

**HB**

**182**

<TARGET><BILL>HB 182</BILL><SUBJECT>HB  
182</SUBJECT><COMM>HSTA27</COMM></TARGET>



Johansen  
moved  
amend # 1

PROPOSED DRAFT  
AMENDMENT #1  
1A - 1E

Gruenberg  
objects to  
1A

OFFERED IN THE HOUSE  
STATE AFFAIRS COMMITTEE  
TO: HB 182

Gruenberg  
removed object to 1A

Page 1, line 12:

Delete "reports unless requested under AS 44.99.370"

Insert "reports, except as

(1) required

(A) under AS 14.56.120;

(B) by agreement; or

(C) by federal law; or

(2) requested under AS 44.99.370."

adopted

Seaton  
concept amendment to amend 1A  
insert after on line 11  
D) or specifically approved  
by the Commissioner of the dept.

Time  
8:37:53  
38

Page 1, line 13: Johansen

Delete "(b) Notwithstanding conflicting provisions of law"

Insert "(b) Except as provided in (a) of this section"

adopted

Page 1, line 14:

Following "obligation in":

Insert "state"

Johansen Gruenberg objects removed  
adopted

Page 2, lines 1-5: Johansen Gruenberg objects removed

Delete all material and insert:

"Sec. 44.99.370. Print copy requests. A person may obtain a print copy of an annual report from the state library distribution and data access center under AS 14.56.170."

adopted

Page 2, line 6: Johansen Gruenberg Obj

Delete "sections 44.99.360 - 44.99.390,"

Insert "AS 44.99.360 - 44.99.390,"

adopted

# MEMORANDUM

State of Alaska  
Department of Law

January 18, 2012

**To: Representative Kyle Johansen**

**From: Cori Badgley, Assistant Attorney General (465-2132)  
Alan Birnbaum, Assistant Attorney General (269-5100)**

**Re: Proposed amendments to HB 182, relating to distribution of annual reports by state agencies.**

Last year, the Department of Law had discussions with your office regarding HB 182. In light of those conversations, the department would like to propose the attached amendments to the bill, which are also summarized below:

- Subsection (a) of AS 44.99.360 of the bill would be amended to allow agencies to produce print copies of annual reports under the following circumstances: as required under AS 14.56.120 (i.e., to the State Library Distribution and Data Access Center) and under federal law, or if print copies must be provided pursuant to an agreement. This amendment would insure that the State Library Distribution and Data Access Center continues to receive copies for the public to review, as required by statute, as well as insure that there are no conflicts with federal law or agreements entered into by the state.
- AS 44.99.370 of the bill would be amended to eliminate the reference to the Alaska Public Records Act and simply provide that a print copy of the annual report will be provided by the State Library Distribution and Data Access Center upon request. Under AS 14.56.170, the State Library Distribution and Data Access Center is already required to provide print copies of publications upon request; accordingly, this amendment would simplify the statute, while still allowing those lacking access to a computer to easily obtain a copy.

Alan Birnbaum would be happy to discuss these proposed amendments with you and assist you in achieving your goal of eliminating unnecessary printing. He will also be attending the House State Affairs Committee meeting tomorrow and available to answer questions.

# LEGAL SERVICES

DIVISION OF LEGAL AND RESEARCH SERVICES  
LEGISLATIVE AFFAIRS AGENCY  
STATE OF ALASKA

(907) 465-3867 or 465-2450  
FAX (907) 465-2029  
Mail Stop 3101


State Capitol  
Juneau, Alaska 99801-1182  
Deliveries to: 129 6th St., Rm. 329

## MEMORANDUM

January 20, 2012

**SUBJECT:** State Affairs CS: Intent for commissioner exception to rule against printing reports, correction of conflicting statutory references to publication. (CSHB 182(STA) - Work Order No. 27-LS0573\D)

**TO:** Representative Bob Lynn  
Attn: Nancy Manly

**FROM:** Lisa Moritz Kirsch   
Legislative Counsel

In drafting the enclosed State Affairs CS it occurred to me that not all of the entities included in the definition of agency in AS 44.99.390 are under the immediate control of a commissioner. It was not clear to me whether the committee's intent was to allow non-commissioners like the President of the University of Alaska, or the Adjutant General of the Department of Military and Veterans' Affairs to make an exception, or that only a commissioner of a department could make exceptions.

Another consideration is those entities with independent management that are nonetheless included in a department--for example, the railroad and the Alaska Housing Finance Corporation. Under the attached committee substitute, the Commissioner of Commerce, Community, and Economic Development would need to approve an exception for the Alaska Railroad Corporation, and only the Commissioner of Revenue could approve an exception for the Alaska Housing Finance Corporation. Again, I do not know if it was the committee's intent to limit exceptions for these entities to those approved by a commissioner.

Another issue is the deletion of the "notwithstanding conflicting provisions of law" from proposed subsection AS 44.99.360(b). As the sponsor pointed out, there are many references in existing law to reports produced or published by agencies. By eliminating the qualifying term "annual" from "annual reports," the number of reports and the related statutory references has been increased.<sup>1</sup> Without the "notwithstanding" language a specific law directing an agency to print a report may take precedence.<sup>2</sup> As much as it

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<sup>1</sup> Also, it is possible that "reports" may now include such things as DPS laboratory reports, which are "distributed," though not to the public at large. See AS 12.45.084.

<sup>2</sup> Under the rules of statutory interpretation, a specific law will take precedence over a general law.

Representative Bob Lynn

January 20, 2012

Page 2

pains me to say it, to make this act effective, all provisions requiring printing of agency reports should be identified and specifically amended.<sup>3</sup>

LMK:plm  
12-035.plm

Enclosure

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<sup>3</sup> Unfortunately, these extensive amendments could not be achieved through the regular revisor's bill.

**CS FOR HOUSE BILL NO. 182(STA)**

**IN THE LEGISLATURE OF THE STATE OF ALASKA**

**TWENTY-SEVENTH LEGISLATURE - SECOND SESSION**

**BY THE HOUSE STATE AFFAIRS COMMITTEE**

**Offered:**

**Referred:**

**Sponsor(s): REPRESENTATIVES JOHANSEN, Kerttula, Hawker, Peggy Wilson, Petersen**

**A BILL**

**FOR AN ACT ENTITLED**

1 **"An Act relating to distribution of reports by state agencies."**

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

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

4 **Article 3A. Distribution of Agency Reports.**

5 **Sec. 44.99.360. Electronic distribution.** (a) A state agency required by statute  
6 to produce and distribute a report shall, if the agency has the technological capability  
7 to do so, provide copies electronically and post the report on the agency's Internet  
8 website in a manner accessible to the public. An agency may not produce print copies  
9 of reports except as

10 (1) required

11 (A) under AS 14.56.120;

12 (B) by agreement;

13 (C) by federal law; or

14 (2) requested under AS 44.99.370 or specifically approved by the  
15 commissioner of the department.

1           (b) Except as provided in (a) of this section, electronic distribution and  
2 electronic posting on a state agency's Internet website fulfills any obligation in state  
3 law to publish, prepare, present, or submit a report.

4           **Sec. 44.99.370. Print copy requests.** A person may obtain a print copy of a  
5 report from the state library distribution and data access center under AS 14.56.170.

6           **Sec. 44.99.390. Definition.** In AS 44.99.360 - 44.99.390, "state agency" means  
7 a department, institution, board, commission, division, authority, public corporation,  
8 committee, or other administrative unit of the executive branch of state government,  
9 including the University of Alaska, the Alaska Railroad Corporation, the Alaska  
10 Permanent Fund Corporation, and the Alaska Housing Finance Corporation.

# Alaska State Legislature



**Chairman**  
State Affairs Committee

**Member**  
Judiciary Committee  
Energy Committee  
Joint Armed Services Committee  
Military & Veterans Affairs Committee

**Finance Subcommittees**  
Administration  
Corrections  
Military and Veterans Affairs

*A Communication From*  
**REPRESENTATIVE BOB LYNN**  
**District 31 Anchorage**

**E-Mail:** Representative\_Bob\_Lynn@legis.state.ak.us

**Session:**  
Alaska State Capitol, #108  
Juneau, AK 99801-1182

Phone: (907) 465-4931  
Fax: (907) 465-4316  
Toll Free: (800) 870-4391

**Interim:**  
716 W. 4<sup>th</sup> Ave., #650  
Anchorage, AK 99501-2133

Phone: (907) 269-0205  
Fax: (907) 269-0207

## FAX

To: Legal Services

Fax #: 465-2029

From: Nancy Manly 465-2794  
Alaska State Capitol, Room 108  
Juneau, AK 99801-1182

# of Pages (including cover): 2

Phone: 907-465-4931  
Fax: 907-465-4316

Re HB 182 - Draft Final CS 27-LS0573\M

1/19/2012

HB 182 moved from the House State Affairs Committee with some amendments. Please draft a final CS with the amendments as follows:

Amendment #1 (Johansen) was broken out to 1A to 1E as follows: (see attached)

**Conceptual Amendment #1 to Amendment #1A (Seaton):** Line 11 after AS 44.99.370  
**insert or specifically approved by the Commissioner of the Department.**

**Amendment #1B, #1C, #1D and #1E (Johansen)** Approved as written

**Amendment #2 (Johansen)**  
Strike Section 1

**Conceptual Amendment #3 (Johansen)**  
Delete "Annual" everywhere it is located in the bill

**Conceptual Amendment #4 (Johansen)**  
Page 2 Line 9 **insert: Alaska Permanent Fund Corp. and Alaska Housing Finance Corp.**

Johansen

PROPOSED DRAFT  
AMENDMENT #1

OFFERED IN THE HOUSE  
STATE AFFAIRS COMMITTEE  
TO: HB 182

Page 1, line 12:

- 1A Delete "reports unless requested under AS 44.99.370"  
Insert "reports, except as  
(1) required  
(A) under AS 14.56.120;  
(B) by agreement; or  
(C) by federal law; or  
(2) requested under AS 44.99.370."

*Amendment 1A was  
Amended*

Page 1, line 13:

- 1B Delete "(b) Notwithstanding conflicting provisions of law"  
Insert "(b) Except as provided in (a) of this section"

Page 1, line 14:

- 1C Following "obligation in":  
Insert "state"

Page 2, lines 1-5:

- 1D Delete all material and insert:  
"Sec. 44.99.370. **Print copy requests.** A person may obtain a print copy of an annual report from the state library distribution and data access center under AS 14.56.170."

Page 2, line 6:

- 1E Delete "sections 44.99.360 - 44.99.390,"  
Insert "AS 44.99.360 - 44.99.390,"

## Nancy Manly

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**From:** Nancy Manly  
**Sent:** Thursday, January 19, 2012 11:40 AM  
**To:** Will Vandergriff; Jeremiah Campbell  
**Subject:** COMMITTEE ACTIVITY - House State Affairs Committee 1/19/2012

1/19/2012

The House State Affairs Committee heard and moved two pieces of legislation from committee today. They were:

**HB 182** (Johansen) – Electronic Distribution of Agency Reports. MOVED FROM COMMITTEE with a number of amendments. The bill changes the publication requirements for all departments and state agencies from a printed document to an electronic format that is posted on the agencies website and is easily accessible to the public.

**HB 216** (Wilson) – Regulations: Informative Summary Bills. MOVED FROM COMMITTEE with several amendments. HB 216 addresses problems related to the slow manner in which regulations are sometimes implemented and the confusing language of regulations. HB 216 would require that the legislature set up a time to have regulations completed and ready to implement and require agencies to provide descriptive summaries of proposed changes to regulations.

Nancy Manly, Chief of Staff and  
House State Affairs Committee Aide *for*  
**Representative Bob Lynn**  
**House District 31**  
907-465-2794 Fax: 907-465-4316

SSA CS

**HOUSE BILL NO. 182**

IN THE LEGISLATURE OF THE STATE OF ALASKA

TWENTY-SEVENTH LEGISLATURE - FIRST SESSION

BY REPRESENTATIVES JOHANSEN, Kerttula, Hawker, Peggy Wilson, Petersen

Introduced: 3/9/11

Referred: State Affairs, Finance

**A BILL**

**FOR AN ACT ENTITLED**

1 "An Act relating to distribution of annual reports by state agencies."

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

Strike [

3 \* **Section 1.** The uncodified law of the State of Alaska is amended by adding a new section  
4 to read:

5 **SHORT TITLE.** This Act may be known as the Paperwork Reduction Act.

6 \* **Sec. 2.** AS 44.99 is amended by adding new sections to read:

7 **Article 3A. Distribution of Annual Reports.**

8 **Sec. 44.99.360. Electronic distribution.** (a) A state agency required by statute  
9 to produce and distribute an <sup>cut</sup>[annual] report shall, if the agency has the technological  
10 capability to do so, provide copies electronically and post the <sup>cut</sup>[annual] report on the  
11 agency's Internet website in a manner accessible to the public. An agency may not  
12 produce print copies of <sup>cut</sup>[annual] reports unless requested under AS 44.99.370.

13 (b) Notwithstanding conflicting provisions of law, electronic distribution and  
14 electronic posting on a state agency's Internet website fulfills any obligation in law to  
15 publish, prepare, present, or submit an <sup>cut</sup>[annual] report.

1           **Sec. 44.99.370. Print copy requests.** A person may order printed copies of an  
2 <sup>cut</sup> [annual] report from a state agency under AS 40.25.100 - 40.25.295. Appropriate  
3 printing or copying fees shall be determined under AS 40.25.110. A state agency may  
4 reduce or waive a fee when the state agency determines that the reduction or waiver is  
5 in the public interest.

