



# LAWS OF ALASKA

1992

**Source**

SCS CSHB 128(CRA)

**Chapter No.**

11

**AN ACT**

Relating to the office of municipal clerk.

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

THE ACT FOLLOWS ON PAGE 1

**Approved by the Governor:** April 29, 1992  
**Actual Effective Date:** July 28, 1992

AN ACT

1 Relating to the office of municipal clerk.

2

3 \* Section 1. AS 29.20.380(a) is repealed and reenacted to read:

4 (a) The municipal clerk shall

5 (1) attend meetings of the governing body and its boards and committees as  
6 required and keep the journal;

7 (2) have custody of the official municipal seal;

8 (3) assure that notice and other requirements for public meetings are complied  
9 with and assure that public records are available for public inspection as required by law;

10 (4) manage municipal records and develop retention schedules and procedures for  
11 inventory, storage, and destruction of records as necessary;

12 (5) maintain an indexed file of all permanent municipal records, provide for  
13 codification of ordinances, and authenticate or certify records as necessary;

14 (6) prepare agendas and agenda packets as required by the governing body;

15 (7) administer all municipal elections;

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- 1                   (8) assure that the municipality complies with 42 U.S.C. 1971-1974 (Voting
- 2                   Rights Act of 1965, as amended);
- 3                   (9) take oaths, affirmations, and acknowledgements as necessary;
- 4                   (10) act as the parliamentary advisor to the governing body;
- 5                   (11) perform other duties required by law, the governing body, or the chief
- 6                   administrator.