number of copies authorized to be printed;
- (5) A general list of distribution; and
- (6) Estimated cost of printing and distribution. [Acts 1976, ch. 694, § 4; T.C.A., § 12-1004.]

**12-7-105. Cooperation required.** — It shall be the duty of all departments, institutions or agencies of state government to furnish to the publications committee all material requested from the committee regarding publications and reports. [Acts 1976, ch. 694, § 5; T.C.A., § 12-1005.]

**12-7-106. Higher education and technical institutions publication committee — Establishment — Duties.** — (a) To control publications of higher education institutions and technical institutes, there is hereby established a publications committee which shall consist of the executive director of the Tennessee higher education commission, the president of the University of Tennessee system, the chancellor of the state board of regents, and the commissioner of education or his designee. This committee shall review publications of higher education institutions and technical institutes to determine the necessity of the publications, and shall promulgate rules and regulations governing the printing of such publications by higher education institutions and technical institutes. The rules and regulations shall include a provision stipulating that there shall be no automatic distribution of reports or publications, except the distribution provided for in chapter 6 of this title, or otherwise by law or resolution enacted after May 25, 1984, but that all distributions must either be approved in general by the committee or be made upon request by the recipient. The publications committee shall require each higher education institution and technical institute to keep, as a minimum, the following information on each approved publication:

- (1) Name of publication;
  - (2) Department producing publication;
  - (3) Purpose and brief description of publication's contents;
  - (4) Number of copies authorized to be printed;
  - (5) A general list of distribution; and
  - (6) Estimated cost of printing and distribution.
- (b) The publications committee shall require any publication printed at facilities not operated by the state or higher education institution or technical institute to include the printer's name, address, and the number of copies printed.

(c) The publications committee shall not approve any publication which purports to contain a citation to or a reproduction of a duly promulgated agency rule (as defined by the Uniform Administrative Procedures Act § 4-5-102) prior to receiving a written statement from the secretary of state or his representative verifying the fact that the rule so cited or reproduced has been duly promulgated and is currently in effect.

(d) A printing authorization number shall be assigned to each publication which has been approved as required by this section. The printing authorization number shall be affixed to the publication adjacent to the identification of the higher education institution or technical institute responsible for the publication. No printing facility operated by a higher education institution or technical institute shall print any publication unless the printing authorization number has been affixed as required by this subsection. No contract shall be entered into, no requisition issued or acted upon, by any higher education institution or technical institute for printing of any publication at any facility unless the printing authorization number has been affixed as required by this subsection. All contracts or grant agreements entered into by a higher education institution or technical institute which involve or may involve the printing of a publication shall contain a provision whereby the contractor or grantee agrees that no publication shall be printed unless a printing authorization number has been obtained and affixed as required by this section. [Act 1976, ch. 694, § 6; T.C.A., § 12-1006; Acts 1980, ch. 455, § 2; 1982, ch. 563, §§ 7-9; 1984, ch. 798, § 6.]

Compiler's Notes. The publications committee created by § 12-7-101 and this section will terminate June 30, 1990. See §§ 4-29-112 and 4-29-211.

Section to Section References. Section 12-7-101 — 12-7-106 are referred to in § 4-20-211.

**12-7-107. Approval procedure.** — The approval procedure established by the publications committee created by this chapter may allow one-time approval of a publication which is printed on a periodic basis and which conforms to the format, design, and purpose of the publication as originally presented to the appropriate committee for approval without requiring review and approval of subsequent issues of the publication. [Acts 1976, ch. 694, § 7; T.C.A., § 12-1007.]

**12-7-108. Application.** — The requirements of this chapter shall not apply to any student newspaper publication or annuals and/or yearbook. [Acts 1976, ch. 694, § 8; T.C.A., § 12-1008.]

## CHAPTER 8 SALE OF PRODUCTS

SECTION.		SECTION.
12-8-101.	Stone products and hot mix asphalt — Prohibitions.	12-8-103. Gratuitous work for nonprofit organizations — Sales to farmers
12-8-102.	Penalty — Injunctive relief.	

Items

TABLE 1: ALASKA STATE GOVERNMENT PRINTING EXPENDITURES

AGENCY	TOTAL EXPENDITURES	TERM	TOTAL IDENTIFIABLE EXPENDITURES	PERCENT IDENTIFIED	IN-STATE				OUT-OF-STATE			
		CONTRACTS & CONTRACTS < \$5000			CENTRAL DUPLICATING	ALASKA BIDDER	TOTAL AMOUNT	PERCENT IDENTIFIED	ALASKA BIDDER	NONALASKA BIDDER	TOTAL AMOUNT	PERCENT IDENTIFIED
Governor's Office Administration	\$313,790	\$105,954	207,836	66	\$107,757	\$64,000	171,757	83	\$30,079	\$6,000	36,079	17
Law	410,708	130,980	279,728	68	220,059	0	220,059	79	59,669	0	59,669	21
Revenue	94,739	63,394	31,345	33	16,345	15,000	31,345	100	0	0	0	0
Education	250,575	80,661	169,913	68	49,599	40,240	89,839	53	70,469	9,605	80,074	47
Health & Social Services	656,647	388,387	268,260	41	134,939	120,984	255,923	95	4,957	7,380	12,337	5
Labor	384,672	186,128	198,544	52	150,509	42,566	193,075	97	5,469	0	5,469	3
Commerce & Economic Dev.	382,487	169,186	213,302	56	163,206	11,478	174,684	82	34,083	4,535	38,618	18
Military & Veteran Affairs	355,497	223,943	131,553	37	94,502	29,551	124,053	94	0	7,500	7,500	6
Natural Resources	17,327	11,770	5,557	32	5,557	0	5,557	100	0	0	0	0
Fish & Game	426,859	330,711	96,148	23	80,148	16,000	96,148	100	0	0	0	0
Public Safety	1,055,975	558,431	497,544	47	190,718	161,588	352,306	71	39,626	105,612	145,238	29
Environmental Conservation	680,982	588,124	92,858	14	49,399	0	49,399	53	43,459	0	43,459	47
Corrections	55,922	26,466	29,455	53	29,455	0	29,455	100	0	0	0	0
Community & Regional Affairs	42,861	0	42,861	100	42,861	0	42,861	100	0	0	0	0
Transp. & Public Facilities	138,792	76,919	61,874	45	54,409	7,465	61,874	100	0	0	0	0
Ombudsman	800,282	669,942	130,340	16	122,880	0	122,880	94	7,460	0	7,460	6
Legislative Affairs & Audit*	10,850	10,427	423	4	423	0	423	100	0	0	0	0
Alaska Court System	359,708	53,148	306,560	85	5,059	0	5,059	2	0	301,501	301,501	98
TOTAL	154,403	151,306	3,097	2	3,097	0	3,097	100	0	0	0	0
TOTAL	\$6,593,075	\$3,825,877	2,767,198	42	\$1,520,922	\$508,872	2,029,794	73	\$295,271	\$442,133	737,404	27