6           **Sec. 44.99.390. Definition.** In sections 44.99.360 - 44.99.390, "state agency"  
7 means a department, institution, board, commission, division, authority, public  
8 corporation, committee, or other administrative unit of the executive branch of state  
9 government, including the University of Alaska, ~~and~~ the Alaska Railroad Corporation,  
*the Alaska Permanent Fund Corporation, and the*  
*Alaska Housing Finance Corporation.*

# FISCAL NOTE

**STATE OF ALASKA**  
**2012 LEGISLATIVE SESSION**

Bill Version HB 182  
 Fiscal Note Number \_\_\_\_\_  
 () Publish Date \_\_\_\_\_

Identifier (file name) HB182-GOV-OMB-1-13-2012 Dept. Affected All  
 Title An Act relating to distribution of annual reports by state agencies. Appropriation \_\_\_\_\_  
 Allocation \_\_\_\_\_  
 Sponsor Johansen  
 Requester House State Affairs OMB Component Number \_\_\_\_\_

**Expenditures/Revenues** (Thousands of Dollars)

Note: Amounts do not include inflation unless otherwise noted below.

|                               | FY13<br>Appropriation<br>Requested | Included in<br>Governor's<br>FY13<br>Request | Out-Year Cost Estimates |      |      |      |      |      |
|-------------------------------|------------------------------------|--|-------------------------|------|------|------|------|------|
|                               |                                    |  | FY13                    | FY14 | FY15 | FY16 | FY17 | FY18 |
| <b>OPERATING EXPENDITURES</b> |                                    |  |                         |      |      |      |      |      |
| Personal Services             | ***                                | ***  | ***                     | ***  | ***  | ***  | ***  | ***  |
| Travel                        |                                    |  |                         |      |      |      |      |      |
| Services                      |                                    |  |                         |      |      |      |      |      |
| Commodities                   |                                    |  |                         |      |      |      |      |      |
| Capital Outlay                |                                    |  |                         |      |      |      |      |      |
| Grants, Benefits              |                                    |  |                         |      |      |      |      |      |
| Miscellaneous                 |                                    |  |                         |      |      |      |      |      |
| <b>TOTAL OPERATING</b>        | ***                                | ***  | ***                     | ***  | ***  | ***  | ***  | ***  |

| <b>FUND SOURCE</b> |                  | (Thousands of Dollars) |     |     |     |     |     |     |
|--------------------|------------------|------------------------|-----|-----|-----|-----|-----|-----|
| 1002               | Federal Receipts |                        |     |     |     |     |     |     |
| 1003               | GF Match         |                        |     |     |     |     |     |     |
| 1004               | GF               |                        |     |     |     |     |     |     |
| 1005               | GF/Prgm (DGF)    |                        |     |     |     |     |     |     |
| 1037               | GF/MH (UGF)      |                        |     |     |     |     |     |     |
| 1178               | temp code (UGF)  |                        |     |     |     |     |     |     |
| <b>TOTAL</b>       |                  | ***                    | *** | *** | *** | *** | *** | *** |

| <b>POSITIONS</b> |  |  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|--|--|
| Full-time        |  |  |  |  |  |  |  |  |
| Part-time        |  |  |  |  |  |  |  |  |
| Temporary        |  |  |  |  |  |  |  |  |

| <b>CHANGE IN REVENUES</b> |  |  |  |  |  |  |  |  |
|---------------------------|--|--|--|--|--|--|--|--|
|                           |  |  |  |  |  |  |  |  |

**Estimated SUPPLEMENTAL (FY12) operating costs** \_\_\_\_\_ (separate supplemental appropriation required)  
 (discuss reasons and fund source(s) in analysis section)

**Estimated CAPITAL (FY13) costs** \_\_\_\_\_ (separate capital appropriation required)  
 (discuss reasons and fund source(s) in analysis section)

**Why this fiscal note differs from previous version (if initial version, please note as such)**

Updated for the 2012 legislative session and the analysis section.

Prepared by Arnold Liebelt, Policy Analyst  
 Division Office of Management and Budget  
 Approved by Karen Rehfeld, Director  
Office of Management and Budget

Phone 907-465-4676  
 Date/Time 1/13/12 11:30 PM  
 Date 1/13/2012

FISCAL NOTE

STATE OF ALASKA  
2012 LEGISLATIVE SESSION

BILL NO. HB 182

**Analysis**

This Legislation requires that annual reports of all state agencies may only be made available electronically. An agency may not produce printed copies of annual reports unless specifically requested by an individual or if conflicts exist with provisions of law.

This legislation will overall result in a cost savings to the state, but the amount of the savings is inconclusive. The estimated cost for printing state agency annual reports is \$150,000. This includes over 23,000 copies from agencies that currently print and distribute annual reports. Several departments currently distribute annual reports only electronically and do not realize contracted printing costs. These include the Department of Law, the Alaska Judicial Council, the Department of Corrections, and the Alaska Court System. Most Departments already post annual reports as PDF documents on their websites. Other agencies, such as the Alaska Commission on Judicial Conduct, send notifications informing people that their reports can be downloaded from their website and that a report will only be sent to them if requested.

It's worth noting that producing annual reports is not linear. The fewer reports that are produced the greater the cost per report. So if at least one report needs to be produced, the cost of that one report could be quite high.

27-LS0573M  
Kirsch  
4/11/11

**CS FOR HOUSE BILL NO. 182( )**  
**IN THE LEGISLATURE OF THE STATE OF ALASKA**  
**TWENTY-SEVENTH LEGISLATURE - FIRST SESSION**

**BY**

**Offered:**  
**Referred:**

**Sponsor(s): REPRESENTATIVES JOHANSEN, Kerttula, Hawker, Peggy Wilson**

**A BILL**  
**FOR AN ACT ENTITLED**

1 **"An Act relating to distribution of annual reports by state agencies."**

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

3 \* **Section 1.** The uncodified law of the State of Alaska is amended by adding a new section  
4 to read:

5 **SHORT TITLE.** This Act may be known as the Paperwork Reduction Act.

6 \* **Sec. 2.** AS 44.99 is amended by adding new sections to read:

7 **Article 3A. Distribution of Annual Reports.**

8 **Sec. 44.99.360. Electronic distribution.** (a) A state agency required by statute  
9 to produce and distribute an annual report shall, if the agency has the technological  
10 capability to do so, provide copies electronically and post the annual report on the  
11 agency's Internet website in a manner accessible to the public. An agency may not  
12 produce print copies of annual reports unless required under AS 14.56.120(a) or  
13 requested under AS 14.56.170.

14 (b) Notwithstanding conflicting provisions of law, electronic distribution and  
15 electronic posting on a state agency's Internet website fulfills any obligation in law to

1 publish, prepare, present, or submit an annual report.

2 (c) In this section, "state agency" means a department, institution, board,  
3 commission, division, authority, public corporation, committee, or other  
4 administrative unit of the executive branch of state government, including the  
5 University of Alaska and the Alaska Railroad Corporation.

HB 182, Changes to CS

\*Section 2 - exempts AS 14.56.120(a) and AS 14.56.170 from the print restrictions in this bill. 56.120 allows the State Library to continue to receive 4 copies of every state agency publication and 56.170 is in compliance with distribution of state publications and research data.

Additional Documents  
*for*  
**HB 182**

27-LS0573\B  
Kirsch  
4/4/11

**CS FOR HOUSE BILL NO. 182( )**  
**IN THE LEGISLATURE OF THE STATE OF ALASKA**  
**TWENTY-SEVENTH LEGISLATURE - FIRST SESSION**

**BY**

**Offered:**  
**Referred:**

**Sponsor(s): REPRESENTATIVES JOHANSEN, Kerttula, Hawker, Peggy Wilson**

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(b) Notwithstanding conflicting provisions of law, electronic distribution and electronic posting on a state agency's Internet website fulfills any obligation in law to

1 publish, prepare, present, or submit an annual report.

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3 annual report from a state agency under AS 40.25.100 - 40.25.295. Appropriate  
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8 a department, institution, board, commission, division, authority, public corporation,  
9 committee, or other administrative unit of the executive branch of state government,  
10 including the University of Alaska and the Alaska Railroad Corporation.

## HB 182, Changes to CS

The CS work draft makes a change on pg. 1, lines 12-13 where it exempts AS 14.56.120 from the print restrictions in this bill. This allows the State Library to continue to receive its 4 copies of every state agency publication.

These printed documents are valuable to the library because they distribute them to the library depository system, this way people all over the state and in Washington DC can request to borrow a printed copy if they desire one.

**House Bill 182**  
**As it relates to the Alaska State Library and**  
**Alaska's Depository Program (AS 14.56)**

**Benefits of the Bill**

1. It gives the state an opportunity to examine the status of its government document publishing methods and take time to develop a plan that will be positive for expanding access, preserving digital content effectively, and using funding wisely.
2. It is a chance to highlight the significance of the Alaska State Library's and State Archives' roles in caring for government information.
3. It gives the Division of Libraries, Archives & Museums a chance to provide expert advice on how people retrieve and use government information and the optimum preservation methods.
4. It is perhaps an opportunity to review funding for and/or establish multi-agency alliances to cover the costs of a comprehensive, digital preservation program.

**Concerns that Arise**

1. Accurate assessment of costs of paper vs. electronic document preservation is needed. Since digital preservation is still an emerging field, there is some debate over costs differences over both the short-term and long-term (see cost section below). Digital-born documents are firmly entrenched in our present and future; within the funding available to the State Library, we are already making significant attempts to preserve digital content.
2. No single agency (e.g., the State Library) should bear the brunt of printing costs and staff time previously associated with the individual agencies. Requiring each agency to produce a document that can be easily posted to the web and easily printed out by the agency so that they can send eight copies to the Depository Program would be ideal. Over time, the State Library's digital preservation programs may develop enough that the need for the print copies could diminish, but currently, given media longevity concerns, print has a much longer shelf life than electronic documents (see longevity section below). The other advantage to a print-ready document is that other users, at home or in libraries, can easily print out the publication if they choose to do so.
3. Not all graphics show up well online or in black-and-white print. If the publication has color graphics and/or pages of varying sizes, the agency will need to adjust its printing methods to accommodate these variations.
4. It is a significant challenge for the State Library to search out all government publications in order to add them to its collection. Development of a practical system for the agencies to fulfill their obligation to provide the library with copies of the publication would be helpful. If the state does eventually develop a site similar to the Online Public Notice system for posting all State of Alaska publications, that may create a database of electronic documents that the State Library could then crawl and harvest for digital preservation purposes.
5. Not all Alaskans have easy access to a computer with reliable Internet. Nor do all Alaskans have the computer literacy skills necessary to access online publications. Providing a handful of copies in print

- to the State Publications Program will go far to meet the needs of these individuals and remove some of the burden on public libraries to print all or part of the materials. Alaska's interlibrary loan system can deliver publications to libraries both within and outside the state when necessary.
6. Storage of electronic documents in either the State Library or State Archives has its challenges including costs (see cost section below) and media longevity issues (see longevity section below). It will take considerable effort and funding to develop and maintain a digital preservation program that would effectively put into place the plans, tools and staffing necessary to regularly manage ingestion of documents/records, provide portals of access that meet user needs, back up the data in case of disaster, and transfer the material as technology become obsolete.
  7. Digital material, on government agency websites as well as others, is often precarious and ephemeral. Perhaps with the best of intentions, it is often removed or "fixed" with no notice and no preservation of the original.

### **Alaska State Library, Management of State Publications**

#### ***Alaska State Publications Program***

The Alaska State Library (ASL) currently manages the Alaska State Publications Program found at <http://library.state.ak.us/asp/asp.html>. This program is mandated by Alaska Statute 14.56, the State Library Distribution and Data Access Center. Although the statute states that four copies are minimum, it allows for more. To assure the needed public access to the materials and to preserve the content, ASL requests that agencies send eight copies; these are distributed to Alaskan depository libraries and to the Library of Congress. At least one copy is available for interlibrary loan requests. The benefits of the program to state government are numerous:

- State publications are cataloged and these records are web-searchable through individual library catalogs and a national database, [www.worldcat.org](http://www.worldcat.org), which makes the contents readily available.
- Agencies can refer public requests for these materials to libraries, particularly when the publications are out-of-print and not online.
- Depository library staff is trained on how to properly handle, store and retrieve the items when needed.
- State agencies regularly contact ASL to access historic materials they no longer hold in their offices. Sometimes the material is available online and sometimes it is in print.
- State agency annual reports have been produced since the beginning of statehood and are one of the most frequently used state government publications. They provide important details on the accomplishments and goals of an agency.

Electronic documents are important for widespread public access and search capabilities. Note that generally whenever ease of access increases, the life expectancy of the media decreases (*From distribution to preservation of digital documents* by Christian Rossi at <http://eprints.rclis.org/bitstream/10760/13219/1/preservation.html>). Therefore, ASL actively works with digital documents, but takes a conservative approach to best ensure the longevity of the publications. No preservation method is *the* solution, so ASL has chosen to invest in multiple methods in

order to fully capture and preserve electronic material produced by the state. In addition to the physical documents received from state agencies, ASL preserves digital content in the following ways:

### LOCKSS

LOCKSS stands for *Lots of Copies Keep Stuff Safe* (<http://lockss.stanford.edu/lockss/Home>).

When ASL receives a print document from a state agency, the cataloger adds the new document to the catalog and checks to see if there is an electronic version on the agency's website. If there is, she adds the URL to the catalog record (see #1 below) and she downloads a copy of the document, usually a PDF, onto the ASL web server in a file organized by fiscal year and month. Each copy is assigned a unique number and is then accessible on the Internet via a web browser search or via a catalog search as she adds this new URL into the catalog as well (see #2 below). The LOCKSS method is used to "back up" these copies by crawling ASL web files and storing them on a server that is set up for the materials. The beauty of the LOCKSS program is that other libraries have chosen to store ASL content on their own servers (AKA boxes) via a mirror system. This system compares data in each of the boxes and if a file somehow disappears or is corrupted, that file will be corrected. Ideally, you need at least six LOCKSS sites; ASL has about forty, so a solid system is in place.

A Fish and Game document record in ASL catalog:

|   |   |                |
|---|---|----------------|
| <b>Alaska Salmon Fisheries Enhancement Program 2010 annual report</b> |   | Change Display |
| White, Bruce A. (Bruce Anthony), 1958-                                |   |                |
| <b>Personal Author:</b>   | White, Bruce A. (Bruce Anthony), 1958-  |                |
| <b>Title:</b>   | Alaska Salmon Fisheries Enhancement Program 2010 annual report / by Bruce White.  |                |
| <b>Publication info:</b>  | Anchorage : Alaska Dept. of Fish and Game, Division of Sport Fish, Research and Technical Services, [2011]  |                |
| <b>Physical descrip:</b>  | ii, 47 p. : ill., maps ; 28 cm.   |                |
| <b>Series:</b>  | Fishery management report ; no. 11-04   |                |
| <b>General Note:</b>  | "Alaska Department of Fish and Game, Divisions of Sport Fish and Commercial Fisheries"--Cover.  |                |
| <b>General Note:</b>  | "February 2011."  |                |
| <b>Summary:</b>   | Reports on the Alaska Department of Fish and Game's 2010 salmon rehabilitation and enhancement projects.  |                |
| <b>Other forms:</b>   | Also available in electronic format via Internet.   |                |
| <b>Technical Details:</b>   | This item was harvested from the Dept. of Fish and Game web site: <a href="http://www.adfg.alaska.gov/FedAidPDFs/FMR11-04.pdf">http://www.adfg.alaska.gov/FedAidPDFs/FMR11-04.pdf</a> in March 2011 for the Alaska State Publications Program; remote access available via StaticURL. |                |
| <b>Subject term:</b>  | Pacific salmon--Productivity--Alaska--Statistics.   |                |
| <b>Subject term:</b>  | Fish culture--Alaska.   |                |
| <b>Subject term:</b>  | Hatchery fishes--Alaska.  |                |
| <b>Subject term:</b>  | Fish hatcheries--Alaska.  |                |
| <b>Subject term:</b>  | Fishery resources--Alaska.  |                |
| <b>Added author:</b>  | Alaska. Division of Sport Fish.   |                |
| <b>Added author:</b>  | Alaska. Division of Commercial Fisheries.   |                |
| <b>Series:</b>  | Fishery management report (Anchorage, Alaska) ; no. 11-04.  |                |
| <b>Internet Access:</b>   | <a href="http://library.state.ak.us/asp/edocs/2011/03/ocn708669435.pdf">http://library.state.ak.us/asp/edocs/2011/03/ocn708669435.pdf</a>   |                |

# 1 - Agency URL for the document.

#2 - Copy on ASL web server.  
Permanent URL serves as a back-up for agency copy if removed from their site.

### Archive-It

ASL realizes that not all publications are sent to the Depository Program and some valuable state agency information is contained on the web in a non-traditional publication format. As such, it uses a system

called Archive-It to capture, archive, index and make publically accessible State agency websites. ASL Archive-It content is found online at <http://archive-it.org/public/partner.html?id=305>. You will see search box in the upper left where you can search the full-text of the majority of website content. Some content is not captured due to the file types, preventative code, etc. Another way to access the archived materials is via the Internet Archives wayback machine at <http://www.archive.org/web/web.php>. Simply enter a State of Alaska URL and you will see the capture dates that will lead you to the sites.

