

Utah Public Notice Website

A Comprehensive Website Manual

Glen Fairclough, Administrator Utah State Archives and Records Service 346 S. Rio Grande St. Salt Lake City, UT 84101-1106 <u>upnw@utah.gov</u> P: 801-531-3841; F: 801-531-3867

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Benefits of using the Utah Public Notice Website

The Utah Public Notice Website (UPNW) provides greater accessibility to public notices of public meetings, public hearings, and activities of government statewide. It encourages greater public participation and involvement in public decisions.

The UPNW helps to standardize the format for publishing public notice information. The UPNW form fulfills the requirement of providing public notice and includes fields for supplemental information. The Public Body also may choose to post past public meeting minutes on the UPNW.

The public and media may subscribe to the Public Bodies of their interest through the UPNW. This electronic subscription (either via RSS feed or email) is free of charge and notifies interested parties of any new or updated public notices posted by the Public Body. Past notices are archived and are accessible, and users can search current, past, and future notices.

A widget on the UPNW home page allows governmental entities easily to display the notices on their own websites. The UPNW is accessible through a link from Utah.gov as well as through a short, simplified website address: <u>http://utah.gov/pmn</u>. The website is accessible for individuals with disabilities. There are help functions available to both public and administrative users.

Contact Information: the Roles of Utah Interactive and the Utah State Archives

Utah Interactive provides the technical support for the UPNW. Posters experiencing any difficulties in posting or problems using the website should contact Utah Interactive. Their contact information is:

Utah.gov Support Support@utahinteractive.org 801-983-0275 or 877-988-3468

The Utah State Archives is responsible for assisting and training Public Bodies on the use of the UPNW. The Administrator for the website is Glen Fairclough. His contact information is:

gfairclough@utah.gov

Phone: 801-531-3841 Fax: 801-531-3867 Mail: 346 S. Rio Grande St., Salt Lake City, UT 84101-1106

The Utah State Archives is tasked with managing access permissions and hierarchy structures, maintaining website content and information, providing needed content updates and frequently asked questions, developing and maintaining authority lists and authorizing additions, and appraising, archiving, and providing permanent access to posted notices.

Terminology & Responsibilities

Entity

Governmental *Entity* broadly means all state agencies and political subdivisions (cities, counties, special districts), the legislature, public education and state-funded higher education institutions, and the judiciary.

Government Type

Government type is the arrangement of governmental entities into categories: state, county, cities, schools, and special districts.

Owner

An *Owner* is the individual within the Entity who has the following rights within the website:

- Control of all of the Entity's information on the UPNW with which they are associated.
- Oversight of approval rights to all Posters associated with Public Bodies in their Entity.
- Self-register for the website (access will be approved by the Administrator).
- Add an additional Owner to the Entity if needed (prolonged absence, etc.). Limit to *one* additional Owner.
- Add and edit Public Bodies associated with the Entity.
- Determine which newspapers will be notified of new public notices for each Public Body.
- Add, search, edit, remove, and give rights to Posters of Public Bodies within the Entity.
- Post notices for any Public Body it controls (can delegate this to the Posters or post in the event of a Poster's absence).
- Approve, edit, or reject notices from Posters without approval rights.
- Attach public information (minutes, documents, and audio recordings).

Owners have all rights of a user and a Poster.

Public Body

A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding the public's business. (Please see <u>Utah Code 52-4-103(7)</u> for the complete definition of a Public Body and other terms.)

If unsure, check with your legal counsel to verify what the Entity's Public Bodies are. Please note that the Administrator cannot provide legal opinions on whether the boards or commissions are Public Bodies as the Administrator is not legal counsel.

Poster

Posters are representatives from the Public Body who will post public notices on behalf of their represented Public Body. There may be multiple Posters for a Public Body. The Poster often may be an executive secretary, administrative assistant, clerk, or board member.

Posters have the rights of a user and have the right to:

- Self-register for the website (access will be approved by the Administrator or the Owner).
- Search, create, edit, and remove draft notices for associated Public Body.
- Attach public information (minutes, documents, and audio recordings).

Some Posters have approval rights (if assigned by the Owner) and will be able to publish their notices to the UPNW without the Owner's permission.

User

A user is a citizen, state employee, city, county, special district, school district, or member of the media who will be using the UPNW to find posted and archived public notices.

Accessing the Utah Public Notice Website

Bookmark the website. The UPNW URL is <u>http://utah.gov/pmn</u>. Please note that if you type in "www" before the pnw, you will be directed to the Utah.gov home page and not the UPNW.

The website address appears different from the <u>http://utah.gov/pmn</u>. This is because the shorter URL is much easier to remember than the longer URL. The shorter URL will redirect you to the longer URL, so do not be alarmed when you see a different web address in the browser.

The Public Notice Website Home Page

The home page options are:

- 1. The basic search function and a link on the upper right side to the advance search function feature.
- 2. The "About" tab in the upper right corner that links to information about the website.
- 3. The "Login" tab that directs to the Administrator login page to post notices.
- 4. The "Help" tab that answers frequently asked questions and provides other helpful information.

	ebsite: Your central source for all public r	otice information in Utah
Find a Notice		Q Advanced Search
irst select your Government, then the entity	and then finally the public body. Results will appea	r below.
Government ⁰	Entity	Public Body(s) ²⁰
State		
County	Select a government	
Cities	type on the left	
Schools		
Special Districts		
Click on a term to read its definition	Many public bodies now have the minutes,	About Public Notice Website:
	audio recordings, and other materials from	I required to post notices of
Public Body	audio recordings, and other materials from their open and public meetings on the	required to post notices of open meetings and other public
Public Body A Public Body A Public Body A public Body is any administrative, advised executive as legislative body of	audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are	required to post notices of open meetings and other public notices on the Utah Public Notice Website.
Public Body O A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that is	audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are required to post this information, while specified local government public bodies	required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in Utah Code Section 63F-1-701, but there
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Public Body A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or mean personal; expanded diblurges	audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are required to post this information, while specified local government public bodies are required to post minutes and handouts. To find this public information, search for the public head, the lock at the	required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in <u>Utah Code Section 63F-1-701</u> , but there are many mandates dictating the information and timing of public notices. <u>To</u>
Public Body A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax	audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are required to post this information, while specified local government public bodies are required to post minutes and handouts. To find this public information, search for the public body, then look at the attachments.	required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in <u>Utah Code Section 63F-1-701</u> , but there are many mandates dictating the information and timing of public notices. <u>To</u> <u>learn more »</u>
Public Body A Public Body advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to	audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are required to post this information, while specified local government public bodies are required to post minutes and handouts. To find this public information, search for the public body, then look at the attachments.	required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in <u>Utah Code Section 63F-1-701</u> , but there are many mandates dictating the information and timing of public notices. <u>To</u> <u>learn more »</u> Training
Public Body A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding the public's business	audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are required to post this information, while specified local government public bodies are required to post minutes and handouts. To find this public information, search for the public body, then look at the attachments.	required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in <u>Utah Code Section 63F-1-701</u> , but there are many mandates dictating the information and timing of public notices. <u>To</u> <u>learn more »</u> <u>Training</u> The Utah State Archives has tools to assist
Public Body A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding the public's business. Public Notice	audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are required to post this information, while specified local government public bodies are required to post minutes and handouts. To find this public information, search for the public body, then look at the attachments.	required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in <u>Utah Code Section 63F-1-701</u> , but there are many mandates dictating the information and timing of public notices. <u>To learn more »</u> <u>Training</u> The Utah State Archives has tools to assist those tasked with posting public notices online To learn more »
Public Body Image: Constraint of the second rest definition A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding the public's business. Public Notice Image: Original constraint of the second rest of the second resecond rest of the	audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are required to post this information, while specified local government public bodies are required to post minutes and handouts. To find this public information, search for the public body, then look at the attachments.	required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in <u>Utah Code Section 63F-1-701</u> , but there are many mandates dictating the information and timing of public notices. <u>To learn more »</u> <u>Training</u> The Utah State Archives has tools to assist those tasked with posting public notices online. <u>To learn more »</u>

The bottom section of the page provides information about what public information is available on the website.

5. A widget enables Posters to display their public notices on their own website.

Adding the UPNW Widget to a Website

Notices posted on the UPNW can easily be displayed on websites of public bodies.

- 1. Click on the orange "Create Your Own Public Notice Widget" at the bottom of the <u>UPNW home page.</u>
- 2. Select keywords. To create your customized widget, you will first need to determine how you would like the Public Notices filtered. The widget filtering options include the use of multiple keyword and/or entities. At least one of these two options is required and both can be used together to provide a more precise filter. Multiple keywords may be used, but must be comma delimited. Multiple entities can be included by clicking the

"plus" icon 🙂 adjacent to the Entity select menu.

- 3. Select type of meeting (upcoming or past) to display on the website.
- 4. Select the level of government, entity, and public body using drop down menus. You may also check the "Do not filter by entity or public body in my widget" box. When finished, click the "Continue & Customize" button in the lower right-hand corner of the page.
- 5. Use this page to customize the height and width of the widget and whether to include a border. Changes can be previewed in the box on the right side of the page.
- 6. When all changes have been made, copy and paste the code from the box at the lower right to the agency website.

Finding a Notice on the Public Interface

The public interface is how the public will look for public notices posted on the website. It is a useful tool to check public notice information.