\*Legislative Affairs Agency FY 86 term contracts included \$301,501 for Alaska statutes which was identified as out-of-state printing.

Source: State of Alaska accounting system; Alaska Department of Administration, Division of General Services and Supply; Legislative Affairs Agency, Division of Administrative Services.

Prepared by the House Research Agency, December 1986.

Item 6



ALASKA STATE LEGISLATURE  
HOUSE OF REPRESENTATIVES  
RESEARCH AGENCY

Pouch Y, State Capitol  
Juneau, Alaska 99811  
(907) 465-3991

MEMORANDUM

February 23, 1982

TO: Representative Ken Fanning  
ATTN: Gail Thibodeau  
FROM: Carol Biggs, Admin. Asst.  
RE: University of Alaska Multi-colored Publications  
Research Request #82-54

In response to a request by Gail Thibodeau of your staff, we contacted Keith B. Mather, Vice Chancellor for Research, at the University of Alaska, who provided the following information on costs for publications requiring the use of color.

Six thousand copies of the University of Alaska Research Annual Report were printed at a unit cost of \$13 each, for a total of \$78,000. He said that this report is sent to universities, foundations, industries, and government agencies, both nationally and worldwide, as a means of advertising the University of Alaska. He stated that to his knowledge only two other entities within the University utilized color in their reports. Those were the Agricultural Experiment Station and the Geophysical Institute. He suggested that I contact each of those divisions individually for costs of their publications.

This year Agroborealis, which is a magazine published once a year by the Agricultural Experiment Station, was printed at a cost of \$20,273 for 8,000 copies, or a unit price of \$2.53. The previous year 7,000 copies of this magazine were printed for \$14,300, or \$2.04 per copy.

The Geophysical Institute also publishes an annual report, which, according to Mr. Mather, is too lengthy to include in the University's main annual report. There were 2,200 copies of this report printed at a cost of \$30,239.93, or \$13.75 each. This report has been published for the past 20 years.

Mr. Mather also said that each department at the University can do a certain amount of its own color printing, as there is a graphics services center on campus. I called the graphics center and found that most of the color work that they do involves spot color, such as that used in a bar graph where several different colors are used to differentiate

Representative Ken Fanning

February 23, 1982

Page 2

the items being compared. The graphic services center has the ability to print reports which use colored photographs, but not the time, as they serve all University of Alaska departments statewide. Two of the examples given as products of the graphic service center which involve color were the University of Alaska recruitment brochure and museum posters, such as those used for special exhibits on campus.

The examples of University of Alaska publications using color mentioned above may not represent all of the University publications which use color, and if you would like us to contact each department individually, we will be glad to do so.

/cb



ALASKA STATE LEGISLATURE  
HOUSE OF REPRESENTATIVES  
RESEARCH AGENCY

Pouch Y. State Capitol  
Juneau, Alaska 99811  
(907) 465-3991

May 10, 1982

MEMORANDUM

TO: Files

FROM: Deb Pomeroy

RE: Research Request 82-131

Christine Englehart of Representative Fanning's office called on May 7 asking that we find out the cost of preparing and printing the Alaska Silver Anniversary Commission's Master Plan. She also requested that we get the number of copies printed and the cost of distributing it.

The afternoon of the 7th, I called her to tell her that Patria at the Commission's Anchorage office had stated that it had cost \$22,000 to get 100 hundred copies of the 18 volume master plan and the summary volume printed.

Monday, May 10, Jean Reichman called with the following information which I called Christine with:

Contract Cost of the Master Plan (Alaska 1984)	\$2,820,674.50
Printing Costs:	
100 Copies of Master Plan & Summary	\$ 22,000.00
1,000 additional copies of Summary	\$ 20,000.00
Postage	
40 copies air freight to Juneau from Anchorage	\$ 700.00
Additional distribution (Estimate)	\$ 2,500.00

Ms. Reichman also stated that she would be sending me a breakdown of expenditures which the Legislative auditors had compiled.

I called Christine with the above information. She did not want a memo sent down, and said she would call me if she decided to wait for the Legislative auditors' report before writing a speech on this topic.

Total time spent on this request was approximately 1.5 hours.

FEB 22 1989

STEVE COWPER, GOVERNOR

**DEPARTMENT OF FISH AND GAME**

OFFICE OF THE COMMISSIONER

P.O. BOX 3-2000  
JUNEAU, ALASKA 99802-2000  
PHONE: (907) 465-4100

February 22, 1989

The Honorable Drue Pearce  
Alaska State Senator  
P.O. Box V  
Juneau, AK 99811


Dear Senator Pearce:

This letter will respond to your request of February 22 regarding SB 75. You had requested information regarding the costs and distribution of the popular Alaska Fish & Game magazine.