### **Longevity of Various Media**

Putting a report on a CD does not assure that the information is preserved or that it will be publically available long-term. The average CD-R has a life expectancy of ten years or less because popularity of storage mediums change quickly, thus rendering formats obsolete. To get a feel for materials that died a quick death or are at risk, visit the University of Michigan's Chamber of Horrors at <http://www.icpsr.umich.edu/dpm/dpm-eng/oldmedia/chamber.html>. Compare a CD's ten-year life expectancy with:

- Properly stored microfilm that will last 500 years or more (see NDCC *Microfilm and Microfiche* leaflet at <http://www.nedcc.org/resources/leaflets/6Reformatting/01MicrofilmAndMicrofiche.php>)
- Paper that can last up to several hundred years (see *The Nature of Permanence* article at <http://cool.conservation-us.org/byorg/abbey/napp/perman.html>)

### **Overviews on Digital Preservation**

1. *Digital Preservation Management: Implementing Short-Term Strategies for Long-Term Problems*. Excellent tutorial by experts in the field.

<http://www.icpsr.umich.edu/dpm/dpm-eng/introduction.html>

A weighty quote from their tutorial: "Even with optimal media selection, potential physical damage to all hardware components must be evaluated, acknowledged, and considered carefully and safeguards in terms of equipment, policies and procedures, and expertise must be incorporated.

"Furthermore, media selection and hardware integrity are only part of the complex chain of considerations to ensure long-term preservation. Storage media that is physically intact is only useful if the data it contains can be accessed and rendered into a human-readable form. For now, obsolescence is a clear and present danger to digital information, and proactive plans for handling the issue must be a part of any digital preservation program."

2. North Carolina's Digital Preservation page for State Employees. Helps provide background on digital preservation. <http://digitalpreservation.ncdcr.gov/index.html>
3. Library of Congress, Leading the way on significant digital preservation efforts <http://www.digitalpreservation.gov/>

### **Digital Preservation Costs**

1. *Sustainable Economics for a Digital Planet: Ensuring Long-Term Access to Digital Information* [http://brtf.sdsc.edu/biblio/BRTF\\_Final\\_Report.pdf](http://brtf.sdsc.edu/biblio/BRTF_Final_Report.pdf)

2. *Keeping research data safe: JISC research data digital preservation costs study*  
<http://discovery.ucl.ac.uk/9034/>
3. Lifeshare Case Study found that digitizing “a collection of monographs in-house is the most cost efficient method of preserving it over time, despite being several hundred percent more expensive than physical conservation in the first instance.”  
<http://lifeshareproject.wordpress.com/2011/02/02/physical-conservation-vs-digital-preservation-a-cost-comparison/>

### **Other Considerations**

Digital Authentication will not apply to annual reports, but will come into play with other documents if the online version is chosen as the authoritative, legal and trusted version. Leading the way is the U.S. Government Printing Office with their explanation about digital signatures on PDF at <http://www.gpoaccess.gov/authentication/>.



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**Consider Employment Law** The LSAC's Official Site Has The Info You Need To Start Preparing! [www.ExposedLaw.biz](http://www.ExposedLaw.biz)

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Alaska Statutes.  
 Title 14. Education, Libraries, and Museums  
 Chapter 56. State and Community Libraries  
 Section 120. Deposit of Publications and Research Data.

previous: [Section 110](#). Regulations.  
 next: [Section 123](#). Liaison With Center.

### AS 14.56.120. Deposit of Publications and Research Data.

- (a) Each state agency shall deposit, upon release, at least four copies of each of its state publications in the center. Additional copies of each publication may be requested by the center for deposit in quantities necessary to meet the needs of the depository library system and to provide inter-library service to those libraries not having depository status.
- (b) Each state agency shall notify the center of the creation of all data published or compiled by or for it at public expense, including automated data bases, and provide for its accessibility through the center unless the data is protected by the constitutional right to privacy or is of a type stated by law to be confidential or the agency is otherwise prohibited by law from doing so.
- (c) The center is also a depository for publications of municipalities and regional educational attendance areas, including surveys and studies produced by a municipality or regional educational attendance area or produced for it on contract. Four copies of each publication produced for a municipality or regional educational attendance area may be deposited with the center for record and distribution purposes.
- (d) Each municipality or regional educational attendance area may notify the center of the creation of all data published or compiled by or for it at public expense and provide for its accessibility through the center, unless the data is protected by the constitutional right to privacy or is of a type stated by law to be confidential or the municipality or regional educational attendance area is otherwise prohibited by law from doing so.
- (e) When a research project or study is conducted for a person by a state agency, a municipality, or a regional educational attendance area, even though no state funding is involved, the state agency, municipality, or regional educational attendance area shall request that person for permission to make copies of its final report available to the center under AS 14.56.090 - 14.56.180. If permission is granted, the report shall be deposited with the center.

*Amend HB 182 to exclude copies listed under AS 14.56.120*  
*Does go to AK State Library - asl@alaska.gov*

# Alaska State Legislature

*Interim:*

50 Front Street, Suite 203  
Ketchikan, AK 99901  
Phone: (907) 247-4672  
Fax: (907) 225-7157



*Session:*

State Capitol, Room 114  
Juneau, AK 99801-1182  
Phone: (907) 465-3424  
Fax: (907) 465-3793

Representative Kyle Johansen  
House District 1

DATE: March 9, 2011  
TO: Rep Bob Lynn, Chair, House State Affairs Committee  
FROM: Rep. Kyle Johansen   
RE: Hearing request for HB 182, "An Act relating to distribution of annual reports by state agencies."

I kindly request a hearing for HB 182 in the House State Affairs Committee.  
Additionally, I request that the Ketchikan LIO be teleconferenced for the hearing.

# Alaska State Legislature

*Interim:*

50 Front Street, Suite 203  
Ketchikan, AK 99901  
Phone: (907) 247-4672  
Fax: (907) 225-7157



*Session:*

State Capitol, Room 114  
Juneau, AK 99801-1182  
Phone: (907) 465-3424  
Fax: (907) 465-3793

## Representative Kyle Johansen

House District 1

HB 182 - "An Act relating to distribution of annual reports by state agencies."

Under AS 44.99.200, state agencies are required to produce a published annual report, where "published" means printed on paper. The purpose of publishing the report is to "promote simplicity, low cost, and consistency."

This bill changes the publication requirements for all departments and state agencies, including the University of Alaska and the Alaska Railroad, from a printed document to an electronic format that is posted on the agency's website and is easily accessible to the public.

Most of the statutes that provide for a printed document were written long before the advent of the modern technology that makes the reports accessible online today. The printed publishing of reports costs Alaska taxpayers over \$1.6 million annually. These reports cost \$12-\$25 per copy and are automatically delivered to all 60 legislative offices and many other offices in the government system. The vast majority of these reports go unused as the information is readily accessible in an online format.

Some groups or people in specific areas of the state may not have internet access and Section 44.99.370 of this bill allows for the request of a printed report. Common practice has been to provide individual copies free of charge, but if a large quantity were ordered the appropriate fee is determined under AS 40.25.110.

# LEGISLATIVE RESEARCH REPORT

NOVEMBER 3, 2005



REPORT NUMBER 06.032

## ANNUAL REPORT DISTRIBUTION REQUIREMENTS

PREPARED FOR REPRESENTATIVE MAX GRUENBERG

BY BECKY TAYLOR, LEGISLATIVE ANALYST

You asked about annual report distribution by state agencies and departments. Specifically, you wished to know what the distribution requirements are for these reports, whether the law requires reports to be printed, and if distributing reports electronically would be more cost effective.

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### DISTRIBUTION REQUIREMENTS FOR ANNUAL REPORTS

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As you know, Alaska laws require certain state agencies to produce annual reports. These laws often establish what information the report must contain, and to whom it must be distributed. Distribution requirements vary; however, often agencies must distribute reports to the Legislature, the Governor, and the public. The majority of statutes on the subject do not specify what form an annual report must take, and we were unable to identify any general requirement that all agencies produce a printed report. AS 44.99.200 authorizes the Department of Administration to establish standards for the production of state publications, which are outlined in the publication section of the Alaska Administrative Manual (AAM 83). These standards are focused on printing methods and do not address distribution requirements or methods. AS 44.99.200 does state that the standards "shall be designed to promote simplicity, low cost, and consistency." Many of the statutes and regulations regarding annual reports may have been written before electronic distribution was a possibility.<sup>1</sup>

We identified a number of specific instances in which an organization is required by law or regulation to produce an annual report in a certain format. For example, AS 41.08.030 requires the Division of Geological and Geophysical Surveys to print and publish their annual report. Pursuant to 23 AAC 40.010, the Office of Victim's Rights must post an annual report on their web

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<sup>1</sup> Personal Communication from Vern Jones, chief procurement officer, Division of General Services, Department of Administration. Mr. Jones can be reached at (907) 465-5684.

site. Many statutes contain language that is not specific about the format of the report, such as the following section of AS 37.13.170, relating to the Permanent Fund Corporation:

By September 30 of each year, the board shall publish a report of the fund for distribution to the governor and the public. The board shall notify the legislature that the report is available. The report shall be written in easily understandable language.<sup>2</sup>

The only statute that we identified that applies generally to the distribution of annual reports is the requirement under AS 14.56.120 that state agencies submit several copies of any publication they produce to the Alaska State Library (ASL) for the State Publication Program. The State Library then distributes these documents to Alaska Depository Libraries in Juneau, Anchorage, Fairbanks, and Washington, D.C. One of the goals of the program is to ensure that state publications are accessible to all Alaskans. Alaskans can request to have materials sent to their local library through inter-library loan. The Publication Program also maintains older state documents that an agency may no longer be able to provide.<sup>3</sup>

According to ASL personnel, the library distribution requirement can be satisfied with electronic documents. One librarian, nevertheless, expressed concern that digital materials may be more difficult to preserve, and that some constituents who request materials through inter-library loan may have difficulty with the format.<sup>4</sup>

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## THE IMPACT OF TECHNOLOGY

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Many organizations that are mandated by Alaska law to produce annual reports already post the documents on-line. Agencies that post their annual reports on-line may also produce a printed copy, but some agencies appear to be cutting back on the number of printed copies they generate. According to Michael Matthews, with the Alaska Bureau of Vital Statistics, his agency has reduced the number of printed copies they produce as more people have started using the Internet.<sup>5</sup> The Regulatory Commission of Alaska (RCA) has cut the number of annual reports that it prints in half in recent years. The RCA still mails printed copies of their annual report to all Alaska Legislators, although AS 42.05.211 and AS 42.06.220 appear to require that the agency only, "notify" the legislature that the report is available.<sup>6</sup>

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<sup>2</sup> The word "publish" is frequently included in similar statutes. While "publish" may imply print, the relevant definition in *Black's Law Dictionary* is simply, to "distribute" copies of a work to the public. Bryan A. Garner, ed., *Black's Law Dictionary*, 8<sup>th</sup> ed., St. Paul, MN, West, 2004, p. 1268.

<sup>3</sup> For more information about the Alaska State Publications Program, see the Alaska State Library website at <http://www.library.state.ak.us/asp/>.

<sup>4</sup> Personal communication from Daniel Cornwall, government publications librarian, Alaska State Library. Mr. Cornwall can be reached at (907) 465-2927.

<sup>5</sup> Personal communication from Michael Matthews, research analyst, Bureau of Vital Statistics, Alaska Department of Health and Social Services. Mr. Matthews can be reached at (907) 465-8602.

<sup>6</sup> Personal communication from Grace Salazar, chief of Consumer Protection & Information, Regulatory Commission of Alaska. Ms. Salazar can be reached at (907) 263-2134.

A number of agencies are saving money by reducing the number of printed copies they produce. For example, printing costs for the RCA annual report are as follows:

| <b>Regulatory Commission of Alaska Annual Report Printing Costs</b> |                 |               |            |
|---|-----------------|---------------|------------|
| Fiscal Year   | Reports Printed | Cost per Copy | Total Cost |
| 2003  | 400             | \$11.09       | \$4,436    |
| 2004  | 200             | \$6.62        | \$1,324    |
| Cost Reduction  |                 |               | \$3,112    |

**Source:** Cost per copy is included in the FY2003 and FY2004 annual reports available at <http://www.state.ak.us/rca/AnnualReport/>. The number of copies produced was provided by Grace Salazar.

Similarly, we show printing costs for the Alaska Permanent Fund Corporation (APFC) below:

| <b>Alaska Permanent Fund Corporation Annual Report Printing Costs</b> |                 |               |            |
|---|-----------------|---------------|------------|
| Fiscal Year   | Reports Printed | Cost per Copy | Total Cost |
| 2004  | 2,500           | \$7.85        | \$19,625   |
| 2005  | 1,500           | \$7.24        | \$10,860   |
| Cost Reduction  |                 |               | \$8,765    |

**Source:** Cost per copy is included in the FY2004 and FY 2005 annual reports available at <http://www.apfc.org/publications/AnRptArch.cfm>. The number of copies produced was provided in a personal communication from Laura Achee, director of communications, Alaska Permanent Fund Corporation. Ms. Achee can be reached at (907) 465-2047.

**Note:** Costs for printing the APFC annual report are paid with Permanent Fund earnings, and do not come out of the general fund.

The Alaska Housing Finance Corporation (AHFC) posts the annual report on-line, and distributes the document on compact discs (CDs) which are easy to circulate, and can also be used as a marketing tool. The AHFC estimates that switching from printed reports to CDs has saved \$10,000 to \$15,000 a year. A printed annual report costs \$8 to \$12 to produce, while producing a CD and cover costs only \$1.70. Corporate communications officer, Sherrie Simmonds, notes that because of the large file size, sending the extensive report by email would not be feasible. The AHFC will print a hard copy of the annual report in-house for anyone who requests one; however, they only receive one or two requests a year for paper copies.<sup>7</sup> The Alaska Division of Oil & Gas also mails copies of its annual report on CD to individuals who are not able to download the large files from the division's website.<sup>8</sup>

In addition to reducing printing costs, increased use of technology may be helping to reduce postage costs as well. Some agencies are shortening their mailing lists in response to the increased use of on-line documents. For example, The RCA stopped routinely mailing annual reports to regulated utilities several years ago; now they only mail reports to utilities that

<sup>7</sup> Personal communication from Sherrie Simmonds, corporate communications officer, Alaska Housing Finance Corporation. Ms. Simmonds can be reached at (907) 330-8447.

<sup>8</sup> Personal communication from Brian Havelock, natural resources specialist, Division of Oil & Gas, Alaska Department of Natural Resources. Mr. Havelock can be reached at (907) 269-8807.

specifically request a printed copy.<sup>9</sup> According to personnel in several agencies we contacted, while the use of electronic distribution can help reduce printing and postage costs, the majority of the cost of generating an annual report is the amount of staff time needed to gather and arrange all of the information.

