# HB

# 68

<TARGET><BILL>HB  68</BILL><SUBJECT>HB
68</SUBJECT><COMM>SSTA29</COMM></TARGET>

# ALASKA LEGISLATURE

*Representative Jonathan Kreiss-Tomkins*

Angoon · Coffman Cove · Craig · Edna Bay · Elfin Cove · Game Creek · Hollis · Hoonah · Kake · Kasaan · Klawock · Kupreanof · Naukati · Pelican Petersburg · Point Baker · Port Alexander · Port Protection · Sitka · Tenakee Springs · Thorne Bay · Whale Pass

rep.jonathan.kreiss-tomkins@akleg.gov

Committees:
Education
Fisheries
Rules
State Affairs

Juneau, Alaska 99801 (Jan. – April)
State Capitol, Room 426
(907) 465-3732

Sitka, Alaska 99835 (May – Dec.)
201 Katlian Street, Ste. 103
(907) 747-4665

Dear Senator Stoltze:

Enclosed is the current version and supporting documents for HB 68 — "an Act relating to the preparation, electronic distribution, and posting of reports by state agencies," which has been referred to the Senate State Affairs committee after passing the House on Saturday, April 11th. We'd like to request a hearing for the bill.

The staffer assigned to this bill is Berett Wilber, who can be reached at berett.wilber@akleg.gov and 907.465.6848.

Thank you!

Rep. Kreiss-Tomkins

# ALASKA LEGISLATURE

*Representative Jonathan Kreiss-Tomkins*

Angoon · Coffman Cove · Craig · Edna Bay · Elfin Cove · Game Creek · Hollis · Hoonah · Kake · Kasaan · Klawock · Kupreanof · Naukati · Pelican
Petersburg · Point Baker · Port Alexander · Port Protection · Sitka · Tenakee Springs · Thorne Bay · Whale Pass

rep.jonathan.kreiss-tomkins@akleg.gov

Committees:
Education
Fisheries
Rules
State Affairs

Juneau, Alaska 99801 (Jan. – April)
State Capitol, Room 426
(907) 465-3732

Sitka, Alaska 99835 (May – Dec.)
201 Katlian Street, Ste. 103
(907) 747-4665


## HB 68 – Paper Reduction Act

This bill will cut spending and conserve resources by reducing the number of reports printed by government agencies.

The state spends an estimated $585,000 a year on designing, printing, and publishing agency reports, an expensive habit that has held over from the times when print circulation was the only available option.

Times have changed. HB 68 changes the production and publication defaults for state agency reports. The legislation makes electronic publication the default, unless exceptions for print copies are deemed necessary. Similarly, HB 68 makes in-house design the default, instead of contracting out. HB 68 provides that reports be posted and archived on the Alaska Online Public Notice System, enhancing Alaskans' access to public reports and information.

Exempt hard copies may still be provided when required by federal law, for the state library system, or when designated by the head of an agency. But the changes proposed in this bill will ensures that reports are circulated efficiently and cheaply, are environmentally friendly, don't take up physical space, and can be accessed instantaneously by Alaskans from Nome to Thorne Bay.

This bill will excise waste spending and conserve paper while simultaneously improving Alaskans' access to information.

# ALASKA LEGISLATURE

*Representative Jonathan Kreiss-Tomkins*

Angoon · Coffman Cove · Craig · Edna Bay · Elfin Cove · Game Creek · Hollis · Hoonah · Kake · Kasaan · Klawock · Kupreanof · Naukati · Pelican
Petersburg · Point Baker · Port Alexander · Port Protection · Sitka · Tenakee Springs · Thorne Bay · Whale Pass

rep.jonathan.kreiss-tomkins@akleg.gov

Committees:
Education
Fisheries
Rules
State Affairs

Juneau, Alaska 99801 (Jan. – April)
State Capitol, Room 426
(907) 465-3732

Sitka, Alaska 99835 (May – Dec.)
201 Katlian Street, Ste. 103
(907) 747-4665


## Sectional for HB 68 - Paper Reduction Act

*"An Act relating to the preparation, electronic distribution, and posting of reports by state agencies."*

**Section 1**

Amends AS 14.56.120(a) to changes the current number of copies of state publications deposited at the library from four to five, as requested by State librarians.

**Section 2**

Amends 14.56.170 (which outlines the library's current procedure with reports) by providing exception for new section AS 44.99.260, so that the public can request a limited number of reproductions of public documents free of charge. Two reports can be requested per day, and additional reports can be requested under the existing fee structure set in place by the State Library.

**Section 3**

Amends AS 44.62.175(a) to include state agency reports as something that must be included on the Alaska Online Public Notice System.

**Section 4**

Creates Sec. 44.99.250, titled "Electronic distribution and posting," stipulating that if an agency produces reports, it must post those reports on the Alaska Online Public Notice System. It may not print hard copies of the reports, except when required by federal law, by agreement, when approved by the head of the agency or the head's designee, or by request through the state library.

Creates Sec. 44.99.260, titled "Print copy requests," which establishes that the policy of printing five hard copies of each report for the state library distribution and data access center will remain, as set out in amended AS 14.56.120.

Creates Sec. 44.99.270, titled "Graphic design for reports," which says agencies cannot hire contractors for photography or design work on reports unless there is no agency employee qualified to do the work, or it would cost less to do so.

Creates Sec. 44.99.290, titled "Definitions," which defines both "report" and "state agency" as understood in the new sections.

# Fiscal Note

State of Alaska
2015 Legislative Session

| | |
|---|---|
| Bill Version: | CSHB 68(STA) |
| Fiscal Note Number: | 1 |
| (H) Publish Date: | 2/20/2015 |

Identifier: HB068-OOG-OMB-2-13-15
Title: ELECTRONIC DISTRIB. OF REPORTS
Sponsor: KREISS-TOMKINS
Requester: House State Affairs

Department: Various (for Fiscal Notes only)
Appropriation: Various
Allocation: Executive Branch
OMB Component Number: 0

**Expenditures/Revenues**

Note: Amounts do not include inflation unless otherwise noted below. (Thousands of Dollars)

| | FY2016 Appropriation Requested | Included in Governor's FY2016 Request | Out-Year Cost Estimates | | | | |
|---|---|---|---|---|---|---|---|
| **OPERATING EXPENDITURES** | **FY 2016** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **FY 2020** | **FY 2021** |
| Personal Services | | | | | | | |
| Travel | | | | | | | |
| Services | | | | | | | |
| Commodities | | | | | | | |
| Capital Outlay | | | | | | | |
| Grants & Benefits | | | | | | | |
| Miscellaneous | | | | | | | |
| **Total Operating** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** |

**Fund Source (Operating Only)**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| None | | | | | | | |
| **Total** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** |

**Positions**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Full-time | | | | | | | |
| Part-time | | | | | | | |
| Temporary | | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Change in Revenues** | | | | | | | |

**Estimated SUPPLEMENTAL (FY2015) cost:** 0.0 *(separate supplemental appropriation required)*
*(discuss reasons and fund source(s) in analysis section)*

**Estimated CAPITAL (FY2016) cost:** 0.0 *(separate capital appropriation required)*
*(discuss reasons and fund source(s) in analysis section)*

**ASSOCIATED REGULATIONS**

Does the bill direct, or will the bill result in, regulation changes adopted by your agency? No
If yes, by what date are the regulations to be adopted, amended or repealed? N/A

**Why this fiscal note differs from previous version:**

| | | | |
|---|---|---|---|
| Prepared By: | Arnold Liebelt, Policy Analyst | Phone: | (907)465-4676 |
| Division: | Office of Management and Budget | Date: | 02/13/2015 04:00 PM |
| Approved By: | Pat Pitney, Director | Date: | 02/13/15 |
| Agency: | Office of Management and Budget | | |

FISCAL NOTE ANALYSIS

STATE OF ALASKA
2015 LEGISLATIVE SESSION

## Analysis

This legislation does the following:
Requires that state agencies that produce and distribute reports, post these reports on the state's Online Public Notice Website. An agency may not produce print copies of reports except as required

(A) under AS 14.56.120;
(B) by agreement; or
(C) by federal law; or

Requested under AS 44.99.260 or specifically approved by the head of the agency.