Alaska Fish & Game was mailed to a total of 9,709 subscribers in the most recent 12-month period. Program receipts for FY 88 totalled \$81,261 and for FY 89 program receipts total \$66,210 through February 15, 1989. Total production costs for Alaska Fish & Game magazine for FY 88 were \$200,276, which includes personal services, printing, postage, equipment, and all supplies. The magazine is issued six times per year with a total of 81,750 copies. Each copy therefore costs approximately \$2.45 to produce. These figures are the total costs for production of the magazine. Actual printing of Alaska Fish & Game magazine is done in Forest Grove, Oregon. The purpose of the magazine is to provide useful information to the general public about Alaska's wildlife resources.

If I can be of further assistance, please feel free to call.

Sincerely,

  
Don W. Collinsworth  
Commissioner



ALASKA STATE LEGISLATURE  
HOUSE OF REPRESENTATIVES  
RESEARCH AGENCY

Pouch Y, State Capitol  
Juneau, Alaska 99811  
(907) 465-3991

MEMORANDUM

March 31, 1982

TO: Representative Fanning  
ATTN: Gail Thibodeau

FROM: Carol Biggs, Admin. Asst.

RE: Agricultural Action Council Annual Report Printing Cost  
Research Request #82-103

Gail Thibodeau of your staff requested that we find out the amount of money that was specified at the November meeting of the Agricultural Action Council for printing the Agricultural Action Council Annual Report.

This memorandum is in confirmation of my telephone call to Gail yesterday. Julie Hickey of the Governor's Special Projects office reported that \$12,000 had been allocated for printing costs for the Agricultural Action Council Annual Report. Bid proposals have been received from commercial printers for printing the report, and the final report will be printed some time this fiscal year. The \$12,000 is for approximately 5,000 copies, or \$2.40 per unit.

Additionally, 100 copies of the first draft of the report have been xeroxed by the Special Projects office, at a cost of 10 cents per page, or approximately \$12.50 per copy for the 100 copies, with another 500 copies of the first draft to be printed by the Legislative Print Shop; that cost is unknown at this time.

=====

Attached is a copy of an article from U.S. News and World report which may be of interest to you, as it pertains to efforts by the federal government to cut federal publication costs.

CB/bf  
Encl.

Item 7

STEVE COWPER, GOVERNOR

**DEPARTMENT OF COMMERCE &  
ECONOMIC DEVELOPMENT**

P. O. BOX D  
JUNEAU, ALASKA 99811-0800  
PHONE: (907) 465-2500

OFFICE OF THE COMMISSIONER

March 28, 1989

The Honorable H.A. "Red" Boucher  
House State Affairs Committee Chairman  
House of Representatives  
P.O. Box V  
Juneau, AK 99811

Dear Representative Boucher:

The Division of Tourism and the Alaska Tourism Marketing Council (ATMC) are deeply involved in publications that are sent out-of-state to encourage potential visitors to choose Alaska as their next destination. The department is therefore interested in CSSB 75 (R1s) am, which will be heard in your committee on March 29, and welcomes the chance to comment on it.

The ATMC and the Division of Tourism cooperate to prepare the Alaska Vacation Planner, the State's primary tourist publication. The department believes that printing cost and location data on the Vacation Planner would seem strange and perhaps parochial to the audience of potential tourists, and that the information would be useless to out-of-state readers. The ATMC's brochures and those printed by the Division of Tourism are for consumption by potential visitors from out of state, who are seldom interested in where the brochures are printed or what it cost to print them. Instead, and properly, they want the information that is in the brochure so they can plan their trips to Alaska.

These comments also apply to other publications aimed at an out-of-state audience such as the Fall-Winter-Spring brochure and the Highway brochure.

We are also very concerned that publications destined for use in overseas markets are included in the requirements of CSSB 75 (R1s) am. In addition to the fact that the information would serve no useful purpose to foreign readers, there could be confusion over expressing the cost in a foreign currency or the constantly changing local equivalent, and we are concerned over the message this would give to potential foreign tourists.

Honorable H.A. "Red" Boucher

-2-

March 28, 1989

The department suggests the following amendments to CSSB 75 (R1s) am:

P. 2, L. 18:

after: "Code," delete [AND];

after "Court" insert and publications intended primarily for foreign or out-of-state use.

Further, we would suggest that the information required in Section 1 of the bill be made available to the Legislature and members of the public on an annual basis.

Finally, the bill requires a calculation of all costs involved in production. The calculation of these costs is difficult as our publications involve division and ATMC staff, as well as personnel employed by the advertising agencies with which we contract. We are unable at this time to determine an exact amount.

Thank you for this opportunity for comment.

Sincerely,

  
Larry Mercurieff  
Commissioner

LM/LW/mm/C.113  
032889b

cc: Senator Drue Pearce  
Hugh Gellert, Director, Division of Tourism  
Robert Miller, Executive Director, Alaska Tourism Marketing Council  
John Andrews, Commissioner, Department of Administration

Department of Transportation & Public Facilities



POSITION PAPER

BILL NO: CS Senate Bill 75 (Rules An Act to the identification of and disclosure on and about state publications; and providing for an effective date

APPROVED:

M-K S. [Signature]

DATE: March 28, 1989

The Department strongly opposes the committee substitute for Senate Bill 75.

The Department does not oppose furnishing, prominently within a document, those costs which relate directly to the normal printing industry.

The Department has two major concerns with this committee substitute for Senate Bill 75.

First, the definition of publication is too all inclusive as contained in Sec. 44.99.150(2). By this definition all construction CIP projects publications would be included which could encompass such items as the plans and specifications, location and design study reports, material investigation reports, and environmental assessment reports, etc. This additional burden and cost to a CIP project would seem to be difficult to justify in these times when we are diligently seeking ways to cut or contain the costs of administrating CIP projects.

These are the exemptions that DOT&PF wants from definition that will make them happy.