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## CHALLENGES TO ELECTRONIC DISTRIBUTION

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Electronic distribution could be more cost effective than printing and mailing documents for state agencies that already possess the technological resources necessary to send files by email or post them on their website. Indeed, it seems that several state agencies have recognized the opportunity to cut costs by relying more heavily on technology in their distribution of reports. Electronic distribution, however, could potentially be more costly for recipients of the documents, particularly in rural areas that may rely on slow, long distance dial up services. Distributing annual reports on CD provides a way around the challenge of opening large documents with a slow Internet service, but still requires recipients to have computer access. The consumer would also bear any printing cost.

Some agencies expressed concern that switching to electronic distribution exclusively would prevent certain constituents from having access to the reports, or make the reports difficult to read. For example, the Bureau of Vital Statistics sends copies of its annual report to rural health care facilities, many of which may have slow, unreliable Internet connections.<sup>10</sup> Laura Achee, the director of communications for the APFC, commented as follows:

State law directs us to "publish the report for distribution to . . . the public." Not every Alaskan has easy access to a computer and printer, so we will always have to have print copies available for those who request one. State law also directs us to write the report in "easily understood language." I think following the spirit of that means we should also be able to provide the report in an easily accessible format for each Alaskan, which for many may be print. The size and complexity of the document can make it difficult to review online.

A number of agencies already use electronic distribution to reduce printing costs. It appears that state agencies could distribute reports solely in electronic form; however, this could transfer printing and access costs from the agency to the recipient, and may adversely impact residents who lack the necessary technology.

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I hope you find this information to be useful. Please do not hesitate to contact us if you have questions or need additional information.

---

<sup>9</sup> Grace Salazar.

<sup>10</sup> Michael Matthews.



# LEGISLATIVE RESEARCH SERVICES

Alaska State Legislature  
Division of Legal and Research Services  
State Capitol, Juneau, AK 99801

(907) 465-3991 phone  
(907) 465-3908 fax  
[research@legis.state.ak.us](mailto:research@legis.state.ak.us)

---

## Memorandum

TO: Representative Kyle Johansen  
FROM: Chuck Burnham, Legislative Analyst  
DATE: February 23, 2011  
RE: State Agency Report Distribution Requirements  
*LRS Report 11.183*

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***You asked for an update of a report by this agency on statutory requirements regarding the printing and distribution of reports by agencies of the State of Alaska.***

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As you know Legislative Research Services Report 06.032, which this agency published in November of 2005, provided information on statutory printing and distribution requirements for the reports of state agencies in Alaska.<sup>1</sup> As you'll recall, that report concluded that many state agencies are required to prepare and publish reports for the Legislature, Governor, and/or the public but, in the vast majority of cases, the statutes requiring those reports do not mandate the production of printed copies. Our research indicates that this is still largely the case today.

The general standards for state publications are provided in AS § 44.99.200, which reads as follows:

The publications of a state agency shall be produced at a private sector facility located in the state when practicable. The Department of Administration shall establish standards for the production of publications by state agencies, except that the Board of Regents of the University of Alaska shall establish the standards for the university. The standards shall be designed to promote simplicity, low cost, and consistency.<sup>2</sup>

Although this statute generally requires publications to be "produced" in state, neither it nor the section of the Alaska Administrative Manual (AAM) promulgated under its authority, appear to include a requirement for said publications to be printed.<sup>3</sup> The only overarching statute that we identified that requires reports to be printed was AS §14.56.120, which requires all state agencies to provide the Alaska State Library Distribution and Data Access Center with at least four copies of each of its publications.

In the research we conducted for this update, we identified three statutory requirements for the printing of specific reports.<sup>4</sup> Those requirements are as follows: statutes, regulations, and annual reports of the Department of Labor and Workforce Development (AS § 23.20.050), the Department of Administration's annual state financial report (AS § 37.05.210), and annual and special topics reports by the state geologist (AS § 41.08.030). To put this in context, a report by this agency in May, 2010, found 153 reports of state agencies that are statutorily required to be provided to the Legislature.<sup>5</sup> Clearly the majority of these reports are printed for Legislators' review; however, there is no specific requirement that those reports, or most other statutorily required reports, be printed for a wider audience. Instead, statutory language typically calls for reports to be published, prepared, produced, or made available without reference to the format of those documents.

In our previous report on this topic, we provided information on printing costs for three agencies that are statutorily required to produce an annual report. Those agencies were the Alaska Housing Finance Corporation (AHFC), Alaska Permanent Fund

---

<sup>1</sup> That report is available online at <http://w3.legis.state.ak.us/laa/research/public.cgi>.

<sup>2</sup> We include a copies of AS § 44.99.200 and the remainder of the statutes cited in this report as Attachment A.

<sup>3</sup> Chapter 83 of the AAM, which delineates the Executive Branch's policies on publications, can be accessed online at [http://fin.admin.state.ak.us/dof/ak\\_admin\\_manual/resource/83.pdf](http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/83.pdf).

<sup>4</sup> Although we believe our research to be thorough, there may be additional reports that are statutorily required to be printed that we did not identify due to variations in the wording and construction of applicable statutes.

<sup>5</sup> "State Agencies' Reports to the Legislature Required by Alaska Statute," LRS Report 10.251, Legislative Research Services, May 20, 2010; <http://archives2.legis.state.ak.us/PublicImageServer.cgi?lra/2010/10-251m.pdf>.

Corporation (APFC), and the Regulatory Commission of Alaska (RCA). Table 1 compares printing costs for those agencies in fiscal year (FY) 2010 to those from our previous report.

**Table 1: Publishing Costs of Annual Reports of Selected State Agencies in Alaska**

| Agency  | Previously Reported Costs per Copy | Number of Copies | Previously Reported Total Costs | Fiscal Year 2010 Costs per Copy | Number of Copies | Total FY 10 Cost |
|---|------------------------------------|------------------|---------------------------------|---------------------------------|------------------|------------------|
| <b>Alaska Housing Finance Corporation</b>   | \$12.00                            | Not available    |                                 | \$12.00                         | 2,000            | \$24,000         |
| <b>Regulatory Commission of Alaska</b>  | \$6.62                             | 200              | \$1,324                         | \$23.30                         | 150              | \$3,495          |
| <b>Alaska Permanent Fund Corporation</b>  | \$7.24                             | 1,500            | \$10,860                        | \$18.92                         | 1,500            | \$28,374         |
| <b>Notes:</b> Previously reported costs are from FY 2004 for the Regulatory Commission of Alaska and FY 2005 for the Alaska Housing Finance and Permanent Fund Corporations.  |                                    |                  |                                 |                                 |                  |                  |
| <b>Sources:</b> Personal communications from Sherrie Simmonds, Corporate Communications Director, Alaska Housing Finance Corp., (907) 330-8447; Joyce McGowan, Administrative Officer II, Regulatory Commission of Alaska, (907)263-2132; and Laura Achee, Director of Communications, Alaska Permanent Fund Corp., (907) 796-1522. |                                    |                  |                                 |                                 |                  |                  |

In our previous report, Sherrie Simmonds, Corporate Communications Director for the AHFC, explained that the Corporation had begun providing its annual report largely in the form of a digital compact disc (CD), which had substantially reduced the overall costs of publishing the report. The AHFC subsequently became concerned that the substance of the report was not being as widely absorbed in the CD format as was the case with the printed version. As a result, in 2007 the Corporation reverted to printed reports while providing its financial information on CD.<sup>6</sup>

#### Electronic Distribution

In our previous report on this topic, we discussed concerns voiced by Laura Achee with the APFC, and others, that there were significant challenges associated with electronic distribution of reports as the sole method of publication. Prominent among those concerns was the lack of access to computers, printers, and/or the Internet for both individual Alaskans and in significant geographic areas of the state. Since our previous report was published in 2006, broadband Internet access has been expanded and, according to recent research, is now available to nearly 86 percent of households. Including mobile, wireless Internet access, broadband service is available to almost 91 percent of such Alaska homes.<sup>7</sup> Nonetheless, Ms. Achee and others remain concerned over the equity of producing state agencies' reports strictly in electronic format, and continue to advocate for providing Alaskans the option of at least requesting a printed report.

We hope this is helpful. If you have questions or need additional information, please let us know.

<sup>6</sup> Ms. Simmonds can be reached at (907) 330-8447.

<sup>7</sup> These figures represent the availability of broadband access rather than the actual percentage of households that have subscribed to that service. Connect Alaska is a non-profit group operating under grant funding by the U.S. Department of Commerce's State Broadband Data & Development Program. More information on the organization and access to its research is available online at <http://www.connectak.org/>.

**Attachment A**

AS § 14.56.120

AS § 23.20.050

AS § 37.05.210

AS § 41.08.030

AS § 44.99.200

LEXSTAT AS 14.56.120

ALASKA STATUTES  
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\*\*\* Current through the 2010 Regular Session of the Twenty-Sixth State Legislature \*\*\*  
\*\*\* Annotations current through opinions posted on Lexis.com as of January 7, 2011 \*\*\*

TITLE 14. EDUCATION, LIBRARIES, AND MUSEUMS  
CHAPTER 56. STATE AND COMMUNITY LIBRARIES  
ARTICLE 2. STATE LIBRARY DISTRIBUTION AND DATA ACCESS CENTER

**Go to the Alaska Code Archive Directory**

*Alaska Stat. § 14.56.120 (2011)*

Sec. 14.56.120. Deposit of publications and research data

(a) Each state agency shall deposit, upon release, at least four copies of each of its state publications in the center. Additional copies of each publication may be requested by the center for deposit in quantities necessary to meet the needs of the depository library system and to provide inter-library service to those libraries not having depository status.

(b) Each state agency shall notify the center of the creation of all data published or compiled by or for it at public expense, including automated data bases, and provide for its accessibility through the center unless the data is protected by the constitutional right to privacy or is of a type stated by law to be confidential or the agency is otherwise prohibited by law from doing so.

(c) The center is also a depository for publications of municipalities and regional educational attendance areas, including surveys and studies produced by a municipality or regional educational attendance area or produced for it on contract. Four copies of each publication produced for a municipality or regional educational attendance area may be deposited with the center for record and distribution purposes.

(d) Each municipality or regional educational attendance area may notify the center of the creation of all data published or compiled by or for it at public expense and provide for its accessibility through the center, unless the data is protected by the constitutional right to privacy or is of a type stated by law to be confidential or the municipality or regional educational attendance area is otherwise prohibited by law from doing so.

(e) When a research project or study is conducted for a person by a state agency, a municipality, or a regional educational attendance area, even though no state funding is involved, the state agency, municipality, or regional educational attendance area shall request that person for permission to make copies of its final report available to the center under *AS 14.56.090 -- 14.56.180*. If permission is granted, the report shall be deposited with the center.

**HISTORY:** (§ 1 ch 2 SLA 1970; am § 4 ch 27 SLA 1979; am § 9 ch 200 SLA 1990)

20 of 27 DOCUMENTS

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TITLE 37. PUBLIC FINANCE  
CHAPTER 05. FISCAL PROCEDURES ACT  
ARTICLE 2. UNIFORM ACCOUNTING

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*Alaska Stat. § 37.05.210 (2011)*

Sec. 37.05.210. Fiscal reporting and statistics

(a) The Department of Administration shall

(1) file with the governor and with the legislative auditor before December 16 a report of the financial transactions of the preceding fiscal year and of the financial condition of the state as of the end of that year, prepared in accordance with generally accepted accounting principles and audited by the legislative auditor in accordance with generally accepted audit standards, with comments and supplementary data that the Department of Administration considers necessary; this report shall be printed for the information of the legislature and the public;

(2) compile statistics necessary for the budget and other statistics required by the governor;

(3) file a travel and compensation report with the legislature by January 31 of each year containing detailed information for the previous calendar year of the salaries, per diem, travel expenses, relocation expenses, and any additional allowances for

(A) the governor, the lieutenant governor, and the chiefs of staff of the governor and lieutenant governor;

(B) the president and vice-president of the University of Alaska and the chancellors of the individual campuses of the university;

(C) the commissioners or other executive heads of the principal departments in the executive branch of state government, and the deputy commissioners and division directors in those departments; and

(D) the executive heads of public corporations created by law, including the Alaska Railroad Corporation.

(b) By January 21 of each year, the University of Alaska and each public corporation shall provide the information related to salaries, per diem, travel expenses, relocation expenses, and any additional allowances to the Department of Administration in the form and manner prescribed by the department.

**HISTORY:** (§ 8 art III ch 82 SLA 1955; am § 5 ch 186 SLA 1957; am § 1 ch 11 SLA 1965; am § 79 ch 63 SLA 1993; am § 14 ch 126 SLA 1994; am §§ 3, 4 ch 83 SLA 1999)



LEXSTAT AS 44.99.200

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TITLE 44. STATE GOVERNMENT  
CHAPTER 99. MISCELLANEOUS PROVISIONS AND POLICIES  
ARTICLE 3. STATE PUBLICATIONS

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*Alaska Stat. § 44.99.200 (2011)*

Sec. 44.99.200. Production of publications

The publications of a state agency shall be produced at a private sector facility located in the state when practicable. The Department of Administration shall establish standards for the production of publications by state agencies, except that the Board of Regents of the University of Alaska shall establish the standards for the university. The standards shall be designed to promote simplicity, low cost, and consistency.

**HISTORY:** (§ 1 ch 100 SLA 1990; am § 12 ch 88 SLA 1991; am § 140 ch 4 FSSLA 1992; am § 5 ch 59 SLA 1994)

**NOTES:** REVISOR'S NOTES. --Enacted as AS 44.99.130. Renumbered in 1990.

NOTES APPLICABLE TO ENTIRE TITLE

REVISOR'S NOTES. --The provisions of this title were redrafted in 1984 to remove personal pronouns pursuant to § 4, ch. 58, SLA 1982, and in 1984, 1989, 1993, and 2004 to make other minor word changes.