In preparing this fiscal note, the definition of "report" was used as defined in section 2 of the bill. A report is defined as an official document that a state agency is required by law to prepare and distribute to the Legislature or the public without a specific request.

This bill results in no cost to the state. This legislation will, overall, result in a cost savings to the state, but the extent of the savings is inconclusive. The annual cost for printing state agency reports is estimated at $585,000 statewide. Many state agencies currently distribute reports electronically when possible, and do not realize contracted printing costs. Also, the bill allows the head of a state agency to approve the printing and distribution of reports. It is unknown how many heads of state agencies or how many reports, or quantity of reports, may be printed as a result.
Also, if persons want a printed copy of a report, they can obtain a copy from the State Library Distribution and Data Access Center. The additional requests that libraries may receive for printed reports and the cost to libraries of fulfilling those requests is unknown.

The bill will most likely result in a cost savings, however the extent to which the savings is realized is inconclusive.

# ALASKA LEGISLATURE

*Representative Jonathan Kreiss-Tomkins*

Angoon · Coffman Cove · Craig · Edna Bay · Elfin Cove · Game Creek · Hollis · Hoonah · Kake · Kasaan · Klawock · Kupreanof · Naukati · Pelican
Petersburg · Point Baker · Port Alexander · Port Protection · Sitka · Tenakee Springs · Thorne Bay · Whale Pass

rep.jonathan.kreiss-tomkins@akleg.gov

Committees:
Education
Fisheries
Rules
State Affairs

Juneau, Alaska 99801 (Jan. – April)
State Capitol, Room 426
(907) 465-3732

Sitka, Alaska 99835 (May – Dec.)
201 Katlian Street, Ste. 103
(907) 747-4665


## Summary of Changes – HB 68

The first change is an amendment to AS 14.56.120(a), and it came at the request of the librarians in the State Library: changing the number of hard copies of reports delivered to library from four to five. The library holds one copy of each report, circulates one, and sends three other copies to UA, ARLIS, and the Library of Congress. This change was incorporated in a CS in the State Affairs committee.

The second change is an amendment to AS 14.56.170, and it allows members of the public to request print copies of reports from the state library free of charge. Because of the typically low volume of requests for reports, and the proportionally small costs of reproducing them at the library, allowing the state to absorb the costs of reproduction still results in cost savings, while ensuring that public information remains free for everyone. Up to five reports could be requested per day. This change was incorporated by a CS in the State Affairs committee.

The third change is an amendment to the previous amendment in AS 14.56.170, changing the number of reports available per day to two to safeguard against potential misuse of library resources. This change was incorporated in a CS in the Finance Committee.

The fourth change is an amendment to AS 44.99.250(b), and it requires state agencies to prominently include in the report the website where the digital copy and the physical address where a print copy of the report may be found. This change was incorporated in a CS in the Finance Committee.

The fifth change is an amendment to AS 44.99.290(1), explicitly stating that regulations and documents or notices related to proposed regulations do not fall under the definition of reports. This change was incorporated by an amendment on the House Floor.

# 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@akleg.gov*


## Research Brief

TO: Representative Jonathan Kreiss-Tomkins
FROM: Susan Haymes, Legislative Analyst
DATE: February 11, 2015
RE: State Agency Reports Required by Alaska Statute
*LRS Report 15.248*

***You asked for a list of the reports state agencies are required by Alaska statute to provide and the due dates for each.***

Table 1 on the following page describes the 189 Alaska statutes that we identified requiring state agencies to provide reports. The list is organized by department with miscellaneous state entities located at the end of the table. While many of the reports are accounts of an entity's annual activities and finances, the topics, scope, and frequency of the information required vary considerably. We also provide for each requirement, the entity that is responsible for preparing the report and the date the information is due. A number of statutes provide for a specific date, such as the 30th day of the legislative session, while others require reports to be submitted annually, biennially, or quarterly.

Please note that although we believe our research to be thorough, there may be additional reports required by state agencies that were not located by our efforts due to variations in the wording and construction of statutory requirements.