Searching for a Public Notice – Simple Search

- 1. Type <u>http://utah.gov/pmn</u> into the web browser.
- 2. There are different search functions. The first is a basic search on the home page.
- 3. In the **basic search** (browse), there are three fields.
 - a. Select a government type. This will automatically populate the next field with the options available for the government type selected.

elcome to the Utah Public Notic	ce Website: Your cer	itral source fo	or all public n	otice information in	Utah	
Find a Notice					Q Advar	iced Searc
First select your Government, then the	entity and then finally the	public body. Re	sults will appea	r below.		
Covernment Ø	Entity 0			Dublic Room 9		
Government				Fublic Body(s)		
State	Administrative	Office of the Co	ourts 🔒	Motor Vehicle Review	v Committee	-
County	Attorney Gene	ral's Office		Privatization Policy B	oard	
Cities	Capitol Prese	vation Board		Purchasing and Gene	eral Services	=
Schools	Career Service Review Office			Disabilities Advisory Board	Board	
Special Districts	Department of	Administrative	Services	Rate Committee		
	Department of	Agriculture and	Food			
				State Records Comm	nittee	
	Department of	Alcoholic Reve	• • • • • •	State Records Comm	nittee	
Please note: Resolve for the browse search	are limited to the last 6 month	s. To do a full archi	ive search use the	advanced + Subs	nittee	blic Body
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b. In the next field, select the Entity. This will automatically provide a list of the Public Bodies available for the selected Entity.

- c. Select the Public Body of interest.
- 4. Selecting the Public Body will generate a list of notices.

Searching for a Public Notice – Advanced Search

- 1. To perform an **advanced search**, click on the link that says "Advanced Search."
- 2. The advanced search provides five ways to search for notices: Entity, keyword, date, deadline date, and posted on date. Each field may be used individually or in combination.

ind a Notice				Q Browse for notice
Entity:	Department of Adm Administrative C Capitol Preserve Department of A Department of A Department of C Department of C Department of C Department of E Department of F	inistrative Services Office of the Courts ation Board doministrative Services Agriculture and Food Vecoholic Beverage Control Commerce leritage and Arts Corrections invironmental Quality inancial Institutions	Governmental entity: Broadd counties, special districts), education institutions, and t	y means all state agencies and political subdivisions (cities, the legislature, public education and state funded higher he judiciary.
Date:]	
Deadline Date:			Deadline dates often include speak at a meeting.	e deadlines for submitting written comments or requests to
Posted On:	Submit			
Understanding Noti	ces:	Public Informatio	n:	About Public Notice Website:
Understanding Noti Click on a term to read its Public Body A Public Body is any admini advisory, executive, or legis the state or its political sub	Ces: definition strative, lative body of livisions that: is	Public Informatio Many public bodies nov audio recordings, and c their open and public m website. All state agenc required to post this info specified local governm	n: v have the minutes, ther materials from eetings on the cy public bodies are ormation, while eent public bodies	About Public Notice Website: Utah's public bodies are required to post notices of open meetings and other public notices on the Utah Public Notice Website. The statute establishing this website is in Utah Code Section 63F-1-701, but there

- a. To enter an Entity name, start typing the Entity name, and the system will generate a list of corresponding Entity names. Select one from the list.
- b. The keyword function will search the meeting title and agenda of notices for the corresponding keyword.

- c. To select a date or date range, click on the calendar and select the dates you want for the search.
- d. To select a deadline date, click on the calendar and select the date you want for the search. Deadline dates are often associated with a deadline to submit a written comment for a public meeting or to request to speak at a public meeting.
- e. To select a posted-on date, click on the calendar and select the date you want for the search. Many public notices have a time requirement, and the date will indicate the date the notice was posted on the website.
- 3. After completing the search fields, hit the "See Results" button to generate a list of notices based on the entered search parameters.
- 4. Hit the "Submit" button, and a list of search results will be generated.

WEBSITE				S Abo	ut 🔒 Login 🛛 Hel
elcome to the Utah	Public Notice Website:	Your centra	I source for all public notice in	formation i	n Utah
Search Resu	ılts				Search again
Entity 🔺	Public Body 🔺	Date 🔺	Notice 🔺	Status 🔺	Attachments
Department of Administrative Services	State Records Committee	2013/03/18 09:30 AM	State Records Committee meeting	Scheduled	February 14, 2013 SRC Minutes DRAFT.pdf
Department of Administrative Services	State Records Committee	2013/05/09 09:30 AM	State Records Committee meeting	Scheduled	No associated attachments
Department of Administrative Services	State Records Committee	2012/11/15 09:30 AM	State Records Committee Meeting	Scheduled	November 15, 2012 SRC Minutes approved.pdf
Department of Administrative Services	State Records Committee	2013/04/11 09:30 AM	State Records Committee Meeting	Scheduled	February 14, 2013 SRC Minutes DRAFT.pdf April 2013 series for approval.pdf
Department of Administrative Services	State Records Committee	2013/01/10 09:30 AM	State Records Committee Meeting	Scheduled	January 10, 2013 SRC Minutes approved.pdf
Department of Administrative Services	State Records Committee	2012/12/13 09:30 AM	State Records Committee Meeting	Scheduled	SRC Minutes December 13, 2012.pdf
Department of Administrative Services	State Records Committee	2013/02/14 09:30 AM	State Records Committee meeting	Scheduled	February 14, 2013 SRC Minutes Approved.pdf February 2013 series SRC approved.pdf
Department of Administrative Services	Utah State Historical Records Advisory Board	2013/01/11 11:30 AM	USHRAB Meeting	Scheduled	No associated attachments
Department of Administrative Services	Motor Vehicle Review Committee	2013/03/26 09:00 AM	Motor Vehicle Review Committee	Cancelled	No associated attachments
Department of Administrative Services	Privatization Policy Board	2012/11/13 10:00 AM	Privatization Policy Board Meeting	Scheduled	No associated attachments
Department of Administrative Services	Utah State Building Board	2012/12/05 09:00 AM	Utah State Building Board Meeting	Scheduled	0 BB Agenda 12-5-12.pdf
Department of Administrative Services	Utah State Building Board	2013/01/28 09:00 AM	Utah State Building Board Meeting	Cancelled	0 BB Agenda 1-28-13.pdf
Department of Administrative Services	Utah State Building Board	2013/04/22 09:00 AM	Utah State Building Board Meeting	Scheduled	0 BB Agenda 3-22-13.pdf
Department of	Purchasing and General	2013/02/26	Purchasing from Persons with	Scheduled	No associated attachments

5. The "Basic" (Browse) function is limited to a single selected Public Body and results show columns for Notice, Date of the meeting or hearing, Status of the meeting (scheduled or cancelled), and Attachments. Results for the Advanced search function include column headings for Entity, Public Body, Date of the meeting or hearing, Status of the meeting (scheduled or cancelled), and Attachments.

6. To view a public notice, click on a notice.

Notice Details – Public Interface

The details of a public notice include:

- Entity name
- Public Body name
- Notice title
- Notice type
- Notice date and time
- Description/Agenda
- Notice of special
- accommodation
 Notice of electronic or telephone participation
- Other information
- Attachments
- Meeting location with mapping function
- Public Body contact information
- Date and time the notice was posted on the UPNW
- Date and time the last edit was made on the notice

The Public Notice Details

page includes these options:

- Access the Public Body details
- Add the meeting to the electronic calendar
- Print a "Print Friendly" copy of the notice
- Email a copy of the notice to a friend
- Subscribe to the Public Body
- Connect to a Twitter account or Facebook page



Public Body Details & Subscription Options – Public Interface

To access the Public Body details, click on the Public Body name. Public Body details list:

	ice website. Tour centra	I source for a	ill public notice int	ormation in Utah
Public Body Details				
Department of Administrative Se State Records Comn	arvices nittee			
Contact Person:	Susan Mumford			
Contact Email	smumford@utah.gov			Subscribe to a public
Contact Phone	8015313861			bouy
Address	346 South Rio Grande Str Salt Lake City 84101-110	reet 6		You can subscribe to this public body and receive future notices.
Website:	http://www.archives.utah.g	iov.		Email Subscription
Other information:				How do Luse these options?
Incoming Notices				
Upcoming Notices	Date	Status	Attachments Series for May 2011	approval.pdf
Upcoming Notices	Date 2013/05/08 09:30 AM	Status Scheduled	Attachments Series for May 2013 May 2013 General I	approval pdf Selention Schedule pdf
Upcoming Notices Name State Records Committee meeting State Records Committee Meeting	Date 2013/05/09 09:30 AM 2013/04/11 09:30 AM	Status Scheduled Scheduled	Attachments Series for May 2013 May 2013 General I April 11, 2013 SRC	seproval pdf Telention Schedule pdf Minutes Approved pdf
Name State Records Committee meeting State Records Committee Meeting State Records Committee meeting	Date 2013/05/08 09:30 AM 2013/04/11 09:30 AM 2013/03/18 99:30 AM	Status Scheduled Scheduled Scheduled	Attachments Senes for Naty 2013 May 2015 General I April 11, 2013 SRC February 14, 2013	approval pdf Seterition Schedule pdf Matutes Approved pdf SRC Matules DRAFT pdf
Upcoming Notices Name State Records Committee meeting State Records Committee Meeting State Records Committee meeting State Records Committee meeting	Date 2013/05/09 09:30 AM 2013/05/11 09:30 AM 2013/03/18 09:30 AM 2013/02/14 09:30 AM	Statue Scheduled Scheduled Scheduled Scheduled	Attachments Sense for May 2013 May 2013 General April 11, 2013 SRC Pebruary 14, 2013 February 14, 2013 February 2013 serie	approvat.pdf Selention Schedule.pdf Minutes Approved.pdf SRC Minutes Approved.pdf ss SRC approved.pdf ss SRC approved.pdf
Jpcoming Notices Name State Records Committee Meeting	Date 2013/05/09 09:30 AM 2013/05/11 09:30 AM 2013/05/18 09:30 AM 2013/05/18 09:30 AM 2013/05/18 09:30 AM	Status Scheduled Scheduled Scheduled Scheduled	Attachments Series for May 2013 May 2013 General I April 11, 2013 SRC February 14, 2013 February 14, 2013 February 2013 Serie January 10, 2013 S	approval pdf lefention Schedule pdf Minutes Approved pdf SRC Minutes DRAFT pdf SRC Minutes Approved pdf Is SRC approved pdf RC Minutes approved pdf
Upcoming Notices	Date 2013/05/08 09:30 AM 2013/05/08 09:30 AM 2013/03/18 09:30 AM 2013/03/18 09:30 AM 2013/03/14 09:30 AM 2013/01/10 09:30 AM	Status Scheduled Scheduled Scheduled Scheduled Scheduled Scheduled	Attachments Senes for Naty 2013 May 2015 General I April 11, 2013 SRC Pebruary 14, 2013 Pebruary 14, 2013 S February 2013 Sene Janiuary 16, 2013 S SRC Minutes Decer	approval pdf Referition Schedule pdf Minutes Approved pdf SRC Minutes DRAFT pdf SRC Minutes Approved pdf Is SRC approved pdf RC Minutes approved pdf RC Minutes approved pdf RC Minutes approved pdf

- Contact name
- Contact email
- Contact phone number
- Address
- Website URL
- Subscription options

To subscribe to a Public Body, select the type of subscription wanted (RSS Feed or Email). Subscribing to a Public Body provides notifications of any new notices and updates to current notices published on the website for that Public Body.