|    | Department  | Total Cost of Production | Quantity Produced | Number of Publications |
|----|---|--------------------------|-------------------|------------------------|
| 1  | Administration  | \$380,174                | 604,739           | 37                     |
| 2  | Commerce  | \$95,215                 | 108,598           | 42                     |
| 3  | Corrections   | \$0                      | 0                 | 3                      |
| 4  | Education   | \$0                      | 278,840           | 146                    |
| 5  | Environmental   | \$4,750                  | 295               | 6                      |
| 6  | Fish and Game   | \$267,500                |                   | 188                    |
| 7  | Health  | \$61,381                 | 94,569            | 219                    |
| 8  | Labor   | \$198,747                | 417,437           | 72                     |
| 9  | Law   | \$0                      | 201               | 3                      |
| 10 | Military  | \$0                      | 6,000             | 2                      |
| 11 | Natural Resources   | \$39,697                 | 11,850            | 27                     |
| 12 | Public Safety   | \$172,750                | 12,408            | 213                    |
| 13 | Revenue   | \$33,532                 | 9,853             | 20                     |
| 14 | Transportation  | \$77,484                 | 46,890            | 94                     |
| 15 | AK Judicial Council/Commission on<br>Judicial Conduct                   | \$2,217                  | 500               | 2                      |
| 16 | * Alaska Court System   | \$0                      | 0                 | 39                     |
| 17 | University  | \$321,930                | 377,853           | 57                     |
|    | <b>Grand Total</b>  | <b>\$1,655,376</b>       | <b>1,970,033</b>  | <b>1,170</b>           |
|    |   |                          |                   |                        |
|    | * All publications are posted on line and<br>all are produced in house. |                          |                   |                        |
|    |   |                          |                   |                        |
|    |   |                          |                   |                        |

|    | Department     | Division                                 | Name of Report   | Frequency<br>of Report | Cost of Report | Number of<br>Copies Produced   |
|----|----------------|--|--|------------------------|----------------|--|
| 1  | Administration | Alaska Public Office Commission          | Biennial Report  | Biennial               | \$0.00         | 7  |
| 2  | Administration | Alaska Public Office Commission          | Directory of Registered Lobbyists  | As needed              | \$0.00         | 8  |
| 3  | Administration | Alaska Public Office Commission          | APOC Disclosure Laws Manuals   | As needed              | \$0.00         | 20   |
| 4  | Administration | Alaska Public Office Commission          | APOC Newsletter  | Quarterly              | \$0.00         | 6  |
| 5  | Administration | Victim of Crimes Compensation Board      | Annual Report  | Annual                 | \$0.00         | 100  |
| 6  | Administration | General Services                         | Procurement Report   | Biennial               | \$250.00       | 1  |
| 7  | Administration | Finance                                  | Comprehensive Annual Financial Report  | Annual                 | \$7,643.25     | 315  |
| 8  | Administration | Finance                                  | Travel and Compensation Report   | Annual                 | \$0.00         | Online   |
| 9  | Administration | Finance                                  | Checkbook Online Spreadsheet of Expenditures   | Annual                 | \$0.00         | Online   |
| 10 | Administration | Finance                                  | Pocket Guide to Travel Regulations   | Updated as needed      | \$0.00         | Online   |
| 11 | Administration | Finance                                  | Alaska Administrative Manual   | Updated as needed      | \$0.00         | Online   |
| 12 | Administration | Finance                                  | Payroll Procedures Manual  | Updated as needed      | \$0.00         | Online   |
| 13 | Administration | Finance                                  | Accounting Procedures Manual   | Updated as needed      | \$0.00         | Online   |
| 14 | Administration | Finance                                  | AKSAS Handy Guide  | Updated as needed      | \$0.00         | Online   |
| 15 | Administration | Risk Management                          | Annual Report  | Annual                 | \$336.00       | 12   |
| 16 | Administration | Risk Management                          | Acturial Report  | Annual                 | \$0.00         | The actuarial report is provided as part of a professional services contract for the annual actuarial study. There is no additional cost for the production of the report. |
| 17 | Administration | Office of Administrataive Hearings (OAH) | Annual Report  | Annual                 | \$0.00         | Triplicate originals are printed in house-report is web posted for reference by others   |
| 18 | Administration | Retirement & Benefits                    | Affirmative Action Plan  | Annual                 | \$694.00       | 30   |
| 19 | Administration | Personnel & Labor Relations              | Workplace Profile  | Annual                 | \$0.00         | Online   |
| 20 | Administration | Personnel & Labor Relations              | Progress Report on Equal Employment Opportunity and Affirmative Action in State Government | Annual                 | \$1,205.00     | 110  |
| 21 | Administration | Motor Vehicles                           | Driver Manual  | As needed              | \$31,150.00    | 10,000   |
| 22 | Administration | Motor Vehicles                           | Motorcycle Manual  | As needed              | \$3,206.25     | 15,000   |
| 23 | Administration | Motor Vehicles                           | Commercial Driver License Manual   | As needed              | \$15,412.80    | 24,000   |
| 24 | Administration | Motor Vehicles                           | Disability Parking is a Privilege  | As needed              | \$87.50        | 5,000  |
| 25 | Administration | Motor Vehicles                           | Provisional Licenses for Teens   | As needed              | \$1,024.00     | 8,000  |

|               |                |                       |   |   |                  |   |
|---------------|----------------|-----------------------|---|---|------------------|---|
| 26            | Administration | Motor Vehicles        | Customer Survey Cards   | As needed                                 | \$266.00         | 7,000   |
| 27            | Administration | Motor Vehicles        | Hazmat Brochure   | As needed                                 | \$216.00         | 5,000   |
| 28            | Administration | Motor Vehicles        | DUI Tickets are Bad & Costly  | As needed                                 | \$1,259.00       | 10,000  |
| 29            | Administration | Motor Vehicles        | Online Skills Testing Schedule  | As needed                                 | \$175.00         | 10,000  |
| 30            | Administration | Motor Vehicles        | Mandatory Ins/Financial Responsibility  | As needed                                 | \$1,002.00       | 60,000  |
| 31            | Administration | Motor Vehicles        | No Hassle Flyers  | As needed                                 | \$4,400.00       | 440,000   |
| 32            | Administration | Motor Vehicles        | Commercial Motor Vehicle Info   | As needed                                 | \$200.00         | 10,000  |
| 33            | Administration | Retirement & Benefits | Comprehensive Annual Financial Report - TRS   | Annual                                    | \$1,600.00       | 65  |
| 34            | Administration | Retirement & Benefits | Comprehensive Annual Financial Report - PERS  | Annual                                    | \$1,600.00       | 65  |
| 35            | Administration | Retirement & Benefits | Misc Brochures**  | Ongoing as needed                         | \$40,000.00      | **Statute requires positive notification that an information handbook for each plan in the system be published. This line includes brochures applicable to plans we administer. |
| 36            | Administration | Retirement & Benefits | Misc Newsletters - Employers Edge, Newsbreak PERS, Newsbreak TRS, HealthMatters AlaskaCare, Health Matters, Soc Sec, 1099-R | monthly, quarterly, trimester, one yearly | \$231,500.00     | **Statute requires positive notification that an information handbook for each plan in the system be published. This line includes brochures applicable to plans we administer. |
| 37            | Administration | Retirement & Benefits | Misc Handbooks and Booklets**   | Ongoing as needed                         | \$36,947.50      | **Statute requires positive notification that an information handbook for each plan in the system be published. This line includes brochures applicable to plans we administer. |
| <b>Total:</b> |                |                       |   |   | <b>\$380,174</b> | <b>604,739</b>  |

|    | Department                                | Division   | Name of Report   | Frequency<br>of Report | Cost of Report | Number of<br>Copies Produced |
|----|---|--|--|------------------------|----------------|------------------------------|
| 1  | Commerce Community & Economic Development | Alaska Aerospace Development Corporation           | Annual Report  | Annually               | \$12,954       | 1000                         |
| 2  | Commerce Community & Economic Development | Alaska Energy Authority                            | Capital Reserve Fund shortfall                             | Annually               | \$0            |                              |
| 3  | Commerce Community & Economic Development | Alaska Energy Authority                            | Annual report  | Annually               | \$18,835       | 1500                         |
| 4  | Commerce Community & Economic Development | Alaska Industrial Development and Export Authority | Capital Reserve Fund shortfall                             | Annually               | \$0            | 75                           |
| 5  | Commerce Community & Economic Development | Alaska Industrial Development and Export Authority | Annual review of assets                                    | Annually               | \$0            | 75                           |
| 6  | Commerce Community & Economic Development | Alaska Industrial Development and Export Authority | Annual report  | Annually               | \$14,290       | 1500                         |
| 7  | Commerce Community & Economic Development | Alaska Seafood Marketing Institute                 | Annual report  | annual                 | \$5,000        | 1200                         |
| 8  | Commerce Community & Economic Development | Banking, Securities and Corporations               | BIDCO report of economic growth.                           | Annually               | \$0            |                              |
| 9  | Commerce Community & Economic Development | Banking, Securities and Corporations               | Comparative statement of banks and credit unions in Alaska |                        | \$0            |                              |
| 10 | Commerce Community & Economic Development | Banking, Securities and Corporations               | Alaska Directory of Banks and Financial Institutions       | spring/fall            | \$0            |                              |
| 11 | Commerce Community & Economic Development | CBPL   | Disciplinary Actions                                       | Monthly                | \$0            |                              |
| 12 | Commerce Community & Economic Development | CBPL   | Annual Performance Reports                                 | Annual                 | \$0            |                              |
| 13 | Commerce Community & Economic Development | CBPL   | Disciplinary Actions                                       | Annual                 | \$0            |                              |
| 14 | Commerce Community & Economic Development | CBPL   | Disciplinary Actions                                       | As needed              | \$0            | 13                           |
| 15 | Commerce Community & Economic Development | Regional Affairs                                   | Alaska Taxable   | annually               | \$1,075        | 250                          |
| 16 | Commerce Community & Economic Development | Regional Affairs                                   | NPR-A Impact Mitigation Grant Program                      | annually               | \$728          | 100                          |
| 17 | Commerce Community & Economic Development | Regional Affairs                                   | Local Boundary Commission annual report                    | annually               | \$1,115        | 95                           |
| 18 | Commerce Community & Economic Development | Regional Affairs                                   | Fuel Prices Across Alaska                                  | twice yearly           | \$0            |                              |
| 19 | Commerce Community & Economic Development | Regional Affairs                                   | Lien Watch   | Bi-Monthly             | \$0            |                              |
| 20 | Commerce Community & Economic Development | Regional Affairs                                   | RUBA Program Report  | Quarterly              | \$0            | By Request                   |
| 21 | Commerce Community & Economic Development | Regional Affairs                                   | Community Development Resource                             | annually               | \$0            | By Request                   |
| 22 | Commerce Community & Economic Development | Regional Affairs                                   | Title 29   | annually               | \$4,355        | 400                          |
| 23 | Commerce Community & Economic Development | Insurance  | Director's Annual Report                                   | annual                 | \$1,510        | 200                          |
| 24 | Commerce Community & Economic Development | Insurance  | Auto Rating Guide  | Annually               | \$119          | 50                           |
| 25 | Commerce Community & Economic Development | Insurance  | Homeowners Rating Guide                                    | Annually               | \$636          | 300                          |

|    |   |                               |   |                                  |          |   |
|----|---|-------------------------------|---|----------------------------------|----------|---|
| 26 | Commerce Community & Economic Development | Insurance                     | Medicare Supplement Rating Guide                  | As needed                        | \$0      |   |
| 27 | Commerce Community & Economic Development | Insurance                     | Consumer Guide                                    | As needed (last printed in 2010) | \$17,625 | 99,800  |
| 28 | Commerce Community & Economic Development | Insurance                     | A Consumer Guide to Choosing an Insurance Company | As needed                        | \$0      |   |
| 29 | Commerce Community & Economic Development |                               | State Loans report                                | Annually                         | \$0      | 2 The Speaker and Senate President receive a letter from the Commissioner with this information |
| 30 | Commerce Community & Economic Development |                               | Reinstatements report                             | Annually                         | \$0      | 2 The Speaker and Senate President receive a letter from the Commissioner with this information |
| 31 | Commerce Community & Economic Development |                               | Establishing a Business in Alaska                 | Annually                         | \$0      | N/A   |
| 32 | Commerce Community & Economic Development |                               | Fisheries Enhancement Program Overview            | Every 3 years                    | \$0      |   |
| 33 | Commerce Community & Economic Development |                               | Operating Budget Handout                          | Annually                         | \$70     | 75  |
| 34 | Commerce Community & Economic Development | Statistics for Loan Servicing |   | monthly                          | \$0      |   |
| 35 | Commerce Community & Economic Development |                               | Alaska Economic Performance report                | annually                         | \$120    | 120   |
| 36 | Commerce Community & Economic Development |                               | ARDOR report                                      | annually                         | \$0      | 5   |
| 37 | Commerce Community & Economic Development |                               | Alaska Film Office report                         | annually                         | \$0      | 80  |
| 38 | Commerce Community & Economic Development |                               | Cruise Ship Head Tax report                       | Annually                         | \$0      | 60  |

|   | <b>Department</b> | <b>Division</b> | <b>Name of Report</b>   | <b>Frequency<br/>of Report</b> | <b>Cost of Report</b> | <b>Number of<br/>Copies Produced</b> |
|---|-------------------|-----------------|-------------------------|--------------------------------|-----------------------|--------------------------------------|
| 1 | Corrections       |                 | Prisoner Handbook       |                                |                       |                                      |
| 2 | Corrections       |                 | Re-entry Manuals        |                                |                       |                                      |
| 3 | Corrections       |                 | Annual Offender Profile |                                |                       |                                      |

|    | Department                    | Division                                     | Name of Report                                 | Frequency<br>of Report                    | Cost of Report | Number of<br>Copies Produced |
|----|-------------------------------|--|--|---|----------------|------------------------------|
| 1  | Education & Early Development | Alaska Student Loan Corporation              | Meeting Minutes                                | with each meeting                         |                | 2                            |
| 2  | Education & Early Development | Alaska Student Loan Corporation              | Annual audit                                   | annually                                  |                | 10                           |
| 3  | Education & Early Development | Alaska Commission on Postsecondary Education | Directory of Authorized Institutions in Alaska | Following each Commission meeting         |                |                              |
| 4  | Education & Early Development | ESS  | Capital Improvement Project Grant Schedule     | Annual                                    |                | 100                          |
| 5  | Education & Early Development | ESS  | Minimum Expenditure for Instruction            | Annual                                    |                | 1                            |
| 6  | Education & Early Development | Arts Council                                 | Reports  | Not Specified, generally every other year |                | 100                          |
| 7  | Education & Early Development | Professional Teaching Practices Commission   | Annual Report                                  | Annual                                    |                | 80                           |
| 8  | Education & Early Development | Professional Teaching Practices Commission   | Newsletter                                     | 2-3 times a year                          |                | 2300                         |
| 9  | Education & Early Development | Professional Teaching Practices Commission   | Handbook for Alaska Educators                  | when requested                            |                | 600                          |
| 10 | Education & Early Development | Administrative Services Division             | Annual Budget                                  | Annual                                    |                | 20                           |
| 11 | Education & Early Development | Mount Edgecumbe High School                  | The Channel Light (student newspaper)          | Annual                                    |                | 500                          |
| 12 | Education & Early Development | Mount Edgecumbe High School                  | MEHS Student Handbook                          | Annual                                    |                | 500                          |
| 13 | Education & Early Development | Mount Edgecumbe High School                  | MEHS Parent Handbook                           | Annual                                    |                | 500                          |
| 14 | Education & Early Development | Mount Edgecumbe High School                  | MEHS Admissions Packet                         | Annual                                    |                | 450                          |
| 15 | Education & Early Development | Mount Edgecumbe High School                  | MEHS Application Packet                        | Annual                                    |                | 500                          |
| 16 | Education & Early Development | Mount Edgecumbe High School                  | MEHS Viewbook                                  | Annual                                    |                | 2500                         |
| 17 | Education & Early Development | Mount Edgecumbe High School                  | MEHS Informational Brochure                    | Annual                                    |                | 1500                         |
| 18 | Education & Early Development | Mount Edgecumbe High School                  | MEHS Endowment Brochure                        | Annual                                    |                | 1500                         |
| 19 | Education & Early Development | Mount Edgecumbe High School                  | MEHS Yearbook                                  | Annual                                    |                | 450                          |
| 20 | Education & Early Development | Alaska Commission on Postsecondary Education | Agency Annual Report                           | Annual                                    |                | 500                          |
| 21 | Education & Early Development | Alaska Commission on Postsecondary Education | Agency Loan Info Cards                         | Annual                                    |                | 10000                        |