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

| Table 1: Statutorily Required Reports by State Agencies | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Administration (DOA)** | | | |
| Commissioner | AS § 14.25.004 | An annual statement on the on operations of Teachers' Retirement System plans. | Six months after close of fiscal year |
| Alaska Public Offices Commission | AS § 15.13.030 | A biennial report concerning the activities of the commission, the effectiveness of this chapter, its enforcement by the attorney general's office, and recommendations and proposals for change. | Biennially |
| Violent Crimes Compensation Board | AS § 18.67.170 | A biennial report of its activities under this chapter including a brief description of the facts in each case and the amount of compensation awarded during the preceding two-year period. | Odd-Numbered Years |
| Governor | AS § 18.85.040 | Within 10 days of the removal of a public defender for good cause, the governor shall submit to the legislature a report stating the reasons for removal. | As Required |
| Alaska Public Offices Commission | AS § 24.45.031 | A biennial report of activities, findings, and recommendations. | February 1 of odd-numbered calendar year |
| Alaska Public Offices Commission | AS § 24.45.041(e) | The commission shall publish a directory of registered lobbyists and make available to the public, public officials, and the legislature. | 15th day of Regular Legislative Session |
| DOA | AS § 28.22.011(b) | The department shall publish a list of areas exempt from motor vehicle liability insurance. | Annually |
| Commissioner | AS § 36.30.540 | The commissioner shall prepare a report concerning procurements by agencies to include records of contracts awarded and separate lists of information on procurements from in-state and out-of-state providers. | Biennially |
| DOA | AS § 37.05.210(a)(1) | 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. | December 16th |
| DOA | AS § 37.05.210(a)(3) | A travel and compensation report containing detailed information for the previous calendar year of the salaries, per diem, travel expenses, relocation expenses, and any additional allowances for the governor, lt. governor, and state agency executives. | January 31st |
| Commissioner | AS § 37.10.088(c) | Quarterly reports on advances to the University of Alaska against verified receivables from appropriations for grants and contracts from federal or private sources of the university. | Quarterly |
| State Officers Compensation Commission | AS § 39.23.540(a) | The commission shall review the salaries, benefits, and allowances of members of the legislature, the governor, the lieutenant governor, and each principal executive department head and prepare a report on its findings at least once every two years, but not more frequently than every year. | Biennially |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Administration (continued)** | | | |
| Director of Personnel | AS § 39.28.020(a)(9) | Quarterly reports concerning agency compliance with and progress in its affirmative action program, the affirmative action plan, state and federal equal employment opportunity laws and regulations. | Quarterly |
| Director of Personnel | AS § 39.28.020(a)(12) | Annual report to the governor and the legislature on the progress and problem areas in the equal employment opportunity program and the implementation of the affirmative action plan. | February 15th |
| DOA | AS § 39.30.440 | An annual report to the legislature regarding the cost-saving measures it has implemented by regulation appropriate to current and future retirees in the health care system. | Annually |
| Administrator of the Public Employees' Retirement System | AS § 39.35.004(a)(8) | Report concerning the condition and administration of each of the state's retirement plans. | Six months after close of fiscal year |
| DOA | AS § 44.21.045(d) | The department shall submit a report on the operation of the Information Services Fund at the time of submission of the departmental budget. | Annually |
| Chief Administrative Law Judge | AS § 44.64.020(a)(7) | The results of a survey of participants in administrative hearings along with a report that includes a description of the activities of the office and recommendations for statutory changes that may be needed in relation to the administrative hearings held by the office or other state agencies. | January 31st |
| **Department of Commerce Community and Economic Development (DCCED)** | | | |
| DCCED | AS § 08.24.61 | The department shall reproduce the laws and regulations relating to licensing of collection agencies and operators in a pamphlet form; and make the pamphlet available to the public at no cost. | As Needed |
| Division of Insurance | AS § 21.06.087(d) | The director shall compile information on availability and costs of insurance in the state and report to the governor and the judiciary committees of both houses. | Annually |
| Division of Insurance | AS § 21.06.110 | Annual report showing all insurers created, operating, or ceasing operations in the state; information on rating, advisory, joint underwriting, and joint reinsuring organizations; expenses of the division; recommendations on laws affecting insurance; and other data required by statute. | Annually |
| Division of Insurance | AS § 21.06.115 | Director shall inform the public on matters concerning the purchase, price, coverage, benefits and rights of insurance marketed in the state in pamphlets on insurance and the rights of consumers. | As Needed |
| Alaska Comprehensive Health Insurance Association | AS § 21.55.020(f) | The board shall study and prepare a report at least once every three years on the effectiveness of this chapter. The report must include an analysis of the effectiveness of this chapter in promoting rate stability, product availability, and affordability of coverage. The report may contain recommendations for legislative or other regulatory action. | Every three years |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Commerce Community and Economic Development (continued)** | | | |
| Adak Reuse Authority | AS § 30.17.360 | A complete accounting of all assets of the authority. | January 10th |
| Adak Reuse Authority | AS § 30.17.370 | The authority shall publish a report to include a financial statement audited by an independent outside auditor, a statement of the authority's investments under this chapter, including an appraisal of the investments at market value, a comparison of the authority's performance with its goals. | January 10th |
| DCCED | AS § 37.05.530(c) | The department shall submit a list of all municipalities that have received grants, a list of all municipalities determined by the department to be eligible for further grants, a recommendation of the amount of money to be granted for those additional applications, and written justification of each past and potential grant from the National Petroleum Reserve Special Revenue Fund. | 10th day of Regular Legislative Session |
| Alaska Energy Authority | AS § 42.45.045(a)(3) | Submit to the legislature a report summarizing and reviewing each grant application submitted under this section and a recommended priority for awarding grants. | 10th day of Regular Legislative Session |
| DCCED | AS § 43.52.260 | A report that addresses the needs of communities to safely and efficiently host cruise ship passengers and summarize the extent to which the tax has defrayed those costs. | Every three years |
| DCCED | AS § 44.33.020(a)(33) | DCCED shall review the programs and reports of other departments and agencies as they are related to economic development and prepare an annual report on the economic growth of the state. | Annually |
| Alaska Minerals Commission | AS § 44.33.431(d) | Report on ways to mitigate the constraints, including governmental constraints, on development of minerals, including coal, in the state. | 10th day of Regular Legislative Session |
| DCCED | AS § 44.33.896(e) | A report on statewide and regional economic development projects and on the activities of regional development organizations. | February 1st |
| Alaska Energy Authority | AS § 44.83.085 | Annual report summarizing the status of the Susitna River power project. | 1st day of Regular Legislative Session |
| Alaska Energy Authority | AS § 44.83.110(h) | The authority shall prepare a revised estimate of the need to withdraw money from the capital reserve fund and a statement of all withdrawals to submit to the state bond committee and the Legislative Budget and Audit Committee. | January 30th |
| Alaska Energy Authority | AS § 44.83.940 | A comprehensive report describing operations, income and expenditures for the preceding 12-month period. | March 1st |
| Alaska Energy Authority | AS § 44.83.950 | A report detailing project status, original costs, and projected costs, particularly highlighting any costs in excess of the original cost estimates submitted for each project when that project was originally approved by the legislature. | 15th day of Regular Legislative Session |
| Industrial Development and Export Authority | AS § 44.88.140 | A report describing the nature and extent of tax exemptions of property, assets , income receipts, project development, and leasehold interests of the authority. | January 10th |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Commerce Community and Economic Development (continued)** | | | |
| Industrial Development and Export Authority | AS § 44.88.205(b)(2) | A complete accounting of all assets of the authority and a report of a review and determination of whether those assets are in excess of needs for the following fiscal year. The accounting shall be audited and must include a full description of all loan interest and principal payments and program receipts, including loan commitment fees received by or accrued to the authority during the preceding fiscal year; and all income earned on assets of the authority during that period. | January 10th |
| Industrial Development and Export Authority | AS § 44.88.210 | The authority shall publish a financial statement audited by an independent outside auditor, a statement of the authority's investments, including an appraisal of the investments at market value, a comparison of the authority's performance with the goals of the authority and the levels of bonding and investment activities in the previous and following year. | January 10th |
| DCCED | AS § 45.50.270 | The department shall publish a current list of log brands and make it available to the public. | December 31st of even-numbered years |
| **Department of Corrections (DOC)** | | | |
| Commissioner | AS § 33.30.011 | A report summarizing the findings and results of an assessment program analyzing the risks and needs of offenders incarcerated for 30 or more days. | January 15th |
| Compact Administrator | AS § 33.36.135 | A report on any rules that have been adopted by the Interstate Corrections Compact. | January 31st |
| **Court System** | | | |
| Administrative Director | AS § 22.20.037(d) | The administrative director of the court system shall file a travel and compensation report each year. The report must contain detailed information for the previous calendar year of the salaries, per diem, travel expenses, relocation expenses, and any additional allowances for judges and the administrative director of the court system. | January 31st |
| Administrative Director | AS § 22.20.310 | A report regarding the Alaska Court System to include information delineated in statute. | March 15th |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Education and Early Development (DEED)** | | | |
| DEED | AS § 14.03.078 | An annual report regarding the progress of each school and school district toward high academic performance by all students and other information required by statute. | February 15th |
| DEED | AS § 14.03.120 | Each school district reports annually to DEED goals and priorities for improving education, the plan to achieve those goals and priorities, and a means of measuring the district's progress. Reports must include information on accreditation; achievement and standardized test results; measures of student, parent, community, and business involvement in education; attendance, retention, dropout, and graduation data; and other information on school and student performance. The DEED summarizes district reports, including all revenue received by each district, and publishes a statewide report entitled "Alaska's Public Schools: A Report Card to the Public." | January 15th |
| Board of Education and Early Development | AS § 14.07.168 | The board shall prepare and present in person to legislature an annual report describing the activities of the board to improve the public education system. | 30th day of each Regular Legislative Session |
| DEED | AS § 14.11.035 | The department shall provide the governor and the legislature an annual report on the effectiveness of school construction and major maintenance grants including an analysis of fiscal impacts. | Annually |