Help – Public Interface

To view the help options, go to the home page and click on the "Help" tab in the upper, right-hand corner of the website. The help section answers frequently asked questions.

		📓 About	🔒 Login	Help
/elcome to The Public Notice Website: Your central sourc	e for all public notice info	ormation in	Utah	$\overline{}$
Helpful Questions and Answers				
« Return to search page				
What is a public notice and what is the difference between public notice and le	egal notice?			
How can I look up a public notice? What is the difference between "Search for a notice" and "Browse for a notice	." ?			
What is a "Government" type?	<u></u>			
What is an "Entity"? What is a "Public Body"?				
What do the different subscription options mean?				
What Public Bodies are required to post their notices on the Utah Public Notic	e Website?			
Who can post public notices to the Utah Public Notice Website?				
Who can I contact for more information regarding public notice?				
After finding the entity name that I am looking for, I click on the name but noth How can I download Adobe PDF Reader?	ing is happening. Where are the se	arch results?		
How do I subscribe to a public body?				
What is a public notice and what is the difference betwe	en public notice and legal	notice?		
Public notice is a means of informing the general public of government or gov county, or state—often in an open forum such as a public meeting or public h the information and timing of public notices.	ernment-related activities which ma earing which is open to the general	public. There ar	e many mandate	ipality, es dictating
A legal notice is a communication required to be made public by a state statu judicial decision. It does not include a public notice published by a public body the Utah Public Notice Website administration. Legal notices are required to be required to be posted to the Utah Legal Notices website.	te or state agency rule; or a notice r y in accordance with the provisions of published in a newspaper of reco	equired for judic of the Open and rd, until January	ial proceedings Public Meetings 1, 2012, then w	or by Act and ill be
Return to top of page				
How can I look up a public notice?				
There are two options when looking up a public notice. You can either browse	e for a notice or search for a notice.			
Return to top of page				

Administrative Interface Login

The administrative interface is the part of the website where Owners and Posters may enter, edit, publish, and otherwise work to post notices.

1. Type http://utah.gov/pmn into the web browser.

elcome to the Utah Public Notice We	bsite: Your central source for all public r	notice information in Utan
Find a Notice		Q Advanced Se
First select your Government, then the entity α	and then finally the public body. Results will appea	ar below.
Government	Entity	
State County Cities Schools	Select a government type on the left	
Special Districts		
Click on a term to read its definition Public Body Image: Click on a term to read its definition A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions renarring the public's.	Many public bodies now have the minutes, audio recordings, and other materials from their open and public meetings on the website. All state agency public bodies are required to post this information, while specified local government public bodies are required to post minutes and handouts. To find this public information, search for the public body, then look at the attachments.	About Public Notice Website. Image: Section 10 and 10 an
business. Public Notice O Public Meeting O	Create Your Own Public Notice Widget	The Utah State Archives has tools to assist those tasked with posting public notices online. <u>To learn more »</u>

- 2. Users must have an account to access this portion of the UPNW.
- 3. If you have a Utah Master Directory (UMD) account, you can enter your email address and password here. If you are a state employee with a @utah.gov email address, you can enter your LAN password.

First-Time Users

New users must be added by an Owner or the UPNW Administrator. A Utah Master Directory (UMD) account is necessary to complete the two-step registration process *before* you can log in.

- 1. To create an UMD account, click on the "Register for UMD account" link. All Owners and Posters must have a UMD login account to continue.
- 2. Click on "Register Here."

The public Notice Website: Your central source for all public notice information in Utah	me to The Public Notice Website: Your central source for all public notice information in Utah			A Help
Welcome to Public Notice Website Admin You must have an account to access this portion of Public Notice Website. E-mail Address: Password: (Register for Utah ID account) Upth gov Home Utah gov Terms of Use Utah gov Privacy Policy Utah gov Accessibility Policy Translate Utah gov Voyright 8 2010 State of Usah - All rights reserved.	Welcome to Public Notice Website Admin Vor must have an account to access this portion of Public Notice Website E-mail Address: Password: Pass	WEBSITE	ice Website: Your central source for all public notice i	nformation in Utah
You must have an account to access this portion of Public Notice Website. E-mail Address: Password: (Register for Utah ID account) Light Utah gov Home Utah gov Terms of Use Utah gov Privacy Policy Utah gov Accessibility Policy Translate Utah gov Copyright © 2010 State of Utah - All rights reserved.	Vou must have an account to access this portion of Public Notice Website. E-mail Address: Password: Image: Password: </td <td></td> <td>Welcome to Public Notice Website</td> <td>Admin</td>		Welcome to Public Notice Website	Admin
E-mail Address: Password: (Register for Utah ID account) Iogn Utah gov Home Utah gov Terms of Use Utah gov Privacy Policy Utah gov Accessibility Policy Translate Utah gov Copyright © 2010 State of Usah - All rights reserved.	E-mail Address: Password: Usen gov Home Usen gov Terms of Use Uten gov Privacy Policy Uten gov Accessibility Policy Translate Uten gov Copyright © 2010 State of Ulan - All rights reserved.		You must have an account to access this portion of Public Notice We	bsite.
Password: (Register for Ulah ID account) Iogin Utah.gov Home Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy Translate Utah.gov Copyright © 2010 State of Usah - All rights reserved.	Password:		E-mail Address:	
Utah.gov.Home Utah.gov Terms of Use Utah.gov.Privacy: Policy Utah.gov.Accessibility.Policy Translate.Utah.gov Copyright 9 2010 State of Utah - All rights reserved.	Utah gov Home Utah gov Terms of Usa Utah gov Prizecy Policy Utah gov Accessibility Policy Translate Utah gov Copyright © 2010 State of Ush - All rights reserved.		Decement:	
Utah gov Home Utah gov Terms of Use Utah gov Privacy Policy Utah gov Accessibility Policy Translate Utah gov Copyright 9 2010 State of Ulah - All rights reserved.	Utah gov Home Utah gov Terms of Use Utah gov Privacy Policy Utah gov Accessibility Policy Translate Utah gov Copyright 9 2010 State of Utah - All rights reserved.		Fassword.	
login Utah gov Home Utah gov Terms of Use Utah gov Privacy Policy Utah gov Accessibility Policy Translate Utah gov Copyright © 2010 State of Utah - All rights reserved.	login Utah gov Home Utah gov Terms of Use Utah gov Privacy: Policy Utah gov Accessibility Policy Translate Utah gov Copyright 8 2010 State of Utah - All rights reserved.		(Register for Utah ID account)	2
Utah gov Home Utah gov Terms of Use Utah gov Privacy Policy Utah gov Accessibility Policy Translate Utah gov Copyright © 2010 State of Utah - All rights reserved.	Utah.gov.Homa. Utah.gov.Terms.of Use. Utah.gov.Privacy.Policy. Utah.gov.Accessibility.Policy. Translate Utah.gov Copyright © 2010 State of Utah - All rights reserved.			ogin
Copyright © 2010 State of Utah - All rights reserved.	Copyright © 2010 State of Utah - All rights reserved.	Utah.gov	L fome Utah.gov Terms.of Use Utah.gov Privacy Policy Utah.gov Accessibility P	olicy Translate Utah.gov
			Copyright © 2010 State of Utah - All rights reserved.	

Enter first name, last name, Utah-ID, password, email address, and security questions and answers. Click "Create."

utah)) My Account) Portal)	Coogle" Custom Search
		Utah.gov login	in ID
Steps needed to Access: Mini Portal	* 🗖 = Required Fields	Greate a Starring Acco	
 (1) Create Account (2) Activate Account 	Create Your Utah-ID		
Return to Login	*FirstName: *Last Name:		
	Your Utah-ID will be y you may select any unique name You may use letters, numbers, and Do not use your ema Tutu to Tuta	our Login-ID, to identify your account. the underscore character. il address.	
	*'Otan-LD' Your Password must be eight characters *Password	or more; case does not matter.	Lneok .
	*Venty Password: Password Strength: Password str by adding numb	Not Rated	
	Contact Information		
	*Email Address:		Check
	Alternate Ernail Address: Note: Security is improved if y Password Recovery messa If one email account is com by messages in	rou provide an Alternate Email Address. ges are sent to both email addresses. romised, you can discover the attempt the other email account.	uneok s.
	by messages in	the other email account.	

- 3. After clicking "Create," the following message appears: "An email containing instructions to completing your account setup has been sent to the email you provided."
- 4. You will receive a confirmation email with the subject line of "New User Creation."
- 5. In the confirmation email, there will be a link and a 4-character validation code. Click on the link, and log in with your primary email address and the password you created during registration.
- 6. After logging in, the information you entered will be displayed. Click on the "validate" link in red to the right of your email address.
- 7. Enter the 4-character validation code that was in the email. Please be aware that codes are case sensitive. Click "Save." You will receive a confirmation: "Your account has been validated."
- 8. After the user account is created, you can log in to the Public Notice Website, <u>http://utah.gov/pmn</u>, using your email address.
- 9. If your email address changes, you must update your UMD account.