|    |                               |  |  |        |  |       |
|----|-------------------------------|--|--|--------|--|-------|
| 22 | Education & Early Development | Alaska Commission on Postsecondary Education | <i>Going to College in Alaska</i> Magazine                             | Annual |  | 22000 |
| 23 | Education & Early Development | Alaska Commission on Postsecondary Education | Alaska career information system (AKCIS) newsletter                    | Annual |  | 1000  |
| 24 | Education & Early Development | Alaska Commission on Postsecondary Education | <i>What's Your Story?</i> Middle School Newspaper-Fall/Spring Editions | Annual |  | 30000 |
| 25 | Education & Early Development | Alaska Commission on Postsecondary Education | Alaska Performance Scholarship high schools postcards                  | Annual |  | 10000 |
| 26 | Education & Early Development | Alaska Commission on Postsecondary Education | College Goal Sunday Postcards  | Annual |  | 11000 |
| 27 | Education & Early Development | Alaska Commission on Postsecondary Education | <i>College is 4 U</i> middle school posters                            | Annual |  | 3000  |
| 28 | Education & Early Development | Alaska Commission on Postsecondary Education | Agency calendars   | Annual |  | 4000  |
| 29 | Education & Early Development | Alaska Commission on Postsecondary Education | College & Career high school prep checklist                            | Annual |  | 8000  |
| 30 | Education & Early Development | Alaska Commission on Postsecondary Education | AKCIS Student Brochure   | Annual |  | 15000 |
| 31 | Education & Early Development | Alaska Commission on Postsecondary Education | AKCIS Teacher Brochure   | Annual |  | 1000  |
| 32 | Education & Early Development | Alaska Commission on Postsecondary Education | Lower Your College Costs flyer   | Annual |  | 3000  |
| 33 | Education & Early Development | Alaska Commission on Postsecondary Education | Understanding Your Credit flyer  | Annual |  | 2500  |
| 34 | Education & Early Development | Teaching & Learning Support                  | Alaska's Public Schools: A Report Card to the Public                   | Annual |  |       |
| 35 | Education & Early Development | Teaching & Learning Support                  | DIASA Handbook   | Annual |  |       |
| 36 | Education & Early Development | Teaching & Learning Support                  | Fall OASIS Data Handbook   | Annual |  |       |
| 37 | Education & Early Development | Teaching & Learning Support                  | Fall OASIS Data Handbook File Specs                                    | Annual |  |       |
| 38 | Education & Early Development | Teaching & Learning Support                  | Summer OASIS Data Handbook   | Annual |  |       |

|   | Department                 | Division                      | Name of Report   | Frequency<br>of Report                       | Cost of Report    | Number of<br>Copies Produced                    |
|---|----------------------------|-------------------------------|--|--|-------------------|---|
| 1 | Environmental Conservation | Water                         | Alaska Clean Water Fund Report to the Legislature                            | Biennial                                     | \$100             | 10  |
| 2 | Environmental Conservation | Spill Prevention and Response | State Master Plan Revisions  | Whenever the State Master Plan is revised    | \$2,500           | 90 copies @ \$52.12 each<br>Total Cost \$4,691  |
| 3 | Environmental Conservation | Spill Prevention and Response | Regional Master Plan Revisions (Subarea Contingency Plans)                   | Whenever the Regional Master Plan is revised | \$1,500           | 100 copies @ \$48.50 each<br>Total Cost \$4,850 |
| 4 | Environmental Conservation | Spill Prevention and Response | Oil & Hazardous Substance Release Prevention & Response Fund Biennial Report | Biennial                                     | \$500             | 75 copies @ \$8.40 each<br>Total Cost \$630     |
| 5 | Environmental Conservation | Air Quality                   | Emission Fee Report  | Every four years                             | \$50              | 20  |
| 6 | Environmental Conservation | Water                         | APDES Status   | Annual                                       | \$100             | 10  |
|   |                            |                               |  | <b>Total:</b>                                | <b>\$4,750.00</b> | <b>295</b>                                      |

|    | Department  | Division                              | Name of Report   | Frequency of Report   | Cost of Report | Number of Copies Produced |
|----|-------------|---------------------------------------|--|---|----------------|---------------------------|
| 1  | Fish & Game | Administrative Services               | Fish and Game Fund Analysis  | Annual  | \$0            |                           |
| 2  | Fish & Game | Boards                                | Board of Fisheries Summary of Actions  | After board meetings  | \$0            |                           |
| 3  | Fish & Game | Boards                                | Board of Game Summary of Actions   | After board meetings  | \$0            |                           |
| 4  | Fish & Game | Commercial Fisheries                  | Alaska Salmon Enhancement Program Annual Report  | Annual  | \$1,500        |                           |
| 5  | Fish & Game | Commercial Fisheries                  | Annual fishery management reports  | Annual  | \$8,000        |                           |
| 6  | Fish & Game | Commercial Fisheries                  | Annual Mariculture Report  | Annual  | \$1,000        |                           |
| 7  | Fish & Game | Commercial Fisheries                  | Federal Grant Semi-Annual and Annual Performance Reports   | Annually and semi-annually                                  | \$1,000        |                           |
| 8  | Fish & Game | Commercial Fisheries                  | Fish and Game Fund Project Expenditures  | Annual  | \$0            |                           |
| 9  | Fish & Game | Commercial Fisheries                  | Reports to the Alaska Board of Fisheries   | Reports from each fishery management area are               | \$10,000       |                           |
| 10 | Fish & Game | Commercial Fisheries                  | Various scientific and technical reports on fishery management field projects, data collection projects. | Not specified, but often annually                           | \$10,000       |                           |
| 11 | Fish & Game | Commercial Fisheries Entry Commission | Limited entry  | Annual  | \$0            |                           |
| 12 | Fish & Game | Habitat                               | Anadromous Waters Catalog and Atlas  | Annual  | \$15,000       |                           |
| 13 | Fish & Game | Habitat                               | Annual Report to the Board of Forestry   | Annual  | \$0            |                           |
| 14 | Fish & Game | Habitat                               | Critical Habitat Areas   | Annual  | \$0            |                           |
| 15 | Fish & Game | Habitat                               | Various technical reports on monitoring projects associated with development activities                  | Annual or at a fixed end point                              | \$2,000        |                           |
| 16 | Fish & Game | Sport Fisheries                       | Sport Fishing Regulation Booklets  | Annual  | \$109,000      |                           |
| 17 | Fish & Game | Sport Fisheries                       | Fish and Game Fund Project Expenditures  | Annual  | \$0            |                           |
| 18 | Fish & Game | Subsistence                           | Annual & Performance Reports   | Twice per year for each project                             | \$0            |                           |
| 19 | Fish & Game | Subsistence                           | Research Reports and Technical Papers  | As needed to report research results from division projects | \$0            |                           |
| 20 | Fish & Game | Wildlife Conservation                 | Endangered species   | Every two years   | \$0            |                           |
| 21 | Fish & Game | Wildlife Conservation                 | Fish and Game Fund Project Expenditures  | Annual  | \$0            |                           |

|    | Department               | Division   | Name of Report  | Frequency of Report | Cost of Report | Number of Copies Produced              |
|----|--------------------------|--|---|---------------------|----------------|--|
| 1  | Health & Social Services | Commissioner's Office                                  | Improving Health, Protecting Alaskans - Annual Report 2009  | Annual              | \$1,722.50     | 2,500                                  |
| 2  | Health & Social Services | Governor's Council on Disabilities & Special Education | News on disability issues around the state  | Quarterly           |                | Deployed digitally - 4 issues per year |
| 3  | Health & Social Services | Public Assistance                                      | Life without limits   | Quarterly           |                | Deployed digitally - 4 issues per year |
| 4  | Health & Social Services | Health Information Technologies                        | Alaska Electronic Health Record (EHR) Survey for health care professional providers and hospitals - flyer, web site |                     |                |  |
| 5  | Health & Social Services | Office of Children's Services                          | Community Café logo design + posters  |                     | \$520.25       | 500                                    |
| 6  | Health & Social Services | Office of Children's Services                          | Reach out Foster a Child brochure   |                     | \$2,486.25     | 25,000                                 |
| 7  | Health & Social Services | Office of Children's Services                          | Strengthening Families Campaign - flyers, tradeshow posters   |                     | \$1,002.32     | 350                                    |
| 8  | Health & Social Services | Office of Children's Services                          | Invitations to Foster Family event  |                     | \$281.00       | 400                                    |
| 9  | Health & Social Services | Office of Children's Services                          | Stepping Ahead Books  | As needed           | \$4,159.00     | 5,000                                  |
| 10 | Health & Social Services | Governor's Council on Disabilities & Special Education | Annual Report   | Annual              | \$0.00         | Printed in-house as needed             |
| 11 | Health & Social Services | Governor's Council on Disabilities & Special Education | Where to Turn   |                     | \$0.00         | 0                                      |
| 12 | Health & Social Services | Office of Children's Services                          | Residential Youth Care Facilities   |                     | \$0.00         | 0                                      |
| 13 | Health & Social Services | Office of Children's Services                          | The Pipeline, Newsletter  | Monthly             | \$0.00         | Deployed digitally, 12 copies per year |
| 14 | Health & Social Services | Commissioner's Office                                  | Summer Update   | Bi-Annual           | \$3,437.37     | 2,500                                  |
| 15 | Health & Social Services | Commissioner's Office                                  | Winter Update   | Bi-Annual           | \$3,684.00     | 2,500                                  |
| 16 | Health & Social Services | Commissioner's Office                                  | Streamline  | 5 issues per year   | \$0.00         | Deployed digitally - 5 issues a year   |
| 17 | Health & Social Services | Governor's Council on Disabilities & Special Education | DD, ED, Leg Committee Brochures   |                     | \$1,698.00     | 6,000                                  |
| 18 | Health & Social Services | Behavioral Health                                      | DBH Plan to Reduce & Prevent Underage Drinking  |                     | \$3,840.00     | 1,000                                  |
| 19 | Health & Social Services | Senior & Disability Services                           | ADRC Brochure and Poster  |                     | \$0.00         | Printed in-house                       |
| 20 | Health & Social Services | Office of Children's Services                          | Program and Mission Statements  |                     |                |  |
| 21 | Health & Social Services | Governor's Council on Disabilities & Special Education | AADSC Recruitment Manual  |                     | \$3,618.00     | 2,000                                  |
| 22 | Health & Social Services | Governor's Council on Disabilities & Special Education | AADSC Rack Cards  |                     | \$1,738.00     | 14,000                                 |
| 23 | Health & Social Services | Office of Children's Services                          | Family to Family Newsletter   | Quarterly           | \$0.00         | Digitally delivered - Quarterly        |

|    |                          |  |   |         |        |   |
|----|--------------------------|--|---|---------|--------|---|
| 24 | Health & Social Services | Senior & Disabilities Services                         | Aging & Disability Resource Centers                           |         | \$0.00 | 0 |
| 25 | Health & Social Services | Governor's Council on Disabilities & Special Education | AADSC Totes, Pens, Banner                                     |         |        |   |
| 26 | Health & Social Services | Health Care Services                                   | MMIS E-News   |         | \$0.00 | 0 |
| 27 | Health & Social Services | Office of Children's Services                          | Infant Learning Program, IFSP Guidelines booklet              |         |        |   |
| 28 | Health & Social Services | Commissioner's Office                                  | SHARE Campaign  | Annual  | \$0.00 | 0 |
| 29 | Health & Social Services | Governor's Council on Disabilities & Special Education | Career Exploration Day  | Annual  | \$0.00 | 0 |
| 30 | Health & Social Services | Office of Children's Services                          | Statistical Information                                       | Monthly | \$0.00 | 0 |
| 31 | Health & Social Services | Office of Children's Services                          | Engaging with Parents Self-Study Guid                         |         |        |   |
| 32 | Health & Social Services | Office of Children's Services                          | Guidelines for the Alaska Individualized Family Services Plan |         |        |   |
| 33 | Health & Social Services | Office of Children's Services                          | EI/ILP Parent Brochures, Rackcards, Posters                   |         |        |   |
| 34 | Health & Social Services | Office of Children's Services                          | Alaska 's Families Need You                                   |         | \$0.00 | 0 |
| 35 | Health & Social Services | Office of Children's Services                          | E-Announcement  |         | \$0.00 | 0 |
| 36 | Health & Social Services | Office of Children's Services                          | Children's Trust annual                                       |         |        |   |
| 37 | Health & Social Services | Office of Children's Services                          | Practice Model  |         | \$0.00 | 0 |
| 38 | Health & Social Services | Commissioner's Office                                  | Peak Performance Awards                                       | Annual  | \$0.00 | 0 |

|    | Department                    | Division                | Name of Report   | Frequency of Report     | Cost of Report | Number of Copies Produced |
|----|-------------------------------|-------------------------|--|-------------------------|----------------|---------------------------|
| 1  | Labor & Workforce Development | Commissioner's Office   | Alaska Labor Relations Agency Annual Report                          | Annual                  | \$80.00        | 55                        |
| 2  | Labor & Workforce Development | Administrative Services | NonResidents Working in AK   | Annual                  | \$1,170.00     | 300                       |
| 3  | Labor & Workforce Development | Administrative Services | Population Overview  | Bi-annual               | \$6,752.40     | 1,020                     |
| 4  | Labor & Workforce Development | Administrative Services | Unemployment Insurance Actuarial                                     | Annual                  | \$1,210.00     | 200                       |
| 5  | Labor & Workforce Development | Administrative Services | AK Economic Trends   | Monthly                 | \$44,075.00    | 36,500                    |
| 6  | Labor & Workforce Development | Workers' Compensation   | Guide for Preparing Reemployment Eligibility Evaluations             | Upon Request            |                |                           |
| 7  | Labor & Workforce Development | Workers' Compensation   | Do you need Workers' Compensation Insurance?                         | Upon Request            | \$800.00       | 2,000                     |
| 8  | Labor & Workforce Development | Workers' Compensation   | Workers' Compensation and You  | Upon Request            |                |                           |
| 9  | Labor & Workforce Development | Workers' Compensation   | Simplified Claims Process  | Upon Request            |                |                           |
| 10 | Labor & Workforce Development | Workers' Compensation   | Fishermen's Fund Brochure  | Upon Request            | \$1,115.00     | 3,000                     |
| 11 | Labor & Workforce Development | Workers' Compensation   | Workers' Compensation Rate Tables                                    | Annual                  |                |                           |
| 12 | Labor & Workforce Development | Workers' Compensation   | Workers' Compensation Cost of Living Multipliers                     | Once every three years  |                |                           |
| 13 | Labor & Workforce Development | Workers' Compensation   | Workers' Compensation Annual Report                                  | Annual                  |                |                           |
| 14 | Labor & Workforce Development | Workers' Compensation   | Workers' Compensation Medical Fee Schedule                           | Annual (If HB13 passes) | Unknown        | Unknown                   |
| 15 | Labor & Workforce Development | Workers' Compensation   | 2010 Annual Report - Alaska Workers' Compensation Appeals Commission | Annual                  |                |                           |