| Commissioner | AS § 14.11.100(e) | Prepare a report on allocations of state aid for costs of school construction debt, including but not limited to the amount of state aid paid on a per capita and per student basis and the resultant effect on the rate of levy of taxes by the municipality for educational purposes. | Annually |
| DEED | AS § 14.14.110(d) | Prepare a report on cooperative arrangements between school districts, including the report the estimated cost savings resulting from the cooperative arrangements. The department shall notify the legislature that the report is available. | Annually |
| Commissioner | AS § 14.17.520(e) | Annual report on actions taken pursuant to audits of school districts to ensure that a minimum of 70 percent of school operating expenditures go toward the instruction component of district budgets. The report is submitted to the Legislative Budget and Audit Committee. | April 15th |
| DEED | AS § 14.33.210 | School districts report by November 30 all incidents resulting in suspension or expulsion for harassment, intimidation, or bullying on school premises or on transportation systems used by schools in the school year preceding the report. The DEED compiles the data and reports to the State Legislature. | Annually |
| State Council on the Arts | AS § 44.27.056 | Periodic reports on activities. | Periodically |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Environmental Conservation (DEC)** | | | |
| DEC | AS § 46.03.032(k) | The department shall prepare reports and notices, including notices of default, required by the state bond committee in conjunction with bonds issued under AS 37.15.560 -- 37.15.605. The department shall also prepare a biennial report on the Alaska clean water fund. | Biennially |
| DEC | AS § 46.03.036(j) | The department shall prepare reports and notices for the Drinking Water Fund, including notices of default, required by the state bond committee in conjunction with bonds issued under AS 37.15.560 -- 37.15.605. | As Needed |
| Commissioner | AS § 46.08.060 | Not later than the 10th day following the convening of each first regular session of the legislature, a report detailing financial aspects, participation, and activities of the Release Prevention and Response Fund. | 10th day of each first Regular Legislative Session |
| Commissioner | AS § 46.15.020(b)(5) | A report describing activities under the Water Use Act. | February 1st |
| **Department of Fish and Game (ADF&G)** | | | |
| ADF&G | AS § 16.05.092 | Prepare a comprehensive annual report containing detailed information regarding department accomplishments under this section and proposals of plans and activities for the next fiscal year. | 20th day of Legislative Session |
| ADF&G | AS § 16.05.130(b) and (d) | The department shall prepare a report on the use of money derived from waterfowl conservation tags and limited edition prints, and an annual report by project of expenditures from the fish and game fund. | April 15th of even-numbered years |
| Commissioner | AS § 16.10.350 | Annual report detailing the number and nature of reinstatements of notes under the Commercial Fishing Loan Act. | Annually |
| Commissioner | AS § 16.10.510(11) | Annual report summarizing the ADF&G commissioner's decisions during the prior calendar year to approve or deny requests to extend loans under the Fisheries Enhancement Loan Program and the reasons for the decisions. | Annually |
| Commissioner | AS § 16.20.041(f) | A report on the status of the brown bears and other fish and wildlife resources within the McNeil River State Game Refuge; and the effect of hunting, fishing, and trapping, fishery enhancement activity, and mineral resource development on these resources. | January 30th |
| Commissioner | AS § 16.20.162(f) | A report on the status of the brown bears and other fish and wildlife resources within the McNeil River State Game Refuge, and the effect of hunting, fishing, and trapping, fishery enhancement activity, and mineral resource development on these resources. | January 30th |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Fish and Game (continued)** | | | |
| Commissioner | AS § 16.20.190(b) | The commissioner shall conduct a review of endangered species list every two years and consider any changes that may have occurred, The review shall be submitted to the governor, the legislature and made available to the public. | Biennially |
| Commercial Fisheries Entry Commission | AS § 16.43.451(f) | A report concerning the harvest and earnings of the vessel-based limited entry fisheries for the Bering Sea hair crab fishery. | Biennial by February 1st |
| Commercial Fisheries Entry Commission | AS § 16.43.980 | Annual report on commission activities including the reduction of entry permits to optimum levels and recommendations for additional legislation relating to the regulation of entry of participants and vessels into Alaska commercial fisheries. | Annually |
| Board of the Alaska Seafood Marketing Institute | AS § 16.51.100 | An annual report describing the activities of the institute. | Annually |
| Commercial Fishing and Agriculture Bank Board | AS § 44.81.200 | Annual report must include financial statements audited by independent outside auditors, a discussion of the bank's circumstances and operations during the period covered by the report, and any other information that the board believes would be of interest. | Annually |
| Commercial Fishing and Agriculture Bank Board | AS § 44.81.270 | The bank shall be audited annually by independent outside auditors. The legislative auditor may confer with the outside auditors and review the work papers of the audit. The bank shall submit copies of each report of the outside auditors to the legislative auditor within 30 days of the report by the bank. | Annually |
| **Governor** | | | |
| State Commission for Human Rights | AS § 18.80.150 | Annual report that may recommend legislative action on civil rights problems encountered in the preceding year. | Annually |
| Office of Management and Budget | AS § 37.07.040(9) | The amount of money appropriated to the department that is expected to lapse into the general fund at the end of the current fiscal year. | 45th day of Regular Legislative session |
| Governor | AS § 37.07.060 | Report on comprehensive operating and capital improvements programs, and the fiscal plan if it is required under AS 37.07.020(b), in a message to a joint session of the legislature. The message must be accompanied by an explanatory report that summarizes recommended goals, plans, and appropriations. The required contents of the report are detailed in statute. | 4th day of Regular Legislative Session |
| Office of Management and Budget | AS § 37.07.080(f) | Report quarterly to the governor and the legislature on the operations of each state agency, relating actual accomplishments to those planned and modifying, if necessary, the operations plan of any agency for the balance of the fiscal year. | Quarterly |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Governor (continued)** | | | |
| Office of Management and Budget | AS § 37.10.050(c) | A summary of state agencies' reports and recommendations on fees, and the extent to which the fee adjustments have been incorporated in the governor's budget. Within 5 days after the convening of each regular session of the legislature, the committee shall prepare a report on the status of fee regulations and making recommendations for changes in regulations or statutes as appropriate. | December 15th |
| Governor | AS § 44.19.017(e) | Annual report on the activities and accomplishments of the Office of the Governor in fostering foreign trade. | Annually |
| Alaska Human Relations Commission | AS § 44.19.616 | By the 15th day of each legislative session, an annual report on the status of children and women in the state, the commission's proceedings for the previous calendar year, and its recommendations and proposals for change. | Annually |
| Alaska Criminal Justice Commission | AS § 44.19.647 | An annual report of the commission's proceedings,. | February 1st |
| Governor's Council on Disabilities and Special Education | AS § 47.80.090 | Periodic reports to the commissioner of Health and Social Services, the commissioner of Education and Early Development, and to other appropriate departments, on the effects of current federal and state programs regarding services to disabled or gifted persons; these reports must include program performance reports as required under 20 U.S.C. 1482 and 42 U.S.C. 6024. | Periodically |
| **Department of Health and Social Services (DHSS)** | | | |
| DHSS | AS § 18.05.020 | Annual report of departmental activities. | 10th day of Legislative Session |
| Alaska Health Care Commission | AS § 18.09.070(c) | Annual report regarding the commission's recommendations and activities. | January 15th |
| State Vaccine Assessment Council | AS § 18.09.210(f)(2) | Annual financial report, including assessment determinations and overall costs of the program. | July 1st |
| DHSS | AS § 18.15.393 | Report on the activities conducted by the department to prevent disease, including information pertaining to the number of individuals quarantined, the purpose for the quarantine, and the length of the quarantine. | Annually |
| DHSS | AS § 18.23.315 | An annual report on the progress of the health information exchange system in the state, including a specific set of recommendations for long-term participation and financial support by the state. | December 31st |
| DHSS | AS § 18.25.110 | Annual report of grants to community health facilities. | 10th day of Regular Legislative Session |
| Medical Facility Authority | AS § 18.26.200 | Report of activities, receipts, and expenditures. | 10th day of Regular Legislative Session |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Health and Social Services (continued)** | | | |
| Commissioner | AS § 47.07.075 | The department shall report noncompliance with regard to medical assistance for needy persons to the legislature and the governor with an explanation of the length of delay, reasons for the delay, and proposed corrective action by the department to ameliorate the causes of delay. | January 20th |
| Citizen Review Panel | AS § 47.14.255(a) | Annual report summarizing activities and recommendations. | Annually |
| DHSS | AS § 47.14.255(b) | No later than six months after the report is issued under AS 47.14.255(a), the department shall submit a written response to the report. | Annually |
| DHSS | AS § 47.20.350 | The department shall prepare an annual report for the governor about the newborn and infant hearing screening, tracking, and intervention program administered under AS 47.20.310 -- 47.20.390. The report must include recommendations on improving the early screening, tracking, and intervention program, including strategies to increase the rate of early screening and the use of appropriate early intervention techniques. | Annually |
| Temporary Assistance Program | AS § 47.27.005 | Annual executive summary of the information required to be reported to the federal government. | Annually |
| Mental Health Trust Authority | AS § 47.30.036(5) | Annual written report of activities. | Annually |
| Mental Health Trust Authority | AS § 47.30.046 | When the authority submits its proposed budget, a report describing its assets, earnings, and expenditures; recommendations; guidelines for the establishment and provision of services; forecasts of service needs; projections of required resources; and reviews of the integrated mental health program. | September 15th |
| DHSS | AS § 47.30.470 | An annual report concerning alcoholism and drug abuse in the state and the grant-in-aid program. | 10th day of Regular Legislative Session |
| Alaska Mental Health Board | AS § 47.30.666 | Periodic reports regarding its planning, evaluation, advocacy, and other activities. | Periodically |
| DHSS | AS § 47.37.040(17) | Annual report covering the activities of the department with regard to alcoholism and drug abuse. | Annually |
| DHSS | AS § 47.75.020 | Detailed annual state plan for the delivery of social services to include information delineated in statute. | Annually |
| DHSS | AS § 47.75.040 | The department shall submit the state plan to the legislature reflecting public comment received. | 90 days before the beginning of each Legislative Session |
| DHSS | AS § 47.80.130(d) | Annual report on the waiting list for services for people with developmental disabilities as detailed in statute. | Annually |
| Commissioner | AS § 47.80.135 | A report to the Alaska Mental Health Trust Authority on the department's progress on helping people with disabilities become gainfully employed. | December 31st |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Labor and Workforce Development (DOLWD)** | | | |
| DOLWD | AS § 18.60.040 | The department shall prepare a report showing the accomplishments in this state toward reductions in accidents of all types, and recommendations for legislation, together with a plan for the proposed safety program for the succeeding year. | 6th day of Regular Legislative Session |
