

# INTRODUCTION

## Do I have to file Public Official Financial Disclosure Report?



**THE PURPOSE OF THIS BRIEF SET OF INSTRUCTIONS IS TO  
PROVIDE INFORMATION REGARDING:**

**WHO NEEDS TO FILE A POFD;  
WHY; AND,  
WHEN.**

**AND**

**HOW TO CREATE AND LOG IN TO A MYALASKA ACCOUNT**

## Part 1

### Why, Who, When



## Why do I need to file a Public Official Financial Disclosure?

AS 39.50.010 states that a public office is a public trust that should be free from the danger of a conflict of interest. As a result public officials, legislators, judicial officers, and many municipal officials are required to file a POFD. This is not about anyone getting into your financial life, it is about transparency to the public at large.

# Do I need to file a POFD?

## WHO—State Level (AS 39.50.200 (a)(1), (6), (9))



At the state level—YES if you are any of the following;

1. Governor, Lt. Governor, or a special assistant, executive assistant, administrative assistant, press assistant, or employed in these offices as a policy making employee;
2. A judicial officer—a judge or magistrate, or a judge pro tem working more than 30 days in a calendar year;
3. The head of a department—i.e. a commissioner or deputy commissioner;
4. The director or deputy director of a division;
5. A special assistant to a commissioner;
6. A legislative liaison for department;
7. A state investment officer or the state comptroller in the Dept. of Revenue;
8. The Chief Procurement officer as appointed under AS 36.30.010;
9. The executive director of the Alaska Workforce Investment Board;
10. A member of the board of trustees, the executive director, and the investment officer of the Alaska Permanent Fund Corporation;
11. A member of or the chair of a state commission or board (see AS 39.50.200(b) for a list of boards and commissions required to report);
12. A member of the state senate of house, a legislative director, or a public member of the legislative ethics committee (see AS 24.60.200 - .260 and .990).

# Do I need to file a POFD?

## WHO—Municipal Level (AS 39.50.200(8))



**At the municipal level--YES if you are (this assumes that the municipality has not opted out of filing POFDs):**

- 1. A borough or city mayor;**
- 2. Member of a borough assembly;**
- 3. City council member;**
- 4. School board member;**
- 5. Elected utility board member;**
- 6. City or borough manager;**
- 7. Member of a municipal planning and zoning commission;**
- 8. A candidate for any of the above listed elective offices—even if you are an incumbent official.**

# When do I need to file a POFD?



Every March 15 if you are in a position that is required to report—your annual report;

Within 30 days of taking a position that is required to report—your initial report (even if you were just elected after filing a candidate POFD);

Within 90 days of leaving a position that is required to report—your final report (the final report covers anything not covered on a report already submitted);

With your candidate registration/declaration of candidacy if you are a candidate even if you are in incumbent (incumbent legislators not subject to this paragraph).

# I don't want to file my POFD electronically



In some cases you don't have to file electronically. AS 39.50.050(a)—"The commission shall require that the information required under this chapter be submitted electronically but may, when circumstances warrant an exception, accept any information required under this chapter that is typed in clear and legible black typeface or hand-printed in dark ink on paper in a format approved by the commission or on forms provided by the commission and that is filed with the commission. A municipal officer for a municipality with a population of less than 15,000 shall submit information required under this chapter either electronically or typed or hand-printed in the manner described in this subsection."