The second concern is in Section 44.99.150(1)(A) when the definition of "preparation cost" include the personnel costs.

Except for personnel assigned to CIP projects, the Department does not maintain an accounting system which would separate personnel costs for the preparation of a document. Thus, the bill would require the Department to establish another accounting system, including a time card system, just to accurately determine the personnel costs.

The definition of "Production costs" and the subsequent "preparation" may also be subject to various interpretations. For example, does the preparations include the actual writing, research or development of a document or just the printing and publication costs with the directly related personnel costs.

As has been stated before, the Department is opposed to the bill in the present form. We would suggest eliminating all CIP projects with their related documents from the definition of publications and limiting the personnel costs specifically to those that are directly associated with the actual normal industry of printing.

For further information call Catherine A. McHugh at 465-3900

# Alaska State Legislature

REPRESENTATIVE  
MARK BOYER

VICE-CHAIRMAN, HOUSE  
HEALTH, EDUCATION AND  
SOCIAL SERVICES COMMITTEE

MEMBER, HOUSE LABOR AND  
COMMERCE COMMITTEE

CHAIR, CHILDREN'S CAUCUS

FAIRBANKS

1098 LAKEVIEW TERRACE  
FAIRBANKS, ALASKA 99701  
(907) 456-6473

JUNEAU

P.O. BOX V  
STATE CAPITOL  
JUNEAU, ALASKA 99811  
(907) 465-3466

RECEIVED APR 10 1989

House of Representatives

April 10, 1989

To: Goll & Gruentzer

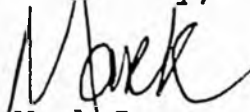
Claus Naski  
F.O. Box 80721  
Fairbanks, AK 99708

Dear Claus:

Thanks for your public opinion message on SB 75. While I have yet to take a position on this bill, I think you've brought up some interesting points. I'm not in favor of passing any measures that will cost Alaska residents money without a corresponding benefit. The bill is currently in the House Judiciary Committee.

Thanks again for your comments.

Sincerely,



Mark Boyer  
Representative

MB/NJG/bhn

4/17/89

Dear Mark,  
I am enclosing a letter Meritt R. Helfferich wrote to Sen. Druce Pearce on S.B. 75. I am in agreement with every point he made. The legislation would vastly complicate university publishing at all levels, and often we would not be able to comply. But you people already made life extremely complicated for us with the purchasing code, which is so bad that many principal investigators are no longer able to respond to federal RFP's because of the purchasing code. So why not pile it on. I oppose SB 75. Thanks for your attention.  
Sincerely, Claus-M. Naski

FAIRBANKS 20B



March 29, 1989

Senator Drue Pearce  
Alaska State Senate  
Box V  
Juneau, Alaska 99811

Dear Senator Pearce:

I have been following the progress of Senate Bill No. 75 in the Legislature and I feel that there are several serious problems with this bill. I suppose you have proposed this law to impose some constraints upon agency publications so as to conserve state funds. This supposition of course may not be right, and I would be pleased to hear the correct reasons. The comments which follow refer to the CSSB75 Rules am version.

One problem I foresee is with publications produced by state agencies with non-state funds. The University of Alaska, for one, produces numerous publications funded by restricted grants and contracts. The labeling will imply that state funds were used, a mistaken impression. The bill does not require the source of the funds to be stated although the purpose might, in some cases, reveal that information.

The bill does not clearly exclude those publications by other entities, agencies, and organizations to which University of Alaska researchers or state agencies submit documents for publication and must pay production costs for that article or for a proportion of the entire publication.

Two examples: the Journal of Geophysical Research charges for the cost of publishing scientific papers accepted by their editorial process; the University of Alaska Press contracts with other scholarly publishers for joint publication of certain books. Under Sec. 44.99.130 the "...agency produces a publication under this section even if the agency contracts with another person or agency to do the production."

The bill language seems to me to require the other publisher, by virtue of the fact that there is payment by the State of Alaska and a contract for publishing, to insert the State of Alaska required statement. I am sure they would refuse to do so. This has very difficult implications for compliance and might discourage activities of value to the state. I suggest that the bill be modified to require the printed statement only in those publications where the preponderance of the funding comes from the State of Alaska.

Geophysical Institute, University of Alaska  
Fairbanks, Alaska 99775-0800

PHONE: 907-474-7558 TELEX: 35414 GEOPH INST FBK  
FAX: 907-474-7290 TELEMAIL: GEOPH.INST.FBK

The bill requires that the agency print the actual annual production costs for the publication including preparation, printing and circulation. The bill is unclear if this production cost includes promotion expenses, warehousing costs, jobber, distributor and dealer discounts and delivery costs which affect the per-issue price and which can be variable over the life of the publication.

The bill requires that the required statement be printed "next to the agency identification". On books published by the University of Alaska Press and elsewhere the agency identification will be found on the spine of the book, on the front cover of the book, on the title page, on the publishers information page and elsewhere.

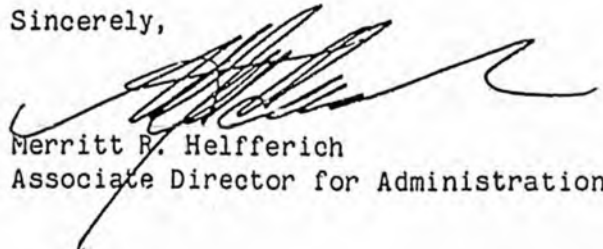
Frequently there is no room "next to the agency identification" for a ruled box: If, as the bill requires but which I do not believe is appropriate, you will include the University of Alaska Press, I would suggest that the required information be placed on the publication information page. The present bill is ambiguous and could actually require the ruled box everywhere the agency identification is placed. This would be unappealing at best and impossible at worst.