| DOLWD | AS § 23.05.110 | The department shall submit a report to the governor concerning its activities during the preceding two years. | Biennially |
| Alaska Labor Relations Agency | AS § 23.05.370 | Annual report on labor relations problems the agency has encountered during the previous year, including recommendations for legislative action. | Annually |
| Division of Vocational Rehabilitation | AS § 23.15.100(a) | Annual reports of activities and expenditures and, before each regular session of the legislature, estimates of sums required for carrying out the division's duties and estimates of the amounts to be made available for this purpose from all sources. | Annually |
| Alaska Workforce Investment Board | AS § 23.15.580(b) | Report on the performance and evaluation of training programs in the state. | 30th day of Regular Legislative Session |
| DOLWD | AS § 23.15.652 | Annual report on activities of Alaska Workforce Investment Board. | Annually |
| DOLWD | AS § 23.15.835(f) | An expenditure and performance report for the Technical and Vocational Education Program. | 15th day of Regular Legislative Session |
| Commissioner of DOLWD | AS § 43.82.640 | Annual comprehensive report on each party to a contract with the state for payment in lieu of taxes, and its contractors, regarding the state residency of the employees working in this state on the approved qualified project that is subject to the contract. | Annually |
| **Department of Law (DOL)** | | | |
| Attorney General | AS § 44.23.020(b)(7) | Annual report on work and expenditures, and on needed legislation or amendments to existing law. | Annually |
| Attorney General | AS § 44.23.020(b)(8) | Prepare and publish an information pamphlet on landlord and tenant rights. | As Needed |
| DOL | AS § 44.23.040 | Present to the governor a report on uniform laws together with recommendations that it considers proper. The governor shall notify the legislature when it convenes that the report is available. | 30 days before the beginning of the Legislative Session |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Legislature** | | | |
| Legislative Council | AS § 24.20.065(b) | At the start of each session, the legislative council shall prepare a comprehensive report of its annual examination of administrative regulations. | 1st day of Regular Legislative Session |
| Legislative Council | AS § 24.20.120 | The council shall prepare a summary report of its findings and recommendations for each legislature. The council shall, from time to time, submit memorandum reports to the legislature on matters referred to it or coming before it. Bills supporting council recommendations may be filed or prefiled in accordance with the uniform rules of the legislature. | Annually |
| Legislative Budget and Audit Committee | AS § 24.20.206(3) | Compile a complete report of investment programs, plans, performance, and policies of all agencies of the state that perform lending or investment functions. | 1st day of Regular Legislative Session |
| Legislative Finance | AS § 24.20.235 | A report analyzing the indirect expenditure report created under AS 43.05.095. | Biennially |
| Legislative Audit | AS § 24.20.271(a) | Report on boards and commissions whose activities are subject to termination under AS 44.66. | 1st day of Regular Legislative Session |
| Legislative Budget and Audit Committee | AS § 24.20.311 | The committee shall file copies of its approved audit reports including any committee recommendations. An annual report summarizing the audit reports and committee recommendations made during the year shall be filed with the governor and with the legislature. Reports shall be approved by a majority of the committee before their release and shall be open to public inspection after their release to the legislature. | 1st day of each Regular Legislative Session |
| Joint Armed Services Committee | AS § 24.20.675(9) | A report of its activities to the legislature. | 1st day of Second Regular Session |
| Office of the Ombudsman | AS § 24.55.230 | An annual report of the ombudsman's activities. | Annually |
| Legislative Audit | AS § 24.60.050(f) | The Division of Legislative Audit shall prepare a report to the Legislative Budget and Audit Committee on its findings, including the scope of each audit. | Annually |
| Legislative Ethics Committee | AS § 24.60.150(a) | Publish annual summaries of decisions and advisory opinions and legislative ethics materials including an annually updated handbook on standards of ethical conduct. | Annually |
| Office of Victims' Rights, Victims' Advocate | AS § 24.65.170 | The victims' advocate shall make available an annual report. The report may include a summary of the advocate's participation as an ex officio member of domestic violence fatality review teams established under AS 18.66.400. | Annually |
| Legislative Committees | AS § 44.66.050(d) | Legislative committees assigned oversight of specific boards and commissions shall, not later than the 60th day of the session, report a summary of the findings of the committee as to the compliance of the board, commission, or program with the assessment factors enumerated in statute. | 60th day of Regular Legislative Session |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Military and Veterans' Affairs (DMVA)** | | | |
| Alaska Aerospace Development Corporation | AS § 26.27.100(b) | An annual report of its operations to include a balance sheet, an income statement, a statement of changes in financial position, a reconciliation of changes in equity accounts, a summary of significant accounting principles, an auditor's report, comments regarding the year's business, and prospects from the next year. | 3rd day of Regular Legislative Session |
| DMVA | AS § 44.35.020(a)(3) | A report outlining the department's activities during the previous calendar year. | February 1st |
| **Department of Natural Resources (DNR)** | | | |
| Plant Materials Center | AS § 03.22.060 | The department shall prepare a detailed report of the operation of the center and notify the legislature that the report is available. The report must include a statement of all receipts and disbursements. | Annually |
| Commissioner | AS § 03.40.090 | The commissioner shall prepare a book of all brands and marks recorded for cattle, reindeer, bison, musk oxen, elk, sheep, horses, mules, or asses to be sold to the general public for no more than $2.00. | Updated periodically |
| DNR | AS § 19.30.400(b) | A report on rights-of-way that have been accepted by public users but are not listed in statute. | 1st day of Regular Legislative Session |
| DNR | AS § 27.05.060 | Annual report on mining activities in the state. | Annually |
| Land Disposal Bank | AS § 38.04.020(d) | A report on the status of land in the land disposal bank. | January 15th |
| DNR | AS § 38.04.022(b) | A report reflecting all money deposited in the state land disposal income fund established. | 5th day of Regular Legislative Session |
| Commissioner | AS § 38.05.180(e) | An annual report containing the schedule of all lease sales held during the preceding calendar year, the bidding method or methods utilized, and an analysis of the results of the bidding; if determined, a description of the bidding methods to be used for all lease sales to be held during the current and next two succeeding calendar years; and the reasons a particular bidding method has been selected. | Annually |
| Oil and Gas Development Advisory Board | AS § 38.06.070 | The board shall make a full report on each criterion specified for any disposition of royalty oil or gas that requires legislative approval. | When a bill is introduced for legislative approval |
| Board of Forestry | AS § 41.17.047(d) | Annual report on the effectiveness of state forestry laws. | Annually |
| Commissioner | AS § 41.17.320 | Annual report on the uses of the money in the state land reforestation fund, the proposed uses of the fund in the following fiscal year, and the balance in the fund. | 10th day of Regular Legislative Session |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Natural Resources (continued)** | | | |
| DNR | AS § 41.21.020(a)(14) | A report on each designation of an incompatible use under this chapter, or other action, that prohibits or restricts a traditional means of access in or to a park, area, or preserve established under this chapter for a traditional recreational activity on or within the park, area, or preserve; for each prohibition or restriction, the report must state reasons for the designation of incompatibility or prohibition or restriction of a traditional means of access, the specific area of the prohibition or restriction, and the time period during which the incompatibility or prohibition or restriction is expected to exist. | 1st day of Regular Legislative Session |
| DNR | AS § 41.21.026(d) | A report on the number of park system facilities permits issued to disabled veterans during the previous calendar year. | February 1st |
| Commissioner | AS § 41.23.110(c) | A management plan adopted or revised by the commissioner for the Hatcher Pass Public Use Area shall be submitted after its adoption or revision by the commissioner. | 10th day of Regular Legislative Session |
| Commissioner | AS § 41.23.440(a) | A management plan proposed by the commissioner for any of the six recreation rivers and their recreation river corridors shall be submitted to the legislature for review. | 10th day of Regular Legislative Session |
| Citizens' Advisory Commission on Federal Areas in Alaska | AS § 41.37.220(f) | Annual report on commission activities and status of lands. | 10th day of Regular Legislative Session |
| **Department of Public Safety (DPS)** | | | |
| Commissioner | AS § 18.65.085(b) | A report is required that must include, but is not limited to, the number of arrests made, the kind, amount, and value of narcotic drugs and alcoholic beverages seized, the sentences received by narcotic drug and alcohol offenders, and an overall view of the narcotic drug and illicit alcohol problem in the state. | 1st day of Regular Legislative Session |
| Commissioner | AS § 18.65.086(b) | A report concerning the activities of the special unit on repeated child sexual abuse and the criminal exploitation of children. The report must include, but is not limited to, the number of arrests made in cases of repeated child sexual abuse and the criminal exploitation of children, the number of investigations that result in the Department of Health and Social Services taking temporary or permanent custody of the child, the sentences received by persons convicted in the state of child sexual abuse or criminal exploitation of a child, and an overall view of the problems of child sexual abuse and the criminal exploitation of children in the state. | 1st day of Legislative Session in odd-numbered years |
| Council on Domestic Violence and Sexual Assault | AS § 18.66.050(10) | An annual report to the governor on the activities of the council, plans of the council for new services and programs, and concerns of the council, including recommendations for legislation necessary to carry out the purposes of this chapter. | Annually |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Public Safety (continued)** | | | |
| State Fire Marshall | AS § 18.74.230 | The state fire marshal shall review the effectiveness of laws on cigarette fire safety, report the state fire marshal's findings to the legislature, and, if appropriate, recommend legislation to improve the effectiveness of this chapter. | Every three years on January 30th |
| DPS | AS § 28.05.031 | Publish current laws relating to vehicles and their driving or movement and make available to drivers and pedestrians. | As Needed |
| **Department of Revenue (DOR)** | | | |
| Alaska Housing Finance Corporation Board | AS § 18.56.089 | A complete accounting of all assets of the corporation, including assets of the Alaska housing finance revolving fund and other information delineated in statute. | January 10th |
| Alaska Housing Finance Corporation Board | AS § 18.56.200 | A report that must include a financial statement audited by an independent outside auditor, a statement of corporation investments in mortgage loans including an estimate of market value of the loans, a comparison of the corporation performance with the goals of the corporation, and the levels of bonding and investment activities anticipated in the previous year's report. Also required is information on a number of specific housing programs as identified in statute. | January 10th |
| DOR | AS § 19.65.070(c) | A report regarding the earnings on gross revenue of the Alaska marine highway system that was deposited into the Alaska marine highway system fund during the prior fiscal year and projected earnings on gross revenue that is projected to be deposited into the fund for the current and next fiscal years. | January 10th of Regular Legislative Session |
| DOR | AS § 37.05.550(c) | A report on the earnings of the Alaska marine highway system vessel replacement fund during the prior fiscal year and projected earnings of the Alaska marine highway system vessel replacement fund for the current fiscal year and the next fiscal year. | January 10th of Regular Legislative Session |