|    |                               |                            |   |                             |             |        |
|----|-------------------------------|----------------------------|---|-----------------------------|-------------|--------|
| 16 | Labor & Workforce Development | Workers' Compensation      | Instructions for Pro Se Litigants, Appellant Packet - Alaska Workers' Compensation Appeals Commission | As appeal procedures change | Unknown     |        |
| 17 | Labor & Workforce Development | Workers' Compensation      | Instructions for Pro Se Litigants, Appellee Packet - Alaska Workers' Compensation Appeals Commission  | As appeal procedures change | Unknown     |        |
| 18 | Labor & Workforce Development | Labor Standards and Safety | Alaska Occupational Safety and Health Annual Report and Annual Plan                                   | Annual                      |             |        |
| 19 | Labor & Workforce Development | Labor Standards and Safety | Youth Safety brochure   |                             | \$829.00    | 1,000  |
| 20 | Labor & Workforce Development | Labor Standards and Safety | Know Your Rights brochure   |                             | \$1,444.00  | 13,000 |
| 21 | Labor & Workforce Development | Labor Standards and Safety | Summary of Wage and Hour Act poster   |                             | \$482.36    | 5,000  |
| 22 | Labor & Workforce Development | Labor Standards and Safety | Pamphlet 200 - Employment of Children   |                             | \$2,950.00  | 4,000  |
| 23 | Labor & Workforce Development | Labor Standards and Safety | Pamphlet 400 - Public Contracts   |                             | \$1,781.00  | 1,500  |
| 24 | Labor & Workforce Development | Labor Standards and Safety | Pamphlet 100 Employment Practices and Working Conditions  |                             | \$4,840.00  | 3,000  |
| 25 | Labor & Workforce Development | Labor Standards and Safety | Employee Most Frequently Asked Questions  |                             | \$425.00    | 5,000  |
| 26 | Labor & Workforce Development | Labor Standards and Safety | Pamphlet 600 - Laborers' & Mechanics Minimum Rates of Pay   |                             | \$825.00    | 1,000  |
| 27 | Labor & Workforce Development | Labor Standards and Safety | Summary of Alaska Child Labor Law poster  |                             | \$750.00    | 2,500  |
| 28 | Labor & Workforce Development | Labor Standards and Safety | Alaska Online Payroll Filing system brochure  |                             | \$1,049.00  | 2,500  |
| 29 | Labor & Workforce Development | Employment Security        | Unemployment Insurance General Info Brochure  |                             | \$905.00    | 1,500  |
| 30 | Labor & Workforce Development | Employment Security        | Unemployment Insurance Tax Newsletter   | Quarterly                   | \$1,663.00  | 18,300 |
| 31 | Labor & Workforce Development | Employment Security        | Unemployment Insurance Handbook   |                             | \$16,965.00 | 90,000 |

|    |                               |                     |  |           |            |        |
|----|-------------------------------|---------------------|--|-----------|------------|--------|
| 32 | Labor & Workforce Development | Employment Security | Unemployment Insurance Tax First Time Filers manual      |           | \$2,494.00 | 5,000  |
| 33 | Labor & Workforce Development | Employment Security | Unemployment Insurance Tax Employer Handbook             |           | \$2,991.00 | 1,000  |
| 34 | Labor & Workforce Development | Employment Security | How to File Unemployment Insurance Cards                 |           | \$996.00   | 25,000 |
| 35 | Labor & Workforce Development | Employment Security | Unemployment Insurance Facts & Figures card (1/09-12/09) | Bi-annual | \$381.00   | 350    |
| 36 | Labor & Workforce Development | Employment Security | Unemployment Insurance Quality Control Employer Brochure |           | \$1,014.00 | 1,500  |
| 37 | Labor & Workforce Development | Employment Security | Unemployment Insurance Quality Control Claimant Brochure |           | \$726.00   | 500    |
| 38 | Labor & Workforce Development | Employment Security | Workforce Investment Act Grievance Brochure              | Various   | \$1,053.00 | 2,000  |

|               | <b>Department</b> | <b>Division</b> | <b>Name of Report</b>             | <b>Frequency<br/>of Report</b> | <b>Cost of Report</b> | <b>Number of<br/>Copies Produced</b> |
|---------------|-------------------|-----------------|-----------------------------------|--------------------------------|-----------------------|--------------------------------------|
| 1             | Law               | Civil           | Uniform Law commissioner's report | Annual                         | \$0.00                | 1                                    |
| 2             | Law               | Civil/Criminal  | Annual Report                     | Annual                         | \$0.00                | 200                                  |
| 3             | Law               | Civil           | Landlord and tenant rights        | As Usefull or Necessary        | \$0.00                |                                      |
| <b>Total:</b> |                   |                 |                                   |                                | <b>\$0</b>            | <b>201</b>                           |

|   | <b>Department</b>              | <b>Division</b> | <b>Name of Report</b> | <b>Frequency<br/>of Report</b> | <b>Cost of Report</b> | <b>Number of<br/>Copies Produced</b> |
|---|--------------------------------|-----------------|-----------------------|--------------------------------|-----------------------|--------------------------------------|
| 1 | Military and Veteran's Affairs |                 | Warrior Magazine      | Quarterly                      |                       | 5,000                                |
| 2 | Military and Veteran's Affairs |                 | Annualy Report        | Annually                       |                       | 1,000                                |
|   |                                |                 |                       | <b>Total:</b>                  | <b>\$0</b>            | <b>6,000</b>                         |

|               | Department        | Division   | Name of Report  | Frequency<br>of Report | Cost of Report  | Number of<br>Copies Produced |
|---------------|-------------------|--|---|------------------------|-----------------|------------------------------|
| 1             | Natural Resources | Division of Oil and Gas                              | 5 year plan Div. of Oil and Gas   |                        | \$2,100         | 200                          |
| 2             | Natural Resources | Division of Oil and Gas                              | ACMP Analysis   |                        | \$560           | 100                          |
| 3             | Natural Resources | Division of Oil and Gas                              | Best Interest Findings  |                        | \$4,325         | 100                          |
| 4             | Natural Resources | Division of Oil and Gas                              | Notice Sales  |                        | \$166           | 550                          |
| 5             | Natural Resources | Division of Oil and Gas                              | AK peninsula & Cook Inlet Call for new information  |                        | \$480           | 795                          |
| 6             | Natural Resources | Division of Oil and Gas                              | AK Facts and Figures  |                        | \$50            | 150                          |
| 7             | Natural Resources | Div of Geological & Geophysical Surveys              | Alaska Division of Geological & Geophysical Surveys<br>Annual Report                              |                        | \$2,810         | 300                          |
| 8             | Natural Resources | Div of Geological & Geophysical Surveys              | Alaska's mineral industry 2008 (produced in<br>cooperation with Division of Economic Development) |                        | \$8,520         | 1500                         |
| 9             | Natural Resources | Agriculture  | Alaska Farmers Market Resource Manual/Fed Grant   |                        |                 |                              |
| 10            | Natural Resources | Agriculture  | Alaska Peony Growers Association Pamphlet/Federal<br>Grant  |                        |                 |                              |
| 11            | Natural Resources | Agriculture  | Peony Rack Card display cards/Federal Grant   |                        |                 |                              |
| 12            | Natural Resources | Agriculture  | Plant Materials Center (PMC) Revegetation<br>Manual/Fed Grant                                     |                        |                 |                              |
| 13            | Natural Resources | Agriculture  | PMC Coastal Revegetation & Erosion Control<br>Guide/Fed Funding                                   |                        |                 |                              |
| 14            | Natural Resources | Agriculture  | PMC Native Plant Directory/Fed Funding  |                        |                 |                              |
| 15            | Natural Resources | Agriculture  | PMC Plant Flyers: Use and Cultivation/ Fed Funding  |                        |                 |                              |
| 16            | Natural Resources | Agriculture  | Alaska Brand Book/general funds   |                        |                 |                              |
| 17            | Natural Resources | Agriculture  | Alaska Grown Source Book/general funds  |                        |                 |                              |
| 18            | Natural Resources | Division of Coastal and Ocean Mgmt                   | Annual Calendar/Fed grant   | Annual                 | \$3,924         |                              |
| 19            | Natural Resources | Division of Coastal and Ocean Mgmt                   |   |                        |                 |                              |
| 20            | Natural Resources | Alaska Gas Pipeline Coordinator's Office             | Semi-annual report to the legislature   | Bi-Annual              | \$2,800         |                              |
| 21            | Natural Resources | State Pipeline Coordinators Office                   | SPCO Annual Report  | Annual                 | \$4,000         | 280                          |
| 22            | Natural Resources | MiningLandWtr, Land Sales and Contract<br>Admin      | Sealed Bid Auction Brochure   | Annual                 | \$3,126         | 3250                         |
| 23            | Natural Resources | MiningLandWtr, Land Sales and Contract<br>Admin      | Remote Recreational Cabin Sites brochure  | Annual                 | \$3,076         | 4500                         |
| 24            | Natural Resources | MiningLandWatr, Resource Dev &<br>Assessment Section | land use or management plans, \$20-30 each plan   | Every two years        | \$3,000         | 125                          |
| 25            | Natural Resources | Parks  | Park restrictions   | Annual                 | \$0             |                              |
| 26            | Natural Resources | Parks  | Campsite permits for disabled vets  | Annual                 | \$760           |                              |
| 27            | Natural Resources | MiningLandWtr  |   | Annual                 | \$0             |                              |
| <b>Total:</b> |                   |  |   |                        | <b>\$39,697</b> | <b>11,850</b>                |

|    | Department    | Division | Name of Report  | Frequency<br>of Report | Cost of Report | Number of<br>Copies Produced |
|----|---------------|----------|---|------------------------|----------------|------------------------------|
| 1  | Public Safety |          | "Fire in Alaska"  |                        | \$1,000.00     | 50                           |
| 2  | Public Safety |          | "Portable Fire Extinguisher Permit Program"               |                        | \$0.00         | None                         |
| 3  | Public Safety |          | "History of the Division of Fire Prevention"              |                        | \$0.00         | None                         |
| 4  | Public Safety |          | "Training Program Accreditation & Course Approval Manual" |                        | \$0.00         | None                         |
| 5  | Public Safety |          | "Carbon Monoxide Alarms"                                  |                        | \$0.00         | None                         |
| 6  | Public Safety |          | Assisted Living Home Checklist"                           |                        | \$0.00         | None                         |
| 7  | Public Safety |          | "Fire Flyer"  |                        | \$0.00         | None                         |
| 8  | Public Safety |          | "Raven Island"  |                        | \$0.00         | None                         |
| 9  | Public Safety |          | "Selecting a Safe Assisted Living Home"                   |                        | \$0.00         | None                         |
| 10 | Public Safety |          | "What's On Your Wall?"                                    |                        | \$0.00         | None                         |
| 11 | Public Safety |          | "Alaska Home Fire Safety"                                 |                        | \$0.00         | None                         |
| 12 | Public Safety |          | "Home Fire Safety Improvement Project"                    |                        | \$0.00         | None                         |
| 13 | Public Safety |          | "Fair and Exhibition Fire Safety Improvement Project"     |                        | \$0.00         | None                         |
| 14 | Public Safety |          | Various division press releases                           |                        | \$0.00         | None                         |
| 15 | Public Safety |          | DFLS Standard Operating Guidelines                        |                        | \$500.00       | 39                           |
| 16 | Public Safety |          | "List of Fire Extinguisher Permit Holders"                |                        | \$0.00         | None                         |
| 17 | Public Safety |          | "List of Fire System Permit Holders"                      |                        | \$0.00         | None                         |
| 18 | Public Safety |          | "List of Approved Fire Protection Systems"                |                        | \$0.00         | None                         |
| 19 | Public Safety |          | "Fire Department Directory"                               |                        | \$0.00         | None                         |
| 20 | Public Safety |          | Application for Certification                             |                        | \$360.00       | 1200                         |
| 21 | Public Safety |          | Airport Firefighter Certification Program                 |                        | \$12.50        | 5                            |
| 22 | Public Safety |          | Airport Firefighter Training Record                       |                        | \$0.00         | None                         |
| 23 | Public Safety |          | Airport Firefighter Skill Sheets                          |                        | \$0.00         | None                         |
| 24 | Public Safety |          | Alaska Standard for Live Fire Training Evolutions         |                        | \$0.00         | None                         |
| 25 | Public Safety |          | Apprentice Firefighter Certification Program              |                        | \$0.00         | None                         |
| 26 | Public Safety |          | Apprentice Firefighter Skill Sheets                       |                        | \$0.00         | None                         |
| 27 | Public Safety |          | Certified Fire Investigator Program                       |                        | \$12.50        | 5                            |
| 28 | Public Safety |          | Certified Fire Investigator Training Record               |                        | \$0.00         | None                         |
| 29 | Public Safety |          | Certified Fire Investigator Skill Sheets                  |                        | \$0.00         | None                         |
| 30 | Public Safety |          | Emergency Vehicle Driver Certification Program            |                        | \$0.00         | None                         |
| 31 | Public Safety |          | Emergency Vehicle Driver Training Record                  |                        | \$0.00         | None                         |
| 32 | Public Safety |          | Emergency Vehicle Driver Instructor Program               |                        | \$0.00         | None                         |
| 33 | Public Safety |          | Basic Firefighter Certification Program                   |                        | \$0.00         | None                         |
| 34 | Public Safety |          | Basic Firefighter Skill Sheets                            |                        | \$0.00         | None                         |
| 35 | Public Safety |          | Basic Firefighter Training Record                         |                        | \$0.00         | None                         |
| 36 | Public Safety |          | Firefighter Certification Program                         |                        | \$30.00        | 12                           |
| 37 | Public Safety |          | Firefighter I Skill Sheets                                |                        | \$48.00        | 60                           |
| 38 | Public Safety |          | Firefighter I Training Record                             | <b>Total:</b>          | \$0.00         | None                         |

|               | Department | Division                                 | Name of Report   | Frequency<br>of Report | Cost of Report  | Number of<br>Copies Produced |
|---------------|------------|--|--|------------------------|-----------------|------------------------------|
| 1             | Revenue    | Permanent Fund Dividend Division         | Charitable Contributions                                   | Annually               | \$0.00          | 3                            |
| 2             | Revenue    | Alaska Permanent Fund Corp.              | Annual Report  | Annually               | \$6.64          | 1,500                        |
| 3             | Revenue    | Alaska Mental Health Trust Authority     | Annual Report to the Governor                              | Annually               | \$1.02          | 6,000                        |
| 4             | Revenue    | Treasury Division                        | Annual Debt Report   | Annually               | \$0.00          | On-line only                 |
| 5             | Revenue    | Treasury Division                        | CBRF Balance Report to the Legislature                     | Annually               | \$0.00          |                              |
| 6             | Revenue    | Alaska Municipal Bond Bank Authority     | Annual Report  | Annually               | \$6,974.00      | 200                          |
| 7             | Revenue    | Alaska Retirement Management Board       | Quarterly Updates on Investments                           | Quarterly              | \$0.00          |                              |
| 8             | Revenue    | Alaska Retirement Management Board       | Reporting Requirement Fulfilled by Retirement and Benefits | Annually               | \$0.00          |                              |
| 9             | Revenue    | Alaska Natural Gas Development Authority | Financial Reports  | Annually               | \$50.00         | On-line only                 |
| 10            | Revenue    | Alaska Natural Gas Development Authority | Quarterly Financial Reports                                | Quarterly              |                 |                              |
| 11            | Revenue    | Tax Division                             | Revenue Source Book  | Annually               | \$1,500.00      | 150                          |
| 12            | Revenue    | Tax Division                             | Annual Report  | Annually               | \$0.00          | As Requested                 |
| 13            | Revenue    | Tax Division                             | Annual Production Tax Report                               | Annually               | \$0.00          | On-line only                 |
| 14            | Revenue    | Tax Division                             | Gaming Report  | Annually               | \$0.00          | On-line only                 |
| 15            | Revenue    | Tax Division                             | Education Credit Report                                    | Annually               |                 |                              |
| 16            | Revenue    | Tax Division                             | Commercial Passenger Vessel and Gambling Tax Report        | Annually               |                 |                              |
| 17            | Revenue    | Tax Division                             | Salmon Price and Products Report                           | Annually               | \$0.00          | On-line only                 |
| 18            | Revenue    | Tax Division                             | Shared Taxes   | Annually               | \$0.00          | On-line only                 |
| 19            | Revenue    | Tax Division                             | Prevailing values for ANS, Cook Inlet Gas                  | Annually               | \$0.00          | On-line only                 |
| 20            | Revenue    | Alaska Housing Finance Corporation       | Revolving Fund-Complete Accounting of all Assets.          | Annually               | \$25,000.00     | 2,000                        |
| <b>Total:</b> |            |  |  |                        | <b>\$33,532</b> | <b>9,853</b>                 |