The required publication of production cost in each publication produced for sale would tend to discourage buyers from purchasing the very publications produced for the best fiscal gain for the agency. University publishing is like any other business in that the more profit that can be made from sales, the more production can occur. In the case of the University of Alaska Press, the publication of high-quality scholarly books of relevance to Alaska only occurs if there are sufficient revenues from sales to cover the cost of production and operations.

I suggest a solution to some of the above mentioned problems might be that you not require this cost information to be printed on publications which are either not primarily produced with agency funds and on publications produced primarily for sale to the public. You can still require this information for the exceptions mentioned above to be compiled and available on the required agency publication list specified in Sec. 44.99.13.

Thank you for your consideration of my comments.

Sincerely,



Merritt R. Helfferich  
Associate Director for Administration

MH/jh

cc: C. Helfferich  
✓ C. Naske  
D. VanStone



STATE OF ALASKA  
OFFICE OF THE GOVERNOR

**BILL ANALYSIS**

DEPARTMENT Fish and Game	DIVISION Sport Fish/Comm Fish/FRED	BILL NUMBER HCS CS SB 75	SPONSOR Senator Pearce
SHORT TITLE OF BILL Identification of and disclosures on and about state publications			
DEPARTMENT POSITION Support with amendment			
PREPARED BY Bob Wilbur	DATE 4/13/89	COMMISSIONER'S SIGNATURE	DATE

**SUMMARY**

OTHER AGENCIES AFFECTED BY BILL All state employees	CONSTITUENT GROUP(S) AFFECTED BY BILL Unknown
ORGANIZATIONAL SUPPORT FOR BILL Unknown	ORGANIZATIONAL OPPOSITION TO BILL Unknown
FISCAL IMPACT: <input checked="" type="checkbox"/> NONE <input type="checkbox"/> FISCAL NOTE ATTACHED	

BACKGROUND/LEGISLATIVE INTENT

To establish cost explanations for all state publications that exceed \$1500 in production costs, such explanations to be placed "next to the agency identification" and in the same sized type as the body of the publication.

ANALYSIS OF BILL/PROGRAM EFFECTS

- Tracking of production expenses would require additional personnel time. Since funding is not available for that activity, production of reports would be delayed or suspended.
- The statement, especially given its required location (cover and/or title page) and type size (same as the publication body), would significantly detract from the professional appearance of state publications.
- Items to be included in production costs are vague and ambiguous. Many items would be extremely difficult to accurately quantify or breakout on a per-publication basis. To do so would involve a significant amount of personnel time. To not do so would make the costs analysis inaccurate and of little practical value.

AMENDMENTS PROPOSED

- Allow the cost analysis statement to be placed at the back, on the inside of the backcover, or at other locations where it would not detract from the professional quality of state publication; i.e., provide some leeway.
- Restrict the type to no smaller than 8 points. This is a legible type size that would look more professional and would create contrast to attract reader attention. (see example on continued page)

PLEASE ATTACH A SEPARATE SHEET FOR ADDITIONAL COMMENTS OR ANALYSIS.

## Amendments Proposed (continued)

8 point example:

This publication was produced at an annual cost of \$2350, \$0.75 per copy, to provide necessary fishery research data to the fishing industry, resource agencies and scientists, and was printed in Juneau, Alaska.

3. Clarify and simplify costs to be included in the \$1500 threshold. We recommend that "typesetting" not include word processing and desktop publishing; that "art work" not include graphs, tables, charts, maps, photographs, etc.; that "printing" not include photocopied reproduction; and that "preparation" not include editing or writing. Clarify costs to be included in "materials" and in "circulation" or exclude these costs.
4. Consider excluding documents/reports that are printed and distributed only once versus periodical publications that are printed annually, semiannually, quarterly, or monthly, generally as numbered or dated volumes. Otherwise, clarify how the statement, "...at an annual cost of \$ \_\_\_\_\_", should be calculated for publications that are produced once rather than annually.
5. Consider excluding scientific reports that primarily serve to inform an Alaskan industry or scientists. These types of reports provide essential information and are almost always reproduced in a fairly conservative and prudent manner without extravagance.
6. Exclude news releases and emergency orders. There is no way to know in advance how many will have to be produced during a year.

NO

X  
NO

## FISCAL NOTE

**REQUEST:**

Revision Date: \_\_\_\_\_  
 Title: Identification of and disclosures  
on and about state publications  
 Sponsor: Pearce  
 Requestor: \_\_\_\_\_

Agency Affected: Fish and Game  
 BRU: Snort Fish, Commercial Fisheries,  
and FRED  
 Components: \_\_\_\_\_

**EXPENDITURES/REVENUES: (Thousands of Dollars)**

OPERATING	FY 89	FY 90	FY 91	FY 92	FY 93	FY 94
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS						
MISCELLANEOUS						
<b>TOTAL OPERATING</b>	0	0	0	0	0	0
<b>CAPITAL</b>	0	0	0	0	0	0
<b>REVENUE</b>	0	0	0	0	0	0

**FUNDING: (Thousands of Dollars)**

GENERAL FUND						
FEDERAL FUNDS						
OTHER						
<b>TOTAL</b>	0	0	0	0	0	0

**POSITIONS:**

FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

**ANALYSIS :** (Attach a separate page if necessary)

Prepared by: Bob Wilbur Phone: 465-4210  
 Division: Commercial Fisheries Date: \_\_\_\_\_

Approved by Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_  
 Agency: \_\_\_\_\_

Distribution (by preparer):  
 Legislative Finance  
 Legislative Sponsor  
 Requestor  
 Office of Management and Budget  
 Impacted Agency(ies)

FISCAL NOTE

REQUEST:

Revision Date: \_\_\_\_\_ Agency Affected: Department of Administration  
 Title: An Act relating to State  
Publications BRU: General Services and Supply  
Central Duplicating/Purchasing  
 Sponsor: Pearce Components: General Services and Supply  
 Requestor: House Judiciary Central Duplicating/Purchasing