| DOR | AS § 37.07.045 | An inventory of state bonded debt, an estimate of state bonded debt that will be acquired within the next three years, and an evaluation of debt affordability. The report must conform to rating agency requirements for a debt affordability study. | January 31st |
| Alaska Retirement Management Board | AS § 37.10.220(a)(13) | By the first day of each regular legislative session, report on the financial condition of the state's retirement systems. | First day of Regular Legislative Session |
| DOR | AS § 37.10.430 | A report setting out the balance in the budget reserve fund on January 1 and on December 31 of the previous calendar year. The report shall state the nominal, real, and realized return on the budget reserve fund compared to the nominal, real, and realized return on the permanent fund and the general fund during the previous calendar year. | March 15th |
| Alaska Permanent Fund Corporation Board | AS § 37.13.120(e) | Quarterly investment reports to the Legislative Budget and Audit Committee. | Quarterly |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Revenue (continued)** | | | |
| Alaska Permanent Fund Corporation Board | AS § 37.13.170 | A report of financial statements audited by independent outside auditors, a statement of the amount of money received by the fund from each investment during the period covered, a statement of investments of the fund including an appraisal at market value, a description of fund investment activity during the period covered by the report, a comparison of the fund performance with its goals, an examination of the effect of statutory investment criteria on the fund portfolio with recommendations of any needed changes. | September 30th |
| Alaska Children's Trust Board | AS § 37.14.230(a)(8) | A report describing the child abuse and neglect prevention services that were provided by the programs and projects to which the board awarded grants and the annual level of contributions, income, and expenses of the trust. | February 1st |
| Commissioner | AS § 43.05.010(15) | Report to the legislature the total amount of contributions reported and credits claimed under various tax credits. | February 15th |
| Commissioner | AS § 43.05.085 | The commissioner shall prepare and furnish to the Alaska Public Offices Commission a list containing the total amount of contributions received by each candidate for which an individual tax credit was received under AS 43.20.213(a). | July 1st |
| Commissioner | AS § 43.05.095 | The commissioner shall submit an indirect expenditure report to the Senate and House finance chairs, including the name and statutory authority for the indirect expenditure, the estimated annual effect on revenue, and the estimated cost to administer. | July 1st |
| Commissioner | AS § 43.08.035 | A report setting out in detail the amount appropriated from the general fund under this section for the previous fiscal year, the amount anticipated during the current fiscal year, and an amount forecast for the next fiscal year. | 3rd Monday of January |
| Permanent Fund Division | AS § 43.23.062(j) | The department shall prepare a report identifying the organizations on the contribution list for the immediately preceding year, together with the amount of contributions made to each of the organizations. | January 20th |
| DOR | AS § 43.55.180 | The department shall prepare a report on the results of the oil and gas production tax on production, exploration, development, and state revenues. The report must include recommendations as to whether any changes should be made to the tax regime. | 1st day of the 2011 Legislative Session |
| DOR | AS § 43.80.060 | A report of average wholesale prices paid for salmon products and a report of the quantity of salmon products produced during the preceding calendar year. | March 15th |
| Commissioner | AS § 43.90.400(d) | The commissioner shall submit a report that lists all the disbursements from the Alaska Gasline Inducement Act Reimbursement Fund during the preceding fiscal year with a written justification for each disbursement and the projected amount of money that will be required for reimbursements in each of the next three fiscal years. | 10th day of Regular Legislative Session |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Department of Revenue** (continued) | | | |
| Film Office | AS § 44.25.105(a) | A report of activities including the number of activities received, the number approved and the amount of tax credits disbursed. | 30th day of Regular Legislative Session |
| Municipal Bond Bank Authority | AS § 44.85.100 | Report of the authority's activities for the preceding fiscal year including financial statements and audit results. | October 1st |
| **Department of Transportation and Public Facilities (DOTPF)** | | | |
| Alaska Marine Highway System | AS § 19.65.070(b) | A report regarding the previous annual operating cycle that identifies gross revenue generated during the previous and current annual operating cycles, and an estimate of gross revenue for the remainder of the current annual operating cycle; projections of the gross revenue to be generated during the next annual operating cycle; and the difference between previous gross revenue estimates prepared under this section and the revenues actually generated. | 10th day of Regular Legislative Session |
| Knik Arm Bridge and Toll Authority | AS § 19.75.111(b) | An annual report of operations to include a balance sheet, an income statement, a statement of changes in financial position, a reconciliation of changes in equity accounts, a summary of significant accounting principles, an auditor's report, comments regarding the year's business, and prospects for the next year. | 3rd day of Regular Legislative Session |
| Commissioner | AS § 37.15.420(c) | The commissioner shall submit an annual spending plan that contains information regarding the planned expenditure of money from the construction fund during the next fiscal year and information on certain expenditures made during the previous fiscal year and other information delineated in statute. | January 1st |
| DOTPF | AS § 44.42.067(d) | A report on the state's progress in meeting retrofit and energy efficiency goals, including an analysis of energy consumption. | January 1st |
| Alaska Community and Public Transportation Advisory Board | AS § 44.42.095 | The board shall review funding available and make recommendations to the governor and the legislature. | Annually |
| **University of Alaska** | | | |
| University Board of Regents | AS § 14.40.190 | At the beginning of each legislative session, a report of the condition of university property, of all receipts and expenditures, including the administration and disposition of appropriated and restricted funds. By the 30th day of the session, a report called "Alaska's University for Alaska's Schools" that describes the efforts of the university to attract, train, and retain qualified public school teachers. | 1st and 30th days of the Legislative Session |
| University Board of Regents | AS § 16.52.050 | Prepare an annual report of the Fishery Industrial Technology Center's activities including a description of the work conducted by the center, the training sessions held and number of students trained, and any other information that the Board of Regents determines should be included to describe the work of the center. | 20th day of Legislative Session |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Miscellaneous Agencies** | | | |
| Dept. of Revenue, Dept. of Public Safety, Attorney General (Gaming) | AS § 05.15.090 | Before April 15 of each year, the DOR submits a summary of activities of gaming permittees and operators. The attorney general and the commissioner of Public Safety shall, within 10 days after the convening of the legislature each year, jointly prepare a detailed report outlining the effect, if any, of the operation of this chapter on the legal and law enforcement activities of the state and notify the legislature that the report is available. | April 15th |
| Alaska Bar Association Board of Governors | AS § 08.08.085 | Annual report on all matters concerning admissions, discipline of members, and disbarment proceedings, except for those matters defined as confidential by court rule. The report must note changes to the Bar's bylaws, regulations, and rules proposed or adopted by the state supreme court. The legislature must be notified when the report is available. | Annually |
| National Crime Prevention and Privacy Compact Council | AS § 12.64.010 Article VI | The council shall make available for public inspection at the council office within the Federal Bureau of Investigation and shall publish in the Federal Register any rules, procedures, or standards established by the council. | As Needed |
| Dept. of Education, University of Alaska, and the Dept. of Labor | AS § 14.43.840 | An annual report on activities of the Alaska Performance Scholarship Program including number of applicants and the dollar amounts of scholarships awarded. | 10th day of Legislative Session |
| Miscellaneous | AS § 18.65.340 | Reports on the disposal of surplus firearms. | Annually during budget review |
| Alaska Gasline Development Corporation | AS § 31.25.270 | Annual report including a financial statement audited by an independent outside auditor. | January 10th |
| Attorney General, Dept. of Labor and Workforce Development | AS § 36.10.130 | A report on the status of employment in the state, the effect of nonresident employment on the employment of residents in the state, and methods to increase resident hire. | January 31st |
| Dept. of Administration, University of AK, Court System, Legislative Affairs | AS § 36.30.083 | Annual reports to the Legislative Budget and Audit Committee detailing the leases extended and the cost savings achieved under this section. | August 31st |
| Miscellaneous | AS § 37.05.035 | Each state agency that makes or purchases a loan shall prepare an annual report of the aggregate of all loans, by type, made or purchased by the state agency during the preceding fiscal year. The report must include the estimated rate of interest that would have been charged if the loan had been made or purchased at prevailing market rates and must include the difference between the return on the loan that would have been realized under that estimated rate of interest and the return on the loans under the interest rate actually charged. | January 30th |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Miscellaneous Agencies (continued)** | | | |
| Miscellaneous | AS § 37.07.050(a) | On a semi-annual basis, identify results-based measures that have been used to work toward achievement of the mission statement and desired results issued by the legislature and of other goals of the agency, set out the results as measured, and provide other information delineated in statute. | December 15th |
| Exxon Valdez Oil Spill Trust | AS § 37.14.415 | A report setting out, for each object or purpose of expenditure, the amounts approved for expenditure from the trust during the preceding fiscal year and the amounts actually expended during the preceding fiscal year. | December 15th |
| State Bond Committee | AS § 37.15.170(c) | The state bond committee shall compile a report containing an estimate of the amount of state general obligation debt principal that could be issued and paid for from the state debt retirement fund. | December 1st |
| Dept. of Natural Resources and commissioner of Fish and Game | AS § 38.04.205 | A report on efforts to enhance and maintain access to and along fishing streams, including the department's objectives. | 10th day of Regular Legislative Session |
| Alaska Regulatory Commission | AS § 42.05.175(g) | The commission shall file quarterly reports identifying all extensions to permitting timelines during the previous quarter and including copies of the written orders making those extensions. | Quarterly |
| Alaska Regulatory Commission | AS § 42.05.201 | All reports, orders, decisions, and regulations of the commission shall be in writing and made available to the public. | As Needed |
| Alaska Regulatory Commission | AS § 42.05.211 | An annual report reviewing its activities during the previous fiscal year. The report must address the regulation of public utility service in the state as of June 30 and must contain details about the commission's compliance with statutory requirements, and with other performance measures established by the commission. | November 15th |
| Alaska Regulatory Commission | AS § 42.06.210 | All reports, orders, decisions, and regulations of the commission shall be in writing and made available to affected operators of oil or gas pipeline facilities. | As Needed |
| Alaska Regulatory Commission | AS § 42.06.220 | An annual report reviewing its activities during the previous fiscal year. The report must address the regulation of oil and gas pipeline facilities in the state as of June 30 and must contain details about the commission's compliance with performance measures reported by the commission. | November 15th |

