



## Reminder: Disclosures are required for new associations

**Disclosures must be filed within 30 days of the beginning of an association regardless of whether it's during session, a recess, or the interim.**

**Board memberships** (within 30 days of the beginning of the association). *Example:* A legislator or legislative employee is elected to a condo association board on August 12, 2021.

**Close economic associations** (both parties must file a disclosure within 30 days of the beginning of the association). *Example:* A legislator purchases a piece of artwork worth \$250 or more from a legislative employee on August 15, 2021.

**State Benefit and Loan Programs** (within 30 days of the beginning of participation). *Example:* A legislator or legislative employee receives a new commercial fishing loan on July 30, 2021.

**State Contracts, Leases, and Grants** (within 30 days of the beginning of the association). *Example:* A legislator or legislative employee renegotiates a state contract on August 1, 2021.

If you are unsure whether you need to file a disclosure, contact the Ethics Office at 907-269-0150 or 907-269-8179.

## File Your Ethics Disclosures Online

1. Go to <http://intranet.akleg.gov/> and scroll down to "File an Ethics Disclosure" section.
2. Click on the line that reads "CLICK HERE TO ACCESS THE ON-LINE PROCESS."
3. Enter your credentials (your computer log-in, not your email address).
4. Click on the type of disclosure you want to file.
5. Complete the form using drop down menus when available. (Provide complete information. Remember, gifts of travel are for the purpose of obtaining information about matters of legislative concern. Include a one or two sentence narrative addressing how the information you obtained is a matter of legislative concern.)
6. Check your completed disclosure for accuracy and click "Proceed."
7. Review your disclosure and if correct, press "Submit."

### More Help Filing Your Disclosure

Download a four-page detailed instruction handout at <https://ethics.akleg.gov/disclosures.php> or **contact the Ethics Office** at 907-269-0150 or 907-269-8179 if you need additional information.

### Legislative Purpose Test

Before taking action or accepting a gift of travel, ask yourself:

- What is the legislative purpose of my action?
- Is the activity or service necessary to perform my official duties?

**If not, do not take action or accept a gift of travel.**

For more information, contact the Ethics Office at 907-269-0150.



### Contact the Select Committee on Legislative Ethics

**Mailing Address:**

PO Box 90251  
Anchorage, AK 99509-0251

**Physical Location:**

Anchorage Legislative Office Building  
1500 W Benson Blvd Suite 220  
Anchorage, AK 99503

**Phone:** 907-269-0150

**FAX:** 907-269-0152

**Email:** [Ethics.Committee@akleg.gov](mailto:Ethics.Committee@akleg.gov)

**Website:** <http://ethics.akleg.gov/>