|    | Department     | Division                                | Name of Report   | Frequency of Report               | Cost of Report   | Number of Copies Produced                |
|----|----------------|---|--|-----------------------------------|------------------|--|
| 1  | Transportation | Statewide Aviation                      | AK Airports & Aviation Annual Report   | annually                          | Printed in-house | 500                                      |
| 2  | Transportation | Fairbanks International Airport         | FAI Flight Lines   | quarterly                         | \$0              |  |
| 3  | Transportation | Anchorage International Airport         | Economic Engine Brochure   | TBD                               | \$1,500          | 2,000                                    |
| 4  | Transportation | Anchorage International Airport         | Quarterly Newsletter   | Quarterly                         | \$0              | N/A                                      |
| 5  | Transportation | Anchorage International Airport         | News Bulletin  | Quarterly                         | \$0              | N/A                                      |
| 6  | Transportation | Alaska Int'l Airports System            | Audited Financial Statements   | annual                            | \$225            | 50                                       |
| 7  | Transportation | Alaska Int'l Airports System            | Passenger Facilities Charges Audited Report  | annual                            | \$113            | 25                                       |
| 8  | Transportation | Alaska Int'l Airports System            | Bond Issuance Official Statements  | in conjunction with debt issuance | \$1,250          | 50                                       |
| 9  | Transportation | AK Marine Hwy System                    | Annual Financial Report  | Annual                            | \$1,300          | 150                                      |
| 10 | Transportation | AK Marine Hwy System                    | Annual Traffic Volume Report   | Annual                            | \$1,700          | 150                                      |
| 11 | Transportation | AK Marine Hwy System                    | New Employee Handbook  | Annual                            | \$800            | 100                                      |
| 12 | Transportation | AK Marine Hwy System                    | Ticket Jackets   | Annual                            | \$12,000         | 30,000                                   |
| 13 | Transportation | AK Marine Hwy System                    | Schedules  | Semi-Annual                       | None             | 130,000 Summer/Fall 40,000 Winter/Spring |
| 14 | Transportation | AK Marine Hwy System                    | Military Direct Mail   | Annual                            | \$3,337          | 6,900                                    |
| 15 | Transportation | AK Marine Hwy System                    | 30% Off Brochure   | Annual                            | \$1,654          | 3,100                                    |
| 16 | Transportation | AK Marine Hwy System                    | Umbrella Brochure  | Annual                            | \$2,575          | 2,575                                    |
| 17 | Transportation | Administrative Services/Finance         | Executive Compensation & Travel Report   | annual                            |                  |  |
| 18 | Transportation | Administrative Services/Finance         | Cash Management Improvement Act (CMIA): Percentage of Personal Services to Total Expenditures on FAA, FHWA (including AMHS) funded projects. | annual                            |                  |  |
| 19 | Transportation | Administrative Services/Finance         | Cash Management Improvement Act (CMIA): report on payments that the state received either late or prematurely                                | annual                            |                  |  |
| 20 | Transportation | Administrative Services/Finance         | Indirect Cost Allocation Plan  | annual                            |                  |  |
| 21 | Transportation | Administrative Services/Finance         | FAA Airport Financial Reports  | annual                            |                  |  |
| 22 | Transportation | Administrative Services/Finance         | Federal and State Pass Thru Report   | annual                            |                  |  |
| 23 | Transportation | Administrative Services/Finance & State | Highway Equipment Working Capital Fund (HEWCF)   | annual                            |                  |  |
| 24 | Transportation | Administrative Services/Finance         | Capital Asset Report   | annual                            |                  |  |
| 25 | Transportation | Administrative Services/Finance         | Loan Receivable & Accrued Interest Report  | annual                            |                  |  |
| 26 | Transportation | Administrative Services/Finance         | Capital and Operating Lease Report   | annual                            |                  |  |

|    |                |   |   |                                |  |  |
|----|----------------|---|---|--------------------------------|--|--|
| 27 | Transportation | Administrative Services/Finance                               | Petty Cash and Change Fund Report   | annual                         |  |  |
| 28 | Transportation | Administrative Services/Budget & OMB                          | Capital Appropriation Status Report (CASR)                                    | Annual                         |  |  |
| 29 | Transportation | Administrative Services/Information Technology                | Annual Information Technology Plan  | annual                         |  |  |
| 30 | Transportation | Administrative Services/Budget                                | Fee Report  | annual                         |  |  |
| 31 | Transportation | Administrative Services/Budget & Planning/Program Development | Capital Budget  | annual                         |  |  |
| 32 | Transportation | Administrative Services/Budget                                | Operating Budget  | annual                         |  |  |
| 33 | Transportation | Administrative Services                                       | Performance Measurement   | beginning of session and semi- |  |  |
| 34 | Transportation | Administrative Services/Budget                                | 10 Year Fiscal Plan   | annual                         |  |  |
| 35 | Transportation | Administrative Services/Finance                               | Comprehensive Annual Financial Report (CAFR)                                  | annual                         |  |  |
| 36 | Transportation | KABATA  | Knik Arm Bridge and Toll Authority Annual Report (KABATA)                     | annually                       |  |  |
| 37 | Transportation | Program Development; Statewide Plan                           | Let's Get Moving 2030 Alaska Statewide Transportation Policy Plan 2030 (2008) | At least every 4 years;        |  |  |
| 38 | Transportation | Program Development; Statewide Plan                           | Non-Metropolitan Local Official Consultation Process (2011)                   | At least every 4 years;        |  |  |

|    | Department | Division | Name of Report  | Frequency<br>of Report | Cost of Report | Number of<br>Copies Produced |
|----|------------|----------|---|------------------------|----------------|------------------------------|
| 1  | Courts     |          | Profile of the Alaska Court System (blue)   |                        |                |                              |
| 2  |            |          | Bail (blue)   |                        |                |                              |
| 3  |            |          | What is a Guardian Ad Litem? (peach)  |                        |                |                              |
| 4  |            |          | Anchorage Traffic Court (tan)   |                        |                |                              |
| 5  |            |          | Child In Need of Aid Proceedings (gray)   |                        |                |                              |
| 6  |            |          | Mental Health Commitments (blue)  |                        |                |                              |
| 7  |            |          | Misdemeanor Arraignments (goldenrod)  |                        |                |                              |
| 8  |            |          | DUI (green)   |                        |                |                              |
| 9  |            |          | Depositing Your Will (red)  |                        |                |                              |
| 10 |            |          | What is Mediation (gray)  |                        |                |                              |
| 11 |            |          | Child Custody and Visitation Investigations (tan)   |                        |                |                              |
| 12 |            |          | Grievance Procedures (yellow cvr)   |                        |                |                              |
| 13 |            |          | Minor Offense Pamphlet (tan)  |                        |                |                              |
| 14 |            |          | How to Represent Yourself in Alaska's Domestic<br>Violence Protective Order Process (cherry cvr)                |                        |                |                              |
| 15 |            |          | Como Representarse En El Proceso De Una Orden<br>De Proteccion De Violencia Domesitca De Alaska<br>(yellow cvr) |                        |                |                              |
| 16 |            |          | Child in Need of Aid Mediation and Family<br>Conferencing Program (bl)  |                        |                |                              |
| 17 |            |          | Child Custody and Visitation Mediation Program<br>(peach)   |                        |                |                              |
| 18 |            |          | Judicial Independence (gray)  |                        |                |                              |
| 19 |            |          | Boney Courthouse Artwork (tan)  |                        |                |                              |
| 20 |            |          | Alaska Landlord and Tenant Act (white)  |                        |                |                              |
| 21 |            |          | Rabinowitz Courthouse Artwork (buff)  |                        |                |                              |
| 22 |            |          | Teaching Kids About Court (buff)  |                        |                |                              |
| 23 |            |          | Connecting Courts and Community (blue)  |                        |                |                              |
| 24 |            |          | Nesbett Courthouse Artwork (ivory)  |                        |                |                              |
| 25 |            |          | Guardianship and Conservatorship Mediation<br>Program (ivory)   |                        |                |                              |

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|----|--|--|--|--|--|
| 26 |  | Alaska State Court Library (natural)   |  |  |  |
| 27 |  | Poster: How the Clerk's Can & Cannot Help You  |  |  |  |
| 28 |  | Helping You Child Through Divorce/Separation – Workshop for Parents (Fairbanks only) |  |  |  |
| 29 |  | Helping Your Child Through Divorce/Separation – A Guide for Parents (Juneau only)    |  |  |  |
| 30 |  | Anchorage Coordinated Resource Project   |  |  |  |
| 31 |  | Palmer Coordinated Resource Project  |  |  |  |
| 32 |  | Anchorage Felony DUI Court   |  |  |  |
| 33 |  | Anchorage Felony Drug Court  |  |  |  |
| 34 |  | Anchorage Wellness Court   |  |  |  |
| 35 |  | Ketchikan Therapeutic Court  |  |  |  |
| 36 |  | Juneau Therapeutic Court   |  |  |  |
| 37 |  | Bethel Therapeutic Court   |  |  |  |
| 38 |  | Anchorage Family Care Court  |  |  |  |

| Department              | Division  | Name of Report                                      | Frequency<br>of Report | Cost of Report | Number of<br>Copies Produced |
|-------------------------|-----------|---|------------------------|----------------|------------------------------|
| 1 University of Alaska  | Statewide | University of Alaska Report to the Legislature      | Annual                 | \$140          | 20                           |
| 2 University of Alaska  | Statewide | Alaska's University of Alaska's Schools             | Annual                 | \$1,000        | 30                           |
| 3 University of Alaska  | Statewide | Approved Operating and Capital Budgets (Yellowbook) | Annual                 | \$1,593        | 150                          |
| 4 University of Alaska  | Statewide | UA in Review  | Annual                 | \$2,684        | 280                          |
| 5 University of Alaska  | Statewide | UAR Executive Review                                | Annual                 | \$2,601        | 50                           |
| 6 University of Alaska  | Statewide | Budget Books  | Annual                 | \$313          | 8                            |
| 7 University of Alaska  | Statewide | BOR Operating & Capital Budget Request (Redbook)    | Annual                 | \$1,041        | 150                          |
| 8 University of Alaska  | Statewide | Gov.'s Proposed Operating & Capital Budget Request  | Annual                 | \$1,097        | 200                          |
| 9 University of Alaska  | Statewide | President's Report                                  | Annual                 | \$3,872        | 1,000                        |
| 10 University of Alaska | Statewide | Foundation Report                                   | Annual                 | \$12,220       | 2,500                        |
| 11 University of Alaska | Statewide | Budget Summary                                      | Annual                 | \$995          | 500                          |
| 12 University of Alaska | Statewide | Many Traditions                                     | Annual                 | \$1,721        | 500                          |
| 13 University of Alaska | Statewide | System Directory                                    | Annual                 | \$4,084        | 1,400                        |
| 14 University of Alaska | Anchorage | Accolades Fall 2010                                 | Annual                 | \$22,397       | 35,400                       |
| 15 University of Alaska | Anchorage | Accolades Spring 2011 (est'd)                       | Annual                 | \$24,300       | 36,000                       |
| 16 University of Alaska | Anchorage | Impact of Giving                                    | Annual                 | \$3,491        | 3,200                        |
| 17 University of Alaska | Anchorage | UAA Fast Facts                                      | Annual                 | \$1,133        | 1,000                        |
| 18 University of Alaska | Anchorage | College of Business and Public Policy Networker     | Annual                 | \$3,078        | 6,100                        |
| 19 University of Alaska | Anchorage | CAS Arts & Sciences newsletter Fall 2010            | Annual                 | \$1,964        | 12,000                       |
| 20 University of Alaska | Anchorage | College of Education newsletter Aug 2010            | Annual                 | \$1,360        | 5,200                        |
| 21 University of Alaska | Anchorage | Reprints of CoE newsletter (Aug 2010 ed.)           | Annual                 | \$390          | 200                          |
| 22 University of Alaska | Anchorage | Athletics Wolftracks newsletter Oct 2010            | Annual                 | \$1,081        | 2,000                        |
| 23 University of Alaska | Anchorage | School of Engineering newsletter Nov 2010           | Annual                 | \$1,154        | 2,200                        |
| 24 University of Alaska | Anchorage | School of Nursing Vitals newsletter Sept 2010       | Annual                 | \$1,094        | 3,600                        |
| 25 University of Alaska | Anchorage | Campus Security & Fire Report                       | Annual                 | \$1,629        | 450                          |
| 26 University of Alaska | Anchorage | Students of Concern & Their Behavior Report         | Annual                 | \$157          | 60                           |
| 27 University of Alaska | Anchorage | Sanction Completion Guides                          | Annual                 | \$257          | 200                          |
| 28 University of Alaska | Anchorage | Student Code of Conduct Brochures                   | Annual                 | \$692          | 500                          |
| 29 University of Alaska | Anchorage | 21st Birthday Cards                                 | Annual                 | \$392          | 1,200                        |
| 30 University of Alaska | Anchorage | Counselor Handbill                                  | Annual                 | \$466          | 1,000                        |
| 31 University of Alaska | Anchorage | Students in Crisis or Conflict brochure             | Annual                 | \$745          | 250                          |

|    |                      |           |                           |        |          |        |
|----|----------------------|-----------|---------------------------|--------|----------|--------|
| 32 | University of Alaska | Anchorage | Navigation Guides         | Annual | \$4,769  | 13,000 |
| 33 | University of Alaska | Anchorage | Career Clusters           | Annual | \$23,069 | 52,300 |
| 34 | University of Alaska | Anchorage | View Books                | Annual | \$3,400  | 5,000  |
| 35 | University of Alaska | Anchorage | Domestic Tri-folds        | Annual | \$9,928  | 26,000 |
| 36 | University of Alaska | Anchorage | Fact Finder               | Annual | \$16,900 | 7,000  |
| 37 | University of Alaska | Anchorage | Guide to Living on Campus | Annual | \$5,300  | 1,200  |
| 38 | University of Alaska | Anchorage | Student Showcase Journal  | Annual | \$3,310  | 350    |

|   | Department                            | Division | Name of Report | Frequency<br>of Report | Cost of Report | Number of<br>Copies Produced |
|---|---------------------------------------|----------|----------------|------------------------|----------------|------------------------------|
| 1 | AK Judicial Council                   |          | Annual Report  | Annually               | \$1,516.50     | 450                          |
| 2 | Alaska Commission on Judicial Conduct |          | Annual Report  | Annually               | \$700.00       | 50                           |
|   |                                       |          |                |                        | \$2,216.50     | 500                          |