| Table 1: Statutorily Required Reports by State Agencies (continued) | | | |
|---|---|---|---|
| **Entity** | **Citation** | **Description / Notes** | **Due Dates** |
| **Miscellaneous Agencies (continued)** | | | |
| Railroad Corporation Board of Directors | AS § 42.40.260 | The board shall present to the governor a report describing the operations and financial condition of the corporation during the preceding fiscal year. The report may include suggestions for legislation relating to the structure, powers, or duties of the corporation or to the operation or facilities of the corporation. Subject to AS 42.40.220, the report shall itemize the cost of providing each category of service offered by the railroad and the income generated by each category. | 90 days after end of each fiscal year |
| Railroad Corporation Board of Directors | AS § 42.40.460(h)(3) | Prior to undertaking acquisition of federal land, the Board must prepare a report evaluating the effects of construction of an extension of the Alaska Railroad across federal land; the statement must satisfy the requirements for an environmental impact statement under federal law. | As Needed |
| Commissioners of the Depts. of Health and Social Services and Corrections | AS § 47.38.100(c) | The commissioners shall prepare a joint annual report on the recidivism reduction program, including an analysis of the program's effects on participants. | January 15th |

**Notes:** Although we believe our research to be thorough, there may be additional reports required by state agencies that were not located by our efforts due to variations in wording and construction of statutory requirements.
**Source:** *Lexis* database of Alaska Statutes.