Requesting Owner or Poster Access

If you are not entered as an Owner or Poster into the UPNW (either by the Administrator or the Entity Owner), you must request either Owner or Poster access first.

If the Entity is not listed, please click on the "**Entities**, Add" link. All requests for Owner access and entities will be sent to the Administrator for approval.

To request Poster access, click on the "**Poster**, Add" link. The request will be sent to the Entity Owner for approval. If the Public Body is not listed, please click on the "**Public Body**, Add" link. All requests for Poster access and Public Bodies will be sent to the Owner for approval. If you do not have an Owner for the Entity, please contact the Administrator.

After you have obtained Owner or Poster access, you will be able to log in to the UPNW and see the dashboard.

Owner Administrative Interface

The Owner dashboard displays the navigation related to Owner rights. Navigation of the application can be found on the left of every page in the administrative portion of the website.

Welcome to the Public Not	ice Website: Your central source for all public n	e Hep H Log Out
Public Notices	Main Menu	
Notices	Welcome to the Public Notice Website: Admin Module.	
Add Search	Please pick desired option from the menu on the left.	
Ceatin	The Public Notice Website has been enhanced to notices. Please take advantage of this new service existing notice	o allow the posting of audio files with ce when adding a new notice or editing an
Owner	Choing notec.	
Add Search Pending		
Public Body		
• Add		
e Search • Pending		
Utah.gov Hon	e Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility F	Policy Translate Utah.gov

An Owner will want to add all the Entity's Public Bodies into the system first. Before adding a new Public Body, the Owner should *check to see what public bodies already exist in the system to avoid duplicate entries*. Duplicate entries can only be deleted by the Administrator.

Searching for Existing Public Bodies

- 1. In the **Public Bodies** section, click on "Search."
- 2. Enter in the government type and Entity, and click "Show Results." This will generate a list of all Public Bodies for that specific Entity.

WEBSITE	
Welcome to The Public I	Notice Website: Your central source for all public notice information in Utah
Public Notices	Public Bodies: Search
Notices	
Dashboard	
Add Search	Government Type: Please select government type 💌
Drafts	
Published	Entity: Please select entity
Pending	Public Body:
B Add	
Q Search	
Pending	
Public Bodies	Show Results
Add Soarch	
D Pending	Search Results
Poster	Name: Options:
+ Add	No results found.
Q Search	
Other	
Request Entity	
Request Public Body	
Request Owner Access	
Request Poster Access	
Utah.o	av Home Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy Translate Utah.gov

If a list of Public Bodies appears, click on the "Edit" button to see or make changes to the Public Body information. If no listings appear, please skip to Step #5.

WEBSITE		🕐 Help 🔒 Logo
elcome to The Public	Notice Website: Your central source for all public notice inform	nation in Utah
Public Notices	Public Bodies: Search	
Dashboard	Government Type: State	
Drafts Published Pending	Entity: Department of Administrative Services Public Body:	X
Add Search		
Pending Public Bodies Add	Show Results	
Search	Search Results	
Poster	Name:	Optioner
🔁 Add	Indigent Defense Fund Board Meeting	Edit Delete
Search Bending	Judicial Conduct Commission	Edit Delete
Other	Motor Vehicle Review Committee	Edit Delete
Request Entity	Purchasing and General Services	Edit Delete
Request Public Body	Purchasing From People With Disabilities Advisory Board	Edit Delete
Request Poster Access	Rate Committee	Edit Delete
	State Records Committee	Edit Delete
	THIS IS A TEST PUBLIC BODY	Edit Delete
	Transparency Board	Edit Delete
	Utah Procurement Policy Board	Edit Delete
	Utah State Building Board	Edit Delete
	Utah State Historical Records Advisory Board	Edit Delete
		Luit Doloto

3. The "**Public Bodies**, Edit" screen will give information previously entered by an Owner or the Administrator. Most of the information is editable. The following fields can be edited: Public Body name, street address, city, county, ZIP code, website URL, start and end date (dates the Public Body is active), the ADA statement, Electronic Participation statement, other, newspaper subscriptions, and contact name, phone number, and email. Click on "Save" at the bottom of the screen.

Please note...once a Public Body is added, it can only be deleted by the Administrator.

4. If there are no listings for the Public Body in the search results, add the Public Body to the Entity.

WEBSITE	Part Cogout
elcome to The Public No	otice Website: Your central source for all public notice information in Utah
Public Notices	Public Bodies: Search
Notices	
Dashboard	
Add Search	Government Type: Cities
Drafts	
Published	Entity: Alton
Pending	
Owner	Public Body:
+ Add	
Q Search	
Pending	
Public Bodies	Show Results
1 Add	
Q Search	Search Results
Pending	Name: Options:
Poster	No results found.
Search	
Pending	
Other	
Request Entity	
Request Public Body	
Request Owner Access	
Request Poster Access	
<u>Utah.go</u>	v Home Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy Translate Utah.gov
	Copyright © 2010 State of Utah - All rights reserved.

Adding a New Public Body

The first task an Owner should complete is to add the Public Bodies for the Entity. If there are no Public Bodies in the system, or some are missing, add a new Public Body.

1. Click on "Public Bodies, Add."

		🕑 Help 🔒 Logout
Welcome to The Public N Public Notices Notices Dashboard @ Add @ Search Drafts	otice Website: Your central source for all public notice in Public Bodies: Add Note: Items marked with an * are required Public Body Name: *	nformation in Utah
Published Pending Owner Add Search Pending Public Bodies Add Add	Type: * Please select government type ▼ Governing Entity: * Please select entity ▼ Street Address: * Street Address 2:	
Pending Poster Add Search Pending Poster Add Search Pending Other Request Entity	City: * County: * Zip Code: * Website:	
Request Owner Access Request Poster Access	Start Date:	×

- 2. Fill in the information (required information is marked with an asterisk*):
 - Public Body name* (should be the official Public Body name. Spell out acronyms and abbreviations; there is no limit to the character length).
 - Type* (select from drop-down list).
 - Governing Entity* (select Entity name from drop-down list).
 - Street address* (this is the street address for the office of the Public Body; this can also include the mailing address in Street address 2).
 - City*
 - County*
 - ZIP Code*
 - Website URL
 - Start date and end date (these dates relate to the active dates of a Public Body, such as if the Public Body was created for only a few years and is no longer active).
 - ADA* (Americans with Disabilities Act statement or Notice of Special Accommodation). (See <u>Americans with Disabilities Act</u>, Part A— Prohibition Against Discrimination and Other Generally Applicable

Provisions; Subchapter II, Public Services; <u>Sec. 12132</u>, Discrimination.)

- Electronic Participation* (statement of the body's resolution, rule, or ordinance on board members participating by electronic means; if there is no resolution, rule, or ordinance, put NA). (See <u>Utah Code 52-</u> <u>4-207(2)</u>.)
- Other (any important information for the notice that does not have a specific field).
- Newspaper subscriptions (to receive notifications for posted notices)
- Contact person, email, phone number* (the name of the person the public can contact with questions regarding the Public Body, meetings, hearings, or other matters; the contact is not necessarily the Poster).
- 3. When the required information is completed, click "Save."

Please note that information entered into the ADA, Electronic Participation, or other fields creates default information for all notices created under that Public Body. This saves the Poster the need of re-typing in this information with every new notice. This information can be changed for specific notices if it does not apply to a particular notice, but the default information will not be changed.

Editing a Public Body

Most of the information for a Public Body is editable.

1. In the Public Bodies section, click on "Search."

WEBSITE	C Help A Logou
Welcome to The Public	Notice Website: Your central source for all public notice information in Utah
Public Notices	Public Bodies: Search
Notices	
Dashboard	
Add	Government Type: Please select government type
Search Draffs	
Published	Entity: Please select entity
Pending	
Owner	Public Body:
G Add	
Q Search	
Pending	
Public Bodies	Show Results
+ Add	
Search	Search Results
O Pending	
Poster	Name: Options:
🖶 🛨 Add	
Q <u>Search</u>	
Pending	
Other	
Request Entity	
Request Owner Access	
Request Poster Access	
<u>Utah.</u>	gov Home Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy Translate Utah.gov Copyright @ 2010 State of Utah - All rights reserved.

2. Enter in the government type and Entity, and click "Show Results." Choose the Public Body from the list or type in the name of the Public Body to edit. Click "Edit."

elcome to The Public Noti	ce Website: Your central source for all public notice information in Utah
Public Notices	Public Bodies: Search
Notices	
Dashboard	
Add Search	Government Type: State
Drafts	
Published	Entity: Department of Administrative Services
Umper	Public Body: State Reserve Committee
G Add	> Grare Kacolog Committee
Search	
Pending	
Public Bodies	Show Results
Q Search	Soarch Bosults
Pending	
Poster	Name:
<u>Add</u> Search	State Records Committee
Pending	
Other	
Request Entity	
Request Public Body Request Owner Access	
Request Poster Access	
u Utah.gov Ho	me Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy Translate Utah.gov
	Copyright © 2010 State of Utah - All rights reserved.

- 3. The "**Public Bodies**, Edit" screen will give the information entered previously by an Owner or the Administrator. Most of this information can be edited.
- 4. The following fields can be edited: Public Body name, street address, city, county, ZIP code, website URL, start and end date (Dates that the Public Body is active), the ADA statement, Electronic Participation statement, other, newspaper subscriptions, contact name, phone number, and contact email.