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY 91	FY 92	FY 93	FY 94	FY 95	FY 96
PERSONAL SERVICES	0	0	0	0	0	0
TRAVEL	0	0	0	0	0	0
CONTRACTUAL	0	0	0	0	0	0
SUPPLIES	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
LAND & STRUCTURES	0	0	0	0	0	0
GRANTS, CLAIMS	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
TOTAL OPERATING	0	0	0	0	0	0
CAPITAL	0	0	0	0	0	0
REVENUE	0	0	0	0	0	0

FUNDING: (Thousands of Dollars)

GENERAL FUND	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

POSITIONS:

FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS: (Attach a separate page if necessary)

We do not anticipate any significant fiscal impact in expenditures or revenues for the Division of General Services and Supply.  
 Central Duplicating will continue to provide quotations to state agencies so they can include these figures in their costs analysis. There would be no additional costs for printing services. Agencies would pay costs of required typesetting.

Prepared by: Robert J. Link, Director *Robert J. Link* Phone: 465-2250  
 Division: General Services and Supply Date: 1/12/90  
 Approved by Commissioner: Frank S. Baxter *Frank S. Baxter* Date: 1/16/90  
 Agency: Department of Administration

Distribution (by preparer):  
 Legislative Finance  
 Legislative Sponsor  
 Requestor  
 Office of Management and Budget  
 Impacted Agency(ies)

CONTINUATION of FISCAL NOTE ANALYSIS  
For Bill/Resolution No. HCS CSSB 75 (SA)

SUBJECT OF PROPOSED BILL: An act relating to State Publications.

SUMMARY/EXPLANATION OF INTENT: For agency publications which are bid by General Services and Supply, the additional information required would be provided for under existing procurement regulations. The disclosed information can be included in the bidding specifications at no fiscal impact to the division. We do not anticipate any critical fiscal impact when issuing competitive sealed bids for agency publications.

This fiscal note analysis only applies to the Department of Administration and does not represent fiscal impacts to other agencies.

ESTIMATED FISCAL IMPACT:

Capital: 0

Operating: 0

STATE OF ALASKA  
1989 LEGISLATIVE SESSION

BILL VERSION: House CS for SB 75 (State Affairs)  
PUBLISH DATE:

REQUEST: FISCAL NOTE

Revision Date: 3/31/89  
Title: An Act relating to the identification of and disclosures on and about state publications; and providing for an effective date.  
Sponsor: Pearce, Uehling & Faiks

Agency Affected: DOT&PF  
BRU: Design & Construction  
Maintenance & Operations  
Engineering & Operations  
AMHS

Requestor:

Components:

EXPENDITURES/REVENUES: (THOUSANDS OF DOLLARS)

OPERATING	FY 88	FY 89	FY 90	FY 91	FY 92	FY 93
PERSONAL SERVICES	*0	0	0	0	0	0
TRAVEL	0	0	0	0	0	0
CONTRACTURAL	0	0	0	0	0	0
SUPPLIES	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
LAND & STRUCTURES	0	0	0	0	0	0
GRANTS, CLAIMS	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
TOTAL OPERATING	0	0	0	0	0	0
CAPITAL	0	0	0	0	0	0
REVENUE	0	0	0	0	0	0

FUNDING: (THOUSANDS OF DOLLARS)

GENERAL FUND	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

POSITIONS:

FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS: (Attach a separate page if necessary)

\*There will be some minor costs associated with complying but these costs will be absorbed in the administrative costs.

Prepared by: Loren Rasmussen  
Division: Engineering & Operations Standards

Phone: 465-2960  
Date: 05/02/89

Approved by Commissioner: Mark S. Hickey  
Agency: Department of Transportation and Public Facilities

Date: 05/02/89

Distribution (by preparer):  
Legislative Finance  
Legislative Sponsor  
Requestor  
Office of Management and Budget  
Impacted Agency(ies)

Department of Transportation & Public Facilities



# POSITION PAPER

**BILL NO:** House CS for SB 75 (State Affairs)  
An Act relating to the identification of and  
disclosures on and about state publications;  
**TITLE:** and providing for an effective date.

**APPROVED:**

A handwritten signature in black ink, appearing to read "M. L. S. H. J.", written over the "APPROVED:" label.

**DATE:** May 2, 1989

---

The department does not support nor oppose the House committee substitute for committee substitute for Senate Bill No. 75 (State Affairs).

Although there will be some minor costs associated with complying with the bill requirements, the cost will be minimal and will be absorbed by the administrative costs of producing publications.

6-0308P  
Bannister  
4/13/90

Original sponsor(s): SEN. PEARCE, Uehling, Faiks

1 IN THE SENATE

BY THE JUDICIARY COMMITTEE

2 HOUSE CS FOR CS FOR SENATE BILL NO. 75 (Judiciary)

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 SIXTEENTH LEGISLATURE - SECOND SESSION

5 A BILL

6 For an Act entitled: "An Act relating to the production of and disclosures  
7 on and about state publications; and providing for an  
8 effective date."

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

10 \* Section 1. AS 44.99 is amended by adding new sections to read:

11 ARTICLE 3. STATE PUBLICATIONS.

12 Sec. 44.99.130. PRODUCTION OF PUBLICATIONS. (a) The publica-  
13 tions of a state agency shall be produced at a state-operated facility  
14 unless the agency determines in writing that the needs of the state  
15 require a publication that does not comply with the standards estab-  
16 lished under AS 44.99.160 and that cannot be produced by a state-  
17 operated facility.

18 (b) The determination under (a) of this section shall be made by  
19 the

20 (1) commissioner of administration for a state agency in  
21 the executive branch, except as provided in (4) - (6) of this sub-  
22 section;

23 (2) administrative director of the judicial branch for an  
24 agency in the judicial branch;

25 (3) Alaska Legislative Council for an agency in the legis-  
26 lative branch;

27 (4) Board of Regents or president of the University of  
28 Alaska for the university;

29 (5) board of directors of the Alaska State Housing

1 Authority for the authority; and

2 (6) board of directors of the Alaska Railroad Corporation  
3 for the corporation.