HB 68 - Electronic Dist of Reports
Office of Management and Budget
February 12, 2015

| | Department | Total Cost of Production | Quantity Produced | Number of Publications Required by Law |
|---|---|---|---|---|
| 1 | Administration | $305,000 | *** | *** |
| 2 | Commerce (including AEA, AIDEA, ASMI, Banking and Securities, RCA, and others) | $41,531 | 6,798 | 38 |
| 3 | Corrections | $0 | 0 | 0 |
| 4 | * Education | $0 | 0 | 7 |
| 5 | Environmental | $0 | 0 | 6 |
| 6 | Fish and Game | $29,879 | 1,275 | 17 |
| 7 | Health (including commissions, councils,a and advisory boards) | $4,174 | 864 | 23 |
| 8 | Labor | $2,266 | 408 | 18 |
| 9 | Law | $0 | 0 | 0 |
| 10 | Military | $0 | 0 | 0 |
| 11 | Natural Resources | $41,491 | 14,752 | 25 |
| 12 | Public Safety | $2,880 | 150 | 5 |
| 13 | Revenue (including Alaska Permanent Fund Corporation) | $15,645 | 2,375 | 12 |
| 14 | ** Transportation | | | |
| 15 | AK Judicial Council/Commission on Judicial Conduct | $2,217 | 500 | 2 |
| 16 | * Alaska Court System | $0 | 0 | 0 |
| 17 | University | $20,476 | 1,350 | 12 |
| | **Estimated Total:** | **$465,558** | **28,472** | **165** |

* All publications are posted on line and all are produced in house.
** Unavailable at the time this report was completed.
*** Monthly/Quarterly Newsletters - Employers Edge, Newsbreak PERS, Newsbreak TRS, HealthMatters AlaskaCare, Health Matters, Soc Sec, 1099-R

ALASKA CHAMBER

February 9, 2015

Representative Bob Lynn
Chairman
House State Affairs Committees
State Capitol Room 108
Juneau AK, 99801

Re: Support for HB 68 Electronic Distribution of Reports

Dear Chairman Lynn,

The Alaska Chamber supports House Bill 68, an act relating to the preparation, electronic distribution, and posting of reports by state agencies.

The Alaska Chamber is an organization dedicated to improving the business environment in Alaska. The Chamber represents hundreds of businesses from Ketchikan to Barrow that share a common goal: to make Alaska a viable and competitive place to do business. Our member companies actively search for opportunities to improve their operations and applaud when the State searches for similar efficiencies.

Electronic document management and delivery will not entirely replace the need for paper productions of State agency reports. However, modernizing the distribution and storage of those reports in an online, as-needed system will increase public access and reduce State waste. Increasingly, we are able to leverage the technological products made possible through the mining industry.

We support the State's efforts to increase public access to information while reducing the cost of the production methods. On behalf of Alaska's business community, thank you for your efforts to find opportunities for efficient conduct of State business.

Sincerely,

Rachael Petro
President and CEO

Cc: Representative Jonathan Kriess-Tomkins

471 W. 36th Ave., Suite 201, Anchorage, AK 99503 • (907) 278-2722 • alaskachamber.com