5. After changing information, click "Save."

 Luck Probes Luck Polsic Body Luck*: Polsic Body Luck*:<	Dublia Nationa	Public Body: Ed	it	
 Bedianti Commergianti - Department of Advances Conversional C	Notices	Public Body Name: *	State Records Committee	
Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image	O Add	Concerns Select	Department of Administrative Convices	
Steel Address 2 Correl Control Cont	Entity	Street Address: *	345 South Rio Grande Street	
Over of the status Chy * Set Late Cty • Status Courty * Set Late Cty • Status Courty * Set Late • Status The courty courty * Set Late Cty • Status Courty * Set Late • Status The courty courty * Set Late Cty • Status The courty courty * Set Late Cty • Status The courty courty * Set Late Cty • Status The courty courty * Set Late Cty • Status Set Status • Set Status </td <td>Add Search</td> <td>Street Address 2:</td> <td></td> <td></td>	Add Search	Street Address 2:		
	Owner	City.*	Salt Lake City	
Endates Zp Code * \$151:108 Search	Add Search	County: *	Salt Lake	
And () Sector) End () Sector) Pode () Sector) Sector) Sector) Sector) End () Date () End () End () Date () End () End () Date () End () End () Sector) End () End () End () </td <td>Pending</td> <td>Zip Code.*</td> <td>84101-1106</td> <td></td>	Pending	Zip Code.*	84101-1106	
Start Date: Postar Po	Public Body Add	Website	[http://www.archives.utah.gov	
Porter End Date: ADA * In complexe with the American with Disabilities Act, in dividual searching packal accommandation is pricinal accommandation and price and accommandation	Search Pending	Start Date:		
ADA * A	Poster	End Date:		
Pending Pending Pend	Add Search	ADA *	In compliance with the Americans with Plantitities Act of the	ls neering
Electronic Participation* One or more members of the State Records Committee may participate electronically or telephoneally porsunt to UBA Code 524-207(2) and Administrate Role 54-5 7-December 346 5-7-December 346			special accommodations (including auxiliary communicative aid) services) during this meeting should northy Susam Mumford at th State Archives and Records Services. 346 S. Rio Grande. Sait L Utah 84101, or call 531-3861, at least three days prior to the me	s and e Utah .alee City, .eting
User Other:		Electronic Participation: *	One or more members of the State Records Committee may par electronically or telephonically pursuant to Utah Code 524-2070 Administrative Rule 53-12 - Blease direct any quasitions or come State Records Committee. Utah State Archives, 346 S. Rio Grai Lake City, Utah 84101 (801) 531-3861.	rticipate 2) and ments to: nde, Sait
Newspaper subscriptions Image: Subscriptions Image: Subscriptions Image: Subscriptions Image: Subscring		User Other:		
Contact Name: * Contact Ramal: * Contact Second Se		Newspaper subscriptions:	Beaver County Journal	
Image: Solution of the second seco			I Blue Mountain Panorama	1
Image: Second			Box Elder News Journal	
Contact Name: * Susan Munford Contact Ramit. * smunford@utah.gov			Daily Herald Daily Universe (Brightern Versite Linksweite)	
Contact Name: * Susan Mumford Contact Email: * smumford@utah.gov			Daily Universe (Brignam Young University) Daily Utah Chronicle (University of Utah)	
Contact varme. Susan Mumford		Control II.		+
Contact Email. * smumford@utah.gov		Contact Name. *	Susan Mumford	
		Contact Email.*	amumford@utah.gov	

Pending Public Bodies

Once a Public Body has been requested to be added to the system by an Owner, Poster, or Pending Owner/Poster, the request will show up in the "**Public Bodies**, Pending" section.

	E			
WEBSITE	-			Help Help Logou
elcome to The Publi	c Notice Website: Your central source for all pu	blic notice inform	ation in U	tah
Public Notices	Public Bodies: Pending			
Notices				
Add	Pending Records			
Q Search			_	
Drafts	Public Body:	City:	County:	
Published	Milford Elementary School Community Council	Milford	Beave	Approve Decline
Pending	JAG Grant Public Hearing	Duchesne	Duchesne	Approve Decline
Owner	Deputy Sheriff Merit Commission	Salt Lake City	Salt Lake	Approve Decline
+ Add	Metro Eire	Sandy	SaltLake	Annrove Decline
O Search	Menorine	Bandy	BuilEake	
Pending Public Redice				
Search				
Pending				
Poster				
Add Seereb				
U Search				
Other				
Demost Catity				

 An Owner may either approve or decline pending Public Bodies. If declined, the Public Body will not be added to the system (though it can be added later if accidentally declined). If an Owner approves the request, the Public Body will be added to the system. *Please be absolutely sure that the Public Body does not already exist* if you click "Approve," as duplicates can only be deleted from the system by the Administrator.

Adding an Additional Owner

There are times when an Owner is unavailable, such as in cases of a prolonged absence, vacation, or illness. Therefore, Owners have the ability to add an additional Owner for the Entity. The number of Owners is restricted to two people so the Entity can maintain control over the Entity's information.

To Add an Owner

- 1. In the Owner section, click "Add."
- 2. Enter in the person's first and last name, email address, and select the Entity information. Please note that the email address must correspond with the email address used to log in to the UPNW. After you have entered the information, click "Add."

Velcome to The Public Not	iso Mahsita, Your control course for all nublic notice information in 116-b
	ice website: Four central source for all public notice information in Utan
Public Notices	Owpers: Add
Notices	
C Add	(Fields marked with * are required for adding an owner)
O Search	
Entities	Successfully added owner.
O Add	First Name: *
Search	Susan
Owner	Last Name * Muniford
+ Add	Mumora
@ Search	Email Address' *
• Pending	smunnord@utan.gov
Public Bodies	Government Type: * State
Add Search	
Pending	Entity: * Department of Administrative Services
Poster	
G Add	Add Cancel
Search	
Pending	
Reports	
Owner Summary	
Poster Summary	
Public Body Summary	
Enury Summary	
Utah.gov H	ome Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy Translate Utah.gov

3. When an Owner is added successfully, the confirmation message "Successfully added Owner" appears. If information is missing, a message states, for example, "Email address is required." If the person is already an Owner for this Entity, the message "User is already Owner of this Entity" appears.

WEBSITE		? Help	🔒 Logou
elcome to The Public Noti	ce Website: Your central source for all public notice information in	Utah	
Public Notices	Owners: Add		
Notices	(Fielde manufacture) are required for adding an owner)		
Dashboard	(and an addition of the additi		
● A00 ● Search	Successfully added owner.		
Drafts			
Published	First Name: * Susan		
1 Pending			
Owner	Last Name: ^ Mumford		
Add Soorph	Email Address: *		
<u>Search</u> Pending	smumford@utah.gov		
Public Bodies	Government Type: * State		
1 Add	overmient type.		
Search	Entity: * Department of Administrative Services	•	
Pending			
Poster	Add Cancel		
1 Add			
Search Dending			
Other			
Request Entity			
Request Public Body			
Request Owner Access			
Request Poster Access			
Utah.gov He	me Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy Translate Utah.	.gov	

Searching for an Owner

To edit or delete an Owner, first search for the Owner.

- 1. In the **Owner** section, click "Search."
- 2. The system allows a search by first name, last name, and/or email address. Enter in the fields, and click "Show Results."
- 3. Results appear below the search fields.

Welcome to the Publi	c Notice Website: Y	our central source f	or all public notice information in	Utah
Public Notices	Owner: Se	earch		
Netices	E	irst Name:		
⊖ <u>Add</u>		ast Name:		
Q <u>Search</u>				
Entity		Email:		
Search		Entity:		
Other		Show Result		
<u>Add</u> Search				
<u>Dending</u>	Search Results	5		
Public Body	Name:	Email:	Entity:	Options
 ⊕ <u>Add</u> Q <u>Search</u> 	Mumford, Susan	smumford@utah.gov	Department of Administrative Services	
Pending				
Poster				
 Add Search 				
Pending				

Editing/Deleting an Owner

It is possible to edit an Owner's first or last name or assign them to an additional Entity (if they own more than one Entity). To change the Owner's email address, delete it and then re-add the correct email address. (Note: Whenever an email address used on the UPNW is changed it is necessary to update the Utah Master Directory (UMD) account, see pages 20-21.)

- 1. First, complete a search to find the Owner. See previous section on how to search for an Owner.
- 2. When the Owner is located in the system, click on the Edit icon is change the first or last name or to assign the Owner to an additional Entity.
- Make the required name changes and click "Save;" click "Assign to Another Entity," make selection, and click "Save;" OR click the Delete icon . All changes are immediate. A person deleted by accident must be re-added into the system.

Pending Owners

Requests for Owner access show up in the Owner section under "Pending."

To approve an Owner for the Entity, click "Approve." If unsure who the person is or if the person should not be an Owner for the Entity, click "Decline." Care should be given in approving an Owner, as they will have access to all of the Entity's information on the UPNW. When in doubt, click "Decline." They can be added later if needed. An Owner can add a backup Owner.

Adding a Poster

To add a Poster to the system, the Public Body that the Poster will be associated with must be in the system.

1. In the Poster section, click "Add."

WEBSITE	
Welcome to The Public No	otice Website: Your central source for all public notice information in Utah
Public Notices	Posters: Add
Notices	(Fields marked with * are required for publishing a police)
Add	
Search	
Drafts Dublished	First Name: *
Pending	
Owner	Last Name: *
+ Add	
Search Pending	Email Address: *
Public Bodies	Government Type: * Please select onvernment type
+ Add	eeren men rype. I heade solice goleinmen rype
Search Pending	Entity: * Please select entity 💌
Poster	Public Body: * Please select rublic body
4 Add	
Q Search	Approve Notices: Yes
Other	
Request Entity	Save Cancel
Request Public Body	
Request Owner Access	
Utah.gov	/ Home I Utah, gov Terms of Use I Utah, gov Privacy Policy I Utah, gov Accessibility Policy I Translate Utah onv
<u>otan.go</u>	Copyright © 2010 State of Utah - All rights reserved.