4 Sec. 44.99.140. DISCLOSURES ON PUBLICATION. If a publication of  
5 a state agency does not comply with the standards established under  
6 AS 44.99.160 and if the actual annual costs for the publication that  
7 are paid from the general fund exceed \$1,500, the publication must  
8 include a statement that gives the name of the agency releasing the  
9 publication, the purpose of the publication, the cost for each copy of  
10 the publication, and the city and state where the printing was done.  
11 The statement must read: "This publication was released by ... (name  
12 of state agency) ..., produced at a cost of \$..... per copy to...  
13 (statement of purpose)..., and printed in.....(city and state where  
14 printed)." The statement may include, if applicable, a declaration of  
15 the revenue raised by the sale of the publication or from the purchase  
16 of advertising in the publication. The statement shall be printed in  
17 one conspicuous place in the body of the publication in a type size  
18 that is not smaller than eight points and shall be placed in a box  
19 composed of at least one-point rule. In this section, "cost for each  
20 copy" means the figure that results after dividing the total contract  
21 cost of producing the publication by the number of copies produced.

22 Sec. 44.99.150. LIST OF PUBLICATIONS. A state agency shall  
23 compile and maintain a list of the publications that it produces each  
24 fiscal year.

25 Sec. 44.99.160. STANDARDS. The Department of Administration  
26 shall establish standards for the production of publications by state  
27 agencies. The standards must be designed to promote simplicity, low  
28 cost, consistency, and maximum use of state-operated production facil-  
29 ities.

1           Sec. 44.99.170. DEFINITIONS. In AS 44.99.130 - 44.99.170,

2           (1) "publication" means a written document, including  
3 books, brochures, flyers, manuals, newsletters, pamphlets, programs,  
4 reports, and similar documents, but does not include standard forms,  
5 letterhead stationery, letterhead envelopes, election ballots, con-  
6 struction plans and specifications, location and design study reports,  
7 the Alaska Statutes, the Alaska Administrative Code, the Alaska Rules  
8 of Court, publications produced by the University of Alaska press,  
9 publications intended primarily for foreign or other out-of-state use,  
10 and papers that are submitted to a publisher, including a publisher of  
11 journals and anthologies, that is not a state agency;

12           (2) "state agency" means

13           (A) a department, institution, board, commission,  
14 division, authority, public corporation, or other administrative  
15 unit of the executive branch, including the University of Alaska  
16 and the Alaska Railroad Corporation;

17           (B) a committee, division, or administrative unit of  
18 the legislative branch, including the Alaska Legislative Council,  
19 the leadership of each house, and the office of the ombudsman;

20           (C) an administrative unit of the judicial branch,  
21 including the Alaska Judicial Council and the Commission on  
22 Judicial Conduct.

23           \* Sec. 2. The office of management and budget in the Office of the  
24 Governor shall submit to the legislature by February 1, 1991, a list of the  
25 publications that state law requires the state to publish and that the  
26 executive branch determines should not be required. The list must contain  
27 an explanation of the reasons for the executive branch's determination.

28           \* Sec. 3. This Act takes effect immediately under AS 01.10.070(c).  
29

6-0308P  
Bannister  
4/20/90

Original sponsor(s): SEN. PEARCE, Uehling, Faiks

1 IN THE SENATE BY THE JUDICIARY COMMITTEE

2 HOUSE CS FOR CS FOR SENATE BILL NO. 75 (Judiciary)

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 SIXTEENTH LEGISLATURE - SECOND SESSION

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17 operated facility.

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22 section;

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24 agency in the judicial branch;

25 (3) Alaska Legislative Council for an agency in the legis-  
26 lative branch;

27 (4) Board of Regents or president of the University of  
28 Alaska for the university;

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1 Authority for the authority; and

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3 for the corporation.

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6 AS 44.99.160 and if the actual annual costs for the publication that  
7 are paid from the general fund exceed \$1,500, the publication must  
8 include a statement that gives the name of the agency releasing the  
9 publication, the purpose of the publication, the cost for each copy of  
10 the publication, and the city and state where the printing was done.  
11 The statement must read: "This publication was released by ... (name  
12 of state agency) ..., produced at a cost of \$..... per copy to...  
13 (statement of purpose)..., and printed in.....(city and state where  
14 printed)." The statement may include, if applicable, a declaration of  
15 the revenue raised by the sale of the publication or from the purchase  
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17 one conspicuous place in the body of the publication in a type size  
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3 books, brochures, flyers, manuals, newsletters, pamphlets, programs,  
4 reports, and similar documents, but does not include standard forms,  
5 letterhead stationery, letterhead envelopes, election ballots, con-  
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7 the Alaska Statutes, the Alaska Administrative Code, the Alaska Rules  
8 of Court, publications produced by the University of Alaska press,  
9 publications intended primarily for foreign or other out-of-state use,  
10 and papers that are submitted to a publisher, including a publisher of  
11 journals and anthologies, that is not a state agency;

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15 unit of the executive branch, including the University of Alaska  
16 and the Alaska Railroad Corporation;

17           (B) a committee, division, or administrative unit of  
18 the legislative branch, including the Alaska Legislative Council,  
19 the leadership of each house, and the office of the ombudsman;

20           (C) an administrative unit of the judicial branch,  
21 including the Alaska Judicial Council and the Commission on  
22 Judicial Conduct.

23       \* Sec. 2. The office of management and budget in the Office of the  
24 Governor shall submit to the legislature by February 1, 1991, a list of the  
25 publications that state law requires the state to publish and that the  
26 executive branch determines should not be required. The list must contain  
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28       \* Sec. 3. This Act takes effect immediately under AS 01.10.070(c).

