

## Public Records Policy

**Background:** Records of meetings of the Executive Branch are first directed by AS 44.62.310 which provides that, for all meetings, *“the vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote. The vote at a meeting held by teleconference shall be taken by roll call.”* All further guidance for boards and commissions as they are commonly thought of are contained in the statute relating to the board or commission itself.

For example, as it relates to the records of meetings of the of the Alaska Industrial Development and Export Authority, the statute provides that *“the authority shall keep minutes of each meeting and send a certified copy to the governor and to the Legislative Budget and Audit Committee.”*

The Board of Regents for the University of Alaska are directed to *“keep a correct and easily understood record of the minutes of every meeting and all acts done by it in pursuance of its duties”*

In record keeping, the legislature abides by Uniform Rules. Rule 23 provides that the legislature shall *“record its meetings electronically”* and *“prepare minutes of each meeting of the committee on a standard form.”*

The question again is whether the Board considers the rules of the executive or legislative branch are applicable to itself regarding record keeping. In this instance, because no statutory guidance exists for which code to adopt, like the procurement code, the Board could likely adopt either, or a hybrid.

**Staff Recommendation:** Adopt a policy that includes recording and maintaining electronic copies of the audio recording of each meeting and keeping minutes that capture votes, motions, and a *“brief statement of the position of any Board Members who makes a statement on the issue before the board”* (This is modeled on legislative committee minute recording language). This could be a simple summary like, “Member A expressed concern that the proposed House District 12 did not take into account the city boundary”

*It is the policy of the Alaska Redistricting Board that meetings be electronically recorded and made available to the public and that written minutes be kept of each meeting which identify motion makers, seconds, vote tallies and a brief summary of the concerns of any Board member who states a position on the issue under consideration.*

**Adopted by unanimous consent, January 26, 2021**