

Office of the Clerk



BOROUGH CLERK: (907) 766-6402

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Mission Statement

The Borough Clerk's Office is committed to conducting the duties of the office in an ethical, friendly, and efficient manner to ensure an effective link between citizens, local governing officials, and other government agencies.

As an Elections Official, the Borough Clerk administers local procedures through which local government representatives are selected. The Clerk assists candidates in meeting their legal responsibilities before, during and after an election. From Election pre-planning to certification of election results and filing of final campaign disclosure documents, the Borough Clerk manages the process which forms the foundation of our democratic system of government. Additionally, the borough clerk assists the state in the conduct of their elections as they involve the local precincts, including the conduct of absentee in-person voting and preparation of equipment.

As a Legislative Administrator, the Borough Clerk plays a critical role in the decision-making process of the local governing body...the assembly. As the key staff for assembly meetings, the Clerk prepares the meeting agenda, verifies legal notices have been posted or published, and completes the necessary arrangements to ensure an effective meeting. The Clerk is entrusted with the responsibility of recording the decisions which constitute the building blocks of our representative government. The Clerk also functions as the meeting parliamentarian.

As a Records Manager, the Borough Clerk oversees yet another legislative process; the preservation and protection of the public record. By statute, the clerk is required to maintain and index the Minutes, Ordinances and Resolutions adopted by the assembly. The Borough Clerk also ensures that other municipal records are readily accessible to the public. The public record under the conservatorship of the Borough Clerk provides fundamental integrity to the structure of our democracy.

Records and Public Disclosure

The Borough Clerk is the Records Manager for the Haines Borough. The books and records of the borough are kept by the clerk, except that other officers and department heads may keep such records as are necessary for the performance of their duties. Records are defined as When such records are no longer needed in the possession of others herein authorized, the same are to be delivered to the clerk for safekeeping. Books and records are to be kept according to a retention schedule decided by the clerk or as required by borough code, regulation or policy. Borough Code stipulates that permanent records may be destroyed only as authorized by the assembly.

Duties & Responsibilities

The Borough Clerk is the head of the Office of the Clerk and is appointed by the Borough Assembly. The clerk is an officer of the borough and works closely with the mayor, borough assembly, borough manager, other borough officers, department heads, committees, commissions, and the public. The position is responsible for carrying out the statutory and professional duties of a municipal clerk. The borough clerk...

- Gives notice of the time and place of all assembly meetings to the assembly and the public;
- Prepares agendas and agenda packets as required by the assembly and the code;
- Attends meetings of the assembly and its boards and committees as required and keeps the journal;
- Assures that notices and other requirements for public meetings are complied with and assures that public records are available for public inspection as required by law;
- Maintains and makes available for public inspection an indexed file of all permanent borough records, including the ordinances and resolutions. Provides for codification of borough ordinances, and authenticates or certifies records as necessary;
- Manages borough records and develops retention schedules and procedures for inventory, storage, and destruction of records as necessary;
- Maintains custody of the official borough seal;
- Is responsible for the conduct of elections, assuring that the borough complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended);
- Administers oaths, affirmations, and acknowledgements as necessary;
- Gives ample notice of the expiration or termination of all bonds, contracts, franchises, agreements, easements and permits;
- Is responsible for the proper preparation of all ordinances and resolutions as directed by the mayor;
- Attests deeds and other documents;
- Acts as the parliamentary advisor to the assembly; and

- Performs other duties as required by state statute, the borough charter and code, or as prescribed by the borough assembly.