6-0308P ✓  
Bannister  
4/21/90

Original sponsor(s): SEN. PEARCE, Uehling, Faiks

1 IN THE SENATE BY THE JUDICIARY COMMITTEE  
2 HOUSE CS FOR CS FOR SENATE BILL NO. 75 (Judiciary)  
3 IN THE LEGISLATURE OF THE STATE OF ALASKA  
4 SIXTEENTH LEGISLATURE - SECOND SESSION

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14 the agency determines in writing that the needs of the state require a  
15 publication that does not comply with the standards established under  
16 AS 44.99.160 or that cannot be produced by a state-operated facility.

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23 agency in the judicial branch;

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25 lative branch;

26 (4) Board of Regents or president of the University of  
27 Alaska for the university;

28 (5) board of directors of the Alaska State Housing Authori-  
29 ty for the authority; and

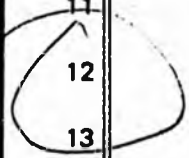
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2 for the corporation.

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4 tion of a state agency is exempted under AS 44.99.130(a) from being  
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6 for the publication that are paid from the general fund exceed \$1,500,  
7 the publication must include a statement that gives the name of the  
8 agency releasing the publication, the purpose of the publication, the  
9 cost for each copy of the publication, and the city and state where  
10 the printing was done. The statement must read: ~~X~~ "This publication  
11 was released by ... (name of state agency) ..., produced at a cost of  
12 \$..... per copy to... (statement of purpose) and printed in: (AS: . . .)  
13 (city and state where printed) ~~1/2~~ The statement may include, if appli-  
14 cable, a declaration of the revenue raised by the sale of the publica-  
15 tion or from the purchase of advertising in the publication. The  
16 statement shall be printed in one conspicuous place in the body of the  
17 publication in a type size that is not smaller than eight points and  
18 shall be placed in a box composed of at least one-point rule. In this  
19 section, "cost for each copy" means the figure that results after  
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25 fiscal year.

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27 shall establish standards for the production of publications by state  
28 agencies, except that the Board of Regents of the University of Alaska  
29 shall establish the standards for the university. The standards must

*TAM*  
*amendment*



1 be designed to promote simplicity, low cost, consistency, and maximum  
2 use of state-operated production facilities.

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Original sponsor(s): SEN. PEARCE, Uehling, Faiks

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3 IN THE LEGISLATURE OF THE STATE OF ALASKA

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23 agency in the judicial branch;

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13 (city and state where printed)." If the publication is required by  
14 law, the statement must also include: "This publication is required  
15 by . . . (appropriate citation to Alaska law)." The statement may  
16 include, if applicable, a declaration of the revenue raised by the  
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18 publication. The statement shall be printed in one conspicuous place  
19 in the body of the publication in a type size that is not smaller than  
20 eight points and shall be placed in a box composed of at least one-  
21 point rule. In this section, "cost for each copy" means the figure  
22 that results after dividing the total contract cost of producing the  
23 publication by the number of copies produced. This section does not  
24 apply to a publication that is intended primarily for foreign or other  
25 out-of-state use.

26 Sec. 44.99.150. LIST OF PUBLICATIONS. A state agency shall  
27 compile and maintain a list of the publications that it produces each  
28 fiscal year.

29 Sec. 44.99.160. STANDARDS. The Department of Administration

1 shall establish standards for the production of publications by state  
2 agencies, except that the Board of Regents of the University of Alaska  
3 shall establish the standards for the university. The standards must  
4 be designed to promote simplicity, low cost, consistency, and maximum  
5 use of state-operated production facilities.

6 Sec. 44.99.170. DEFINITIONS. In AS 44.99.130 - 44.99.170,

7 (1) "publication" means a written document, including  
8 books, brochures, flyers, manuals, newsletters, pamphlets, programs,  
9 reports, and similar documents, but does not include standard forms,  
10 letterhead stationery, letterhead envelopes, election ballots, con-  
11 struction plans and specifications, location and design study reports,  
12 the Alaska Statutes, the Alaska Administrative Code, the Alaska Rules  
13 of Court, publications produced by the University of Alaska press, and  
14 papers that are submitted to a publisher, including a publisher of  
15 journals and anthologies, that is not a state agency;

16 (2) "state agency" means

17 (A) a department, institution, board, commission,  
18 division, authority, public corporation, or other administrative  
19 unit of the executive branch, including the University of Alaska  
20 and the Alaska Railroad Corporation;

21 (B) a committee, division, or administrative unit of  
22 the legislative branch, including the Alaska Legislative Council,  
23 the leadership of each house, and the office of the ombudsman;

24 (C) an administrative unit of the judicial branch,  
25 including the Alaska Judicial Council and the Commission on  
26 Judicial Conduct.

27 \* Sec. 2. The office of management and budget in the Office of the  
28 Governor shall submit to the legislature by February 1, 1991, a list of the  
29 publications that state law requires the state to publish and that the

1 executive branch determines should not be required. The list must contain  
2 an explanation of the reasons for the executive branch's determination.  
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BY THE JUDICIARY COMMITTEE

1 IN THE HOUSE

2 HOUSE CONCURRENT RESOLUTION NO.  
3 IN THE LEGISLATURE OF THE STATE OF ALASKA  
4 SIXTEENTH LEGISLATURE - SECOND SESSION

5 Suspending Uniform Rules 41(b), 24(c),  
6 and 35 of the Alaska State Legislature  
7 concerning Senate Bill No. 75.

8 BE IT RESOLVED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 That under Rule 54 of the Uniform Rules of the Alaska State Legisla-  
10 ture the provisions of Rule 41(b), Rule 24(c), and Rule 35 of the Uniform  
11 Rules, regarding changes to the title of a bill, are suspended in consid-  
12 eration of Senate Bill No. 75, relating to state publications.

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