- Enter the Poster's first and last name and email address. The email address must correspond to the email address that the Poster will use to log in to UPNW. Select the government type, Entity name, and Public Body the Poster will be associated with from the drop-down selections.
- Click the "Yes" box to give the Poster the ability to approve their own notices if applicable (this provides access rights to be able to post notices without the Owner's prior approval). After the required information is entered, click "Save."

4. Once the Poster is added to the Public Body successfully, the confirmation message "Successfully added Poster" appears.

Posters: Add	
rusiers. Auu	
(Fields marked with * are required for publishing a notice)	
Flist Name: *	
Waren	
Last Name: *	
Jeppsen	
Email Address: * miennsen@uteh.cov	
injeppon@utait.gov	
Government Type: * State	
Entity: * Department of Administrative Services	
Public Body: * State Records Committee	
Approve Notices: Yes 🔽	
Save Cancel	
	(Fields mathed with * are required for publishing a notice) Successfully added poster First Name: * Maren Last Name: * Jeppsen Email Address: * mjeppsen@utah.gov Government Type: * State Entity: * Department of Administrative Services Public Body: * State Records Committee Approve Notices: Yes 🔽 Save Cancel

5. If the individual is already registered as a Poster for that Public Body, the message "User is already Poster of this Public Body" appears.

WEBSITE		🕜 Help	🔒 Logou
elcome to The Public No	tice Website: Your central source for all public notice inform	mation in Utah	
Public Notices			
Notices	Posters: Add		
Dashboard	User is already poster of this public body.		
Add			
() Search	(Fields marked with * are required for publishing a notice)		
Drafts			
Published Pending			
Owner	First Name: * Sugar		
G Add	Jusai		
Q Search	Last Name: * Mumford		
Pending			
Public Bodies	Email Address: * smumford@utah.gov		
🔁 Add			
Q Search	Government Type: * State		
Poster	Entity: * Department of Administrative Services	•	
Add Search	Public Body: * State Descrip Committee		
Pending	Tablic body. Istate Records committee		
Other	Approve Notices: Yes IZ		
Request Entity			
Request Public Body			
Request Owner Access	Save Cancel		
Request Poster Access			
Utah.gov	Home Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy]	Translate Utah.gov	
	Copyright @ 2010 State of Utan - All rights reserved.		

- 6. To add a Poster to multiple Public Bodies, search for the Poster, then simply change the Public Body name and then click "Save".
- 7. Continue until you have added the Poster to all of the Public Bodies you wish.

Searching for a Poster

To see a list of Posters or change any Poster information, first do a search.

 In the **Poster** section, click "Search." The last Poster added to the system will appear in the search results. To search for a different Poster, select the government type, Entity name, Public Body name, and first or last name. Click "Show Results."

Velcome to The Publi	c Notice Website: Your	central source for all pu	Iblic notice information in U	Jtah
Public Notices	Posters: Se	earch		
Notices Dashboard				
Add Soorsb	Governm	ent Type: State		
Drafts				
Published Pending		Entity: Department of Adminis	strative Services	
Owner	Pu	blic Body: State Records Commit	ttee	
Add Search	Fi	rst Name:		
Pending				
Public Bodies	Li	ast Name:		
 				
Pending		Show Results		
+ Add	Search Results			
O Search	Name:	Email:	Public Body:	Options:
Other	Maren Jeppsen	mjeppsen@utan.gov	State Records Committee	Edit
Request Entity	Susan Mumford	smumford@utan.goV	State Records Committee	Edit
Request Public Body Request Owner Access				
Request Poster Access				
	de neu llene I litele enu Terre of II.	a I I Itala any Drivany Daliay I I Itala a	yoy Accossibility Policy Translate Itab a	

Editing Poster Information & Deleting Poster

To edit Poster information, first search for the Poster (see previous section).

- 1. After locating the Poster in the system, click on the "Edit" button.
- 2. The Poster's first name, last name, and approval rights can be edited. Click "Save" to update the system.
- 3. To assign the Poster to an additional Public Body, click "Assign to another Public Body." To change the email address for a Poster, first delete the name and then re-add. (Note: Whenever an email address used on the UPNW is changed it is necessary to update the Utah Master Directory (UMD) account, see pages 20-21.)
- 4. To delete the Poster from a Public Body, click "Delete this Poster" on the screen. The Poster will be removed from that specific Public Body only. If the Poster is associated with multiple Public Bodies, click the "Delete this Poster" option next to the name for each Public Body.
- 5. After deleting the Poster, the message "Poster has been deleted" appears.

Adding a Poster to Multiple Public Bodies

There are a few ways to add a Poster to multiple Public Bodies.

- 1. If entering the Poster for the first time, follow the directions for adding a Poster to a Public Body (see section on "Adding a Poster").
- 2. If you have already entered the Poster in the system, you must first search for the Poster (see section on "Searching for a Poster").
- 3. After locating the Poster in the system, click "Edit."
- 4. Click "Assign to another Public Body." This action will assign the Poster to an additional Public Body.

Public Notices	Poster: Edit
Notices	First Name: Susan
 <u>Add</u> <u>Search</u> 	Last Name: Mumford
Entity	Email Address: smumford@utah.gov
• Add	Public Body: State Records Committee
Search	Can Approve Notice:
Owner Add	Save Canada Assign to another sublic bady Delate this Dector
© <u>Search</u> Pending	Save Cancer Assign to another public body Delete this Poster
Public Body	
Add Soarch	
<u>Pending</u>	
Poster	
<u>Add</u> Search	
<u>Pending</u>	

6. Once successfully added, a confirmation message will appear: "Successfully added Poster."

WEBSITE	'	🔒 Logou
elcome to The Public No	tice Website: Your central source for all public notice information in Utah	
Public Notices	Destars Add	
Notices	Posters: Add	
Dashboard	(Fields marked with * are required for publishing a notice)	
+ Add		
Q Search	Successfully added poster.	
<u>Dratts</u> Published	First Name 1 Sugar	
Pending	Susan	
Owner	Last Name: * Mumford	
+ Add		
Search	Email Address: * smumford@utah.gov	
Pending		
Public Bodies	Government Type: * State	
Add Search	Entity: * Department of Administrative Services	
Pending	Linuy. Department of Administrative Services	
Poster	Public Body: * Rate Committee	
1 Add		
O Search	Approve Notices: Yes 🔽	
U Pending Other		
Request Entity	Save	
Request Public Body		
Request Owner Access		
Request Poster Access		
Utah.gov	Home Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy Translate Utah.gov	
	Copyright © 2010 State of Utan - Air rights reserved.	

7. If the Poster is already registered as a Poster for the Public Body, the confirmation message "User is already Poster of this Public Body" appears.

| Public Notices User is already poster of this public body. O Add User is already poster of this public body. O Add (Fields mathed many overrequired for publishing a notice) Data board Pending Owner Search O Add Last Name: * O Bending Email Address: * Bublished Email Address: * B Packing Government Type: * S Search Entity: * D Packing Public Body: * S Search Public Body: * B Packing Approve Notices: | Paulie Notices OSIEITS: ACIO Dashbaard User is already poster of this public body. • Add • Starth Dath Dath Published • Pending Public Bodies Email Address: * Surgan Add Government Type: * State Pending Peter Pending Email Address: * Email Address: * emumford@utah.gov. Add Government Type: * State Pending Pester Entity: * Department of Administrative Services Value Add | Add Crieds Add Crieds C | Paulie Notices OSIEITS: AGG Dashboard User is already poster of this public body. 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Poster Administrative Interface

Posters will have fewer available options in their dashboard than an Owner. This is due to the different levels of access that a Poster has versus an Owner. The Poster is granted access by the Owner of the Public Body, and the Poster's screen looks like the screen below.

	ICF		
WEBSITE		? Help	🔒 Logout
Welcome to The Pu	blic Notice Website: Your central source for all public notice informatio	n in Utah	
Public Notices	Main Menu		
Dashboard Add Search	Welcome to the Public Notice Website: Admin Module. Please pick desired option fileft.	om the menu on the	- 1
Drafts Published Pending			
Request Entity Request Public Body Request Owner Acces			
Request Poster Acces	3 <u>Utah.gov Home</u> <u>Utah.gov Terms of Use</u> <u>Utah.gov Privacy Policy</u> <u>Utah.gov Accessibility Policy</u> <u>Translate</u> Copyright © 2010 State of Utah - All rights reserved.	<u>Utah.gov</u>	

Notices

The **Notices** section has all of the links for adding, editing, searching, cancelling, and accessing drafts for public notices. Please post notices 48 hours before the required time frame for the particular notice to allow for instances of system difficulties.

Adding a New Public Notice

1. To add a new public notice to the website, click "Add" in the **Notices** section.

WEBSITE		
Welcome to The Public N	otice Website: Your central source for all public notice	information in Utah
Public Notices	Notices: Add	
G Add	Note: Items marked with an * are required	
© Search	Notice Title:	
entities Add Search	Government Type: * Please select government type	<u> </u>
Owner	Entity: * Please select entity	
 <u>Add</u> <u>Search</u> Pending 	Public Body: * Please select public body 💌	
Public Bodies	Notice Subject: * Please select subject	
 Add Search Pending 	Notice Subject 2: Please select subject	V
Poster	Notice Type: * Notice	
Add Search	☐ Meeting	
Pending	□ Hearing	
Reports	Bond	
Poster Summary	Street Address: *	
 Public Body Summary Entity Summary 	Street Address continued:	
	City: *	
	Zip:	

- 2. On this screen, fill in all of the information for the notice. Required fields are marked with an asterisk *. All fields have unlimited character length. It is recommended to type the notice into a word processing program, spell check, and copy and paste the corresponding portion into the correct field. Symbols, such as bullets, are not accepted by the UPNW so do not use them.
 - a. *Notice title:* This is the title of the notice and can be descriptive. The notice title is one of the two fields (description/agenda is the other) that is searched by the keyword search, so it is recommended to be descriptive. For example, if someone searches using the keyword "water" and you have "Water Board" in the meeting title, the chances of finding the meeting are greatly

increased. Meeting titles could be "State Records Committee Monthly Meeting" or "Salt Lake City Council Meeting," etc. Including the date in the title is unnecessary as it duplicates information in the date field.

