



LAWS OF ALASKA

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Source

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Chapter No.

147

AN ACT

Relating to the paperwork requirements of state government; and providing for an effective date.

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

* Section 1. AS 37 is amended by adding a new chapter to read:

CHAPTER 35. ALASKA PAPERWORK REDUCTION AND SIMPLIFICATION ACT.

Sec. 37.35.010. LEGISLATIVE INTENT. The legislative intent of this chapter is declared to be as follows: Information reporting requirements of the state government have proliferated to the point that they have placed an unprecedented paperwork burden upon citizens and businesses. It is hereby declared to be the policy of the state to reduce, simplify and minimize these requirements and the forms they necessitate to the fullest extent consistent with the necessity of gathering data sufficient to assure the efficient and effective operation of the necessary programs of state government. It is essential that there be a comprehensive and ongoing examination of the policies and procedures of the state government which have produced this paperwork burden in order to assure that this policy is fully implemented on a continuing basis.

Sec. 37.35.020. CREATION AND DUTIES OF PAPERWORK REDUCTION COORDINATOR. Within 15 days of the effective date of this Act, the governor shall appoint a person within the Office of the Governor to serve as the paperwork reduction coordinator. The coordinator serves at the pleasure of the governor and may be replaced at any time by the governor. The coordinator shall establish and implement a forms reduction management program which shall apply to every agency of state government. In so doing, the coordinator is authorized and directed to

(1) make an inventory of all forms used by every agency along with a brief statement of the authorization, need and use for each;

(2) assign a number to each form determined to be properly authorized, needed and used;

(3) direct the destruction and prohibit the further use of each form determined not to be properly authorized, needed and used;

(4) establish basic state design and specification criteria for standardizing all forms to which numbers are assigned, to be made effective with respect to each form when the agency concerned has exhausted its current inventory of that form;

(5) design and require the use of composite forms by agencies seeking and needing the same or similar information from individuals or businesses;

(6) deny the use by any agency of a form to obtain information from individuals or businesses which can be obtained from another agency already gathering that information unless the information is of a small quantity and can be obtained directly from the individual or business without any significant added burden;

(7) provide assistance to all agencies in determining the need for and design of new forms;

(8) develop procedures for the most efficient, economical and timely procurement, receipt, storage and distribution of forms by all agencies;

(9) coordinate the program with the existing state archives and records management programs;

(10) develop and promulgate regulations and standards necessary to implement the foregoing authority and the legislative intent of this chapter.

Sec. 37.35.030. COMPLIANCE BY AGENCIES. Upon the appointment of the paperwork reduction coordinator, no agency may issue or cause to be printed or otherwise duplicated or distributed any form which does not have the prior approval of the coordinator or to which the coordinator has not assigned a number. Each agency shall comply immediately and fully with directives of the coordinator for the elimination or redesign of any form in use on the effective date of this Act and shall provide the coordinator with whatever personnel or staff assistance is required to carry out those directives. Compliance with the provisions of this chapter and regulations and standards promulgated by the coordinator under his authority is mandatory upon the chief executive officer of each agency or his designee.

Sec. 37.35.040. REPORT TO LEGISLATURE. The governor shall make a written report to the legislature at least once each year. The report shall be made no later than the 11th day after the legislature convenes in regular session. The report shall advise the legislature concerning the

administration and operation of this chapter and shall contain such recommendations for amendment of this chapter as the governor considers needed and proper.

Sec. 37.35.050. CONSTRUCTION OF CHAPTER. This chapter shall be liberally construed to carry out its purposes and objectives of reducing the paperwork burden of state government and to achieve the statement of legislative intent contained in sec. 10 of this chapter.

Sec. 37.35.060. DEFINITIONS. For the purposes of this chapter,

(1) "agency" means an administrative unit within state government which utilizes one or more printed forms for information reporting by citizens or businesses;

(2) "coordinator" means the paperwork reduction coordinator;

(3) "form" means a printed or otherwise mass-duplicated document of standard format distributed by an agency for the purpose of gathering information from citizens or businesses;

(4) "program" means the forms reduction and management program.

Sec. 37.35.070. SHORT TITLE. This chapter may be cited as the Alaska Paperwork Reduction and Simplification Act.

* Sec. 2. This Act expires on July 1, 1979.

* Sec. 3. This Act takes effect immediately in accordance with AS 01.10.070(c).