- b. *Government type**: Select the government type of the meeting (state, county, cities, schools, or special districts). After selecting a government type, a list will be generated of entities that you have permission to post for in the Entity field.
- c. Entity*: Select the name of the Entity for which you are posting; e.g., Department of Administrative Services, Salt Lake City, or South Davis Sewer District. After selecting an Entity name, a list of Public Bodies for that Entity will be generated for which you have permission to post.
- d. *Public Body name**: Select the name of the Public Body for which you are posting.
- e. *Subject* (two fields) *: Topic or subject of the notice, such as "budget," "water and irrigation," or "zoning."
- f. Type*: The type of notice.
- g. *Street address**: Location of the meeting. In order to obtain a map result when the public uses the mapping function, enter the street address of the meeting location in this field.
- h. *Street address 2*: Specific attributes associated with the notices, such as the room number, building name, etc.
- i. *City**: City where the meeting or hearing is being held.
- j. ZIP: ZIP code of the location of the meeting or hearing (if known).
- k. *Event Start date**: Generally this is the date of the public meeting being announced. It can also be the beginning of a set period for public comment, such as comment associated with a hearing. Some public notices have a defined period a notice must be public and are found in the specific statute that requires the notice. A start date cannot be posted for an event that has already occurred (a notice cannot be backdated). To select the start date, click on the field and a calendar will appear. Today's date will appear as the default. Click on the appropriate date. Use the slide bar to select the time. Click "Done."
- I. *Event End date*: This is the end time of a public meeting (which would be the same date) or the date and time for the comment period expressed in statute for specific public notices. The default is the current date and time.
- m. *Event Deadline date*: This is a deadline date that may be associated with the event notice.
- n. Description/Agenda*: This field is for the description of the notice or agenda for the meeting or hearing. Information from a word processing document can be copied and pasted into the form (*without the use of symbols*). Do not just use "See attached

agenda" in this field because unless the agenda is entered into the field it will not be searchable for the public (and subscribers will not be able to receive attachments).

- ADA (Americans with Disabilities Act)*: This is a statement of special accommodation to those who need accommodation at the meeting or hearing, such as auxiliary hearing devices or translators. If the Owner has created default information for this Public Body, the default statement will appear here. The ADA statement should include the name of the individual the public should contact if they need assistance as well as how and when. (See <u>Americans with Disabilities Act</u>, Part A—Prohibition Against Discrimination and Other Generally Applicable Provisions; Subchapter II, Public Services; <u>Sec. 12132</u>, Discrimination.)
- p. Electronic Participation*: If the Public Body has a resolution, rule, or ordinance regarding electronic participation at a public meeting by its members, this statement should appear here. This includes teleconferences or other electronic means of participation. (See <u>Utah Code 52-4-207(2)</u>.)
- q. Other: This is a field where other pertinent information can be entered that does not have a field elsewhere. Examples of "Other" include directions to a meeting location that is not well-known, contact information for this specific meeting if it is different from the normal Public Body contact, list of upcoming meeting dates, etc.
- r. Emergency Meeting Notice: Click the box if this is an emergency meeting. The Open and Public Meetings Act has very specific rules for what constitutes an emergency meeting. See Utah Code 52-4-202(5) for the rules on emergency meetings. Posting a notice late does not constitute an emergency meeting.
- s. *Email copy of notice to*: To email a copy of this notice to a specific person, enter the email address here. Separate multiple email addresses with a comma.
- t. *Attachments*: To attach files to a notice, click browse, find a file, click open, and click the "Attach" button. The file will appear with the notice. There is currently no limit to the number of files or the file size. Use accessible formats, such as PDF, so that the public may view the documents. A list of supported word processing and audio formats appears in the "Attachments" section at the bottom of the page.
- 3. After filling in the notice form, there are other actions that follow.
 - a. *Publish*: This function will immediately publish the notice to the website.
 - b. *Publish and Create New*: This function will publish the notice and bring in a new form with the current information to publish a new notice. This is a helpful function to publish several notices at one time.

- c. *Preview Notice*: This function allows viewing the notice in the website prior to publishing.
- d. *Save*: This function will save the notice as a draft. This draft is a working document and will *not* be published to the website.
- e. Cancel: Cancels the work and exits out of the "Notice, Add" screen.
- f. *Clear Fields*: This function will clear the entire form. Do not click it unless intended!
- 4. Clicking "Publish" or "Publish and Create New" will provide a notification that the notice either 1) was successfully created or 2) has errors because you are missing required information.
- 5. A time and date stamp is affixed when a notice is first published or subsequently edited. This is proof that the notice was published in compliance with law. The Open and Public Meeting Act requires that a notice be posted at least 24 hours prior to the meeting however legal posting requirements vary widely for different types of notices. The statute requiring the notice includes the specific time requirements. Under the subheading "Other information: " will appear notations such as "This notice was posted on: [date and time]" and "This notice was last edited on: [date and time]."

Please note that once a notice has been published, it cannot be removed from the system. It can only be edited or cancelled. Drafts can be deleted from the system. When in doubt about a notice, create a draft.

Searching for Notices

1. In the Notices section, click "Search."

	Έ		🖸 He	lp 🔒 Log Out
Welcome to the Publ	ic Notice Website: Your central source	for all public notic	e information in l	Utah
Public Notices	Notice: Search			
Notices	Government Type: State	•		
● <u>Add</u> © <u>Search</u>	Entity: Department of	Administrative Services	•	
Entity	Public Body: State Records	Committee	•	
 Add Search 	Status: ACTIVE			
Owner	Keyword:			
Add Search Search	Notice Start Date:			
Public Body	Notice End Date:			
Add Seereb	Show Rest	ults		
Pending	Search Results			
Poster Add	Notice	Location	Date Status	Options
© <u>Search</u> ● <u>Pending</u>	State Records Committee meeting State Records Committee	State Archives Building, Salt Lake City	05/09/2013 9:30 AM	Edit Delete
	State Records Committee Meeting State Records Committee	Utah State Archives Building, Salt Lake City	04/11/2013 ACTIVE 9:30 AM	Edit Delete
	State Records Committee meeting State Records Committee	State Archives Building, Salt Lake City	03/18/2013 ACTIVE 9:30 AM	Edit Delete
	State Records Committee meeting State Records Committee	State Archives Building, Salt Lake City	02/14/2013 ACTIVE 9:30 AM	Edit Delete
	State Records Committee Meeting State Records Committee	Utah State Archives Building, Salt Lake City	01/10/2013 9:30 AM	Edit Delete

- 2. To narrow the search, select the government type, Entity name, Public Body name, and/or status of the meeting in the text boxes. The status of the notice can be active (currently published on the website and not cancelled), cancelled, a draft (draft form and not published on the website), or pending (awaiting approval by the Owner if Poster does not have access rights). A keyword will further narrow the results. After entering the desired search parameters, click "Show Results."
- 3. View the notice information or edit the information by clicking on the corresponding "Edit" button.

Draft Notices

Draft notices allow viewing of notices that have been created and saved.

- 1. In the Notices section, click "Drafts."
- 2. To view or edit a draft, click on "Edit."
- 3. Make changes to the draft. After a change is made, the notice can either be published, saved again as a draft, or deleted.

Published Notices

- 1. To view or make changes to a published notice, click on the notice in the **Notices** section.
- 2. Click on "Edit."
- 3. Make changes to the active notice. To add attachments to a notice, either add an attachment or indicate where attachments might be found in the "Other" field. Required Public Information (approved minutes, documents, and audio recordings) is added as an attachment to an existing Notice. After completing the changes to a notice, click "Publish" to update the active notice. These changes will occur immediately. If the changes were successfully made, there will appear the notification "Your notice was created successfully." If you wish to cancel the notice, click on "Cancel" at the bottom of the page. The notice will be cancelled immediately (but *not* deleted).

Adding Attachments

Minutes and other public information are attached to the original public notice (not a new posting).

After logging in:

- 1. Locate the Notices section in the left navigation menu.
- 2. Click Search.

3. Enter required information and other information as available. Click Show Results button.

4. From the Search Results list, select the notice to which you wish to add attachments by clicking the Edit button.

5. At the bottom of the notice page you will see a section for attachments. Use the browse box to find the file from your computer you wish to attach then select that file. Supported formats are listed above the browse box. Click Upload to continue or Cancel.

6. Click Attach to Notice.

7. Attached files will be listed in the space below the available formats and above the browse box. (If you make a mistake, such as adding the wrong file, there is an option to remove a file. Click "Delete" next to the file you wish to remove.)

8. Repeat steps 5 and 6 to add additional files.

9. When you have finished adding files, click Publish.

Other

Request Entity

If an Entity is not listed on the UPNW, submit a request to add it to the system. Please search the public side of the website first to ensure that it does not already exist.

- 1. If the Entity does not already exist, click "Entities, Add" and fill in the required information. Click "Save."
- 2. The **Entities** request will be sent to the Administrator for approval. Please allow 48 hours for processing the request.

WEBSITE	O Help
Welcome to The Public	Notice Website: Your central source for all public notice information in Utah
Public Notices Notices Add Search Entities Add Search Owner Add Search Pending Public Bodies Add Search	Entity: Add (Fields marked with * are required for publishing a notice) Government Type: Please select government type • Government Entity Name: * Agency Key: * Entity Creation Date: 10/05/2010 02-20 Dit
Pellulity Poster Add Search Pending Utab	gov Home Utah.gov Terms of Use Utah.gov Privacy Policy Utah.gov Accessibility Policy Translate Utah.gov Copyright © 2010 State of Utah All rights reserved.

Request Public Body

If a Public Body for the Entity does not already exist, submit a request to the Owner of the Public Body for approval. Please be sure that the Public Body does not already exist in the UPNW. Search for Public Bodies in the system using the search functions on the public side.

1. Click "Public Bodies, Search."

Notices Add Search Entities Add Search Owner Add Search Pending Public Bodies Add Search Public Bodies Add Search Public Bodies Add Search	Government Type: State Entity: Department of Administrative Services Public Body: Show Results	
Postor	Name:	Options:
G Add	Indigent Defense Fund Board Meeting	Edit Delete
Search Pending	Judicial Conduct Commission	Edit Delete
	Motor Vehicle Review Committee	Edit Delete
	Purchasing and General Services	Edit Delete
	Purchasing From People With Disabilities Advisory Board	Edit Delete
	Rate Committee	Edit Delete
	State Records Committee	Edit Delete
	THIS IS A TEST PUBLIC BODY	Edit Delete
	Transparency Board	Edit Delete
	Utah Procurement Policy Board	Edit Delete
	Utah State Building Board	Edit Delete
	Utah State Historical Records Advisory Board	Edit Delete
	Utah State Privatization Policy Board	Edit Delete

2. If the Public Body is not listed, click "Add" under Public Bodies.

	📀 Help 🔒 Logout
Welcome to The Public N	tice Website: Your central source for all public notice information in Utah
Public Notices	Public Bodies: Add
G Add	Note: Items marked with an * are required
© <u>Search</u> Entities	Public Body Name: *
€ <u>Add</u> © <u>Search</u>	Type: * Please select government type 💌
Owner O Add	Governing Entity: * Please select entity
Search Pending	Street Address. *
Public Bodies Cadd	Street Address 2:
© Search • Pending	City: *
€ <u>Add</u> Search	County: *
Pending	Zip Code: *
	Website:
	Start Date:
	End Date:
	ADA: *

3. Enter the requested information, then click "Save." The request will be sent to the Owner's pending area for **Public Bodies**.

Request Owner Access

Owner access must be requested.

- 1. Click "Owner, Search" to see if the name is already listed as an Owner.
- 2. If not, click "Owner, Add."

Welcome to The Public Notice Website: Your central source for all public notice information in Utah	
Public Notices	Owners: Add
Add Search	(Fields marked with * are required for adding an owner)
Add Search Owner	First Name: *
<u>Add</u> <u>Search</u> <u>Pending</u>	Last Name: *
Public Bodies Add Search	Government Type: * Please select government type
Pending Poster Add Search	Add Dancel
Pending	

- 3. Supply the requested information; click "Add."
- 4. The request will be sent to the Owner of the Entity for approval.

Request Poster Access

- 1. If you are a Poster but need to request access for additional Public Bodies, click "**Poster**, Add" (or the Owner can add you as well).
- 2. Fill in the contact information. Select the government type, Entity, and Public Body from the drop-down list. Click "Save." The request will be sent to the Owner of the Entity for approval.

References

Title 4: Utah Agricultural Code

4-30-5 - Utah State Legislature - Utah.gov

... where the hearing is scheduled; and. (b) on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session ...

Title 7: Financial Institutions Act

7-1-706 - Utah State Legislature - Utah.gov

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks before the date of the hearing. (b) The notice required by Subsection (4)(a) ...

Title 10: Utah Municipal Code

10-2-108 - Utah State Legislature - Utah.gov

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks. (ii) The last publication of notice required under Subsection (3)(a)(i)(A) ...

10-2-407 - Utah State Legislature - Utah.gov

(II) publish notice of the hearing on the Utah **Public Notice Website** created in Section 63F-1-701. (iii) Within 10 days after approving an annexation under ...

10-2-415 - Utah State Legislature - Utah.gov

(Bb) on the Utah **Public Notice Website** created in Section 63F-1-701, for two weeks; and. (II) send written notice of the hearing to the municipal legislative body ...

10-2-418 - Utah State Legislature - Utah.gov

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks; . (iii) send written notice to the board of each local district and special ...

10-2-419 - Utah State Legislature - Utah.gov

(B) on the Utah **Public Notice Website** created in Section 63F-1-701 for three weeks. (b) The notice required under Subsection (2)(a)(iii) shall: (i) state that the ...

10-3-301 - Utah State Legislature - Utah.gov

(i) on the Utah **Public Notice Website** established by Section 63F-1-701; and. (ii) in at least one of the following ways: (A) at the principal office of the municipality; ...

10-3-818 - Utah State Legislature - Utah.gov

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701. (b) If there is not a newspaper as described in Subsection (3)(a)(i), then notice shall be ...

<u>10-5-108 - Utah State Legislature - Utah.gov</u>

(b) on the Utah **Public Notice Website** created in Section 63F-1-701. (3) After the hearing, the town council, subject to Section 10-5-110, may adjust expenditures ...

<u>10-6-113 - Utah State Legislature - Utah.gov</u>

(2) on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session. Amended by Chapter 116, 2010 General ...

<u>10-8-2 - Utah State Legislature - Utah.gov</u>

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, at least 14 days before the date of the hearing. (e) A study shall be performed before notice ...

<u>10-9a-203 - Utah State Legislature - Utah.gov</u>

(d) (i) on the Utah **Public Notice Website** created under Section 63F-1-701, if the municipality: (A) is required under Subsection 52-4-202(3) to use that website to ...

10-9a-204 - Utah State Legislature - Utah.gov

(a) (i) published in a newspaper of general circulation in the area; and. (ii) published on the Utah **Public Notice Website** created in Section 63F-1-701; (b) mailed ...

10-9a-205 - Utah State Legislature - Utah.gov

(B) published on the Utah **Public Notice Website** created in Section 63F-1-701, at least 10 calendar days before the public hearing; or. (ii) mailed at least 10 days ...

10-9a-208 - Utah State Legislature - Utah.gov

... to the petition is located; and. (ii) published on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session ...

10-18-203 - Utah State Legislature - Utah.gov

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks, at least three days before the first public hearing required under Subsection ...

10-18-302 - Utah State Legislature - Utah.gov

(II) on the Utah **Public Notice Website** created in Section 63F-1-701, for two weeks before the public hearing; and. (B) the notice identifies: (I) that the notice is ...

Title 11: Cities, Counties, and Local Taxing Units

<u>11-13-204 - Utah State Legislature - Utah.gov</u>

... more than 60 days' advance written notice to its customers on the ordinary billing and on the Utah **Public Notice Website**, created by Section 63F-1-701; and ...

11-14-318 - Utah State Legislature - Utah.gov

(ii) on the Utah **Public Notice Website**, created under Section 63F-1-701, no less than 14 days before the public hearing required by Subsection (1)(b); and ...

11-42-202 - Utah State Legislature - Utah.gov

(ii) be published on the Utah **Public Notice Website** described in Section 63F-1- 701 for four weeks before the deadline for filing protests specified in the notice ...

<u>11-42-402 - Utah State Legislature - Utah.gov</u>

(b) be published on the Utah **Public Notice Website** created in Section 63F-1-701 for 35 days immediately before the day on which the first hearing of the board ...

Title 17: Counties

17-27a-203 - Utah State Legislature - Utah.gov

(d) on the Utah **Public Notice Website** created under Section 63F-1-701. (2) Each notice under Subsection (1) shall: (a) indicate that the county intends to ...

<u>17-27a-204 - Utah State Legislature - Utah.gov</u>

(a) (i) published in a newspaper of general circulation in the area; and. (ii) published on the Utah **Public Notice Website** created in Section 63F-1-701; (b) mailed ...

<u>17-27a-205 - Utah State Legislature - Utah.gov</u>

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, at least 10 calendar days before the public hearing; or. (ii) mailed at least 10 days before ...

17-27a-208 - Utah State Legislature - Utah.gov

... circulation in the county in which the land subject to the petition is located; and. (ii) published on the Utah **Public Notice Website** created in Section 63F-1-701.

17-27a-306 - Utah State Legislature - Utah.gov

(B) on the Utah **Public Notice Website** created in Section 63F-1-701. (i) Following the public hearing under Subsection (1)(h)(i), the county legislative body shall ...

17-27a-404 - Utah State Legislature - Utah.gov

(C) on the Utah **Public Notice Website** created in Section 63F-1-701. (iv) The notice shall be published to allow reasonable time for interested parties and the ...

<u>17-36-12 - Utah State Legislature - Utah.gov</u>

(b) on the Utah **Public Notice Website** created in Section 63F-1-701, for seven days before the hearing. Amended by Chapter 90, 2010 General Session ...

<u>17-36-26 - Utah State Legislature - Utah.gov</u>

(b) on the Utah **Public Notice Website** created under Section 63F-1-701. Amended by Chapter 90, 2010 General Session. Amended by Chapter 116, 2010 ...

17-41-304 - Utah State Legislature - Utah.gov

(B) on the Utah **Public Notice Website** created in Section 63F-1-701; . (ii) posting notice at five public places, designated by the applicable legislative body, within ...

Title 17B: Limited Purpose Local Government Entities—Local Districts 17B-1-106 - Utah State Legislature - Utah.gov

(E) (I) placed on the Utah **Public Notice Website** created under Section 63F-1- 701, if the local district: (Aa) is required under Subsection 52-4-203(3) to use that ...

<u>17B-1-211 - Utah State Legislature - Utah.gov</u>

(ii) publish notice on the Utah **Public Notice Website** created in Section 63F-1-701, for two weeks before the hearing or the first of the set of hearings; or. (b) mail ...

<u>17B-1-413 - Utah State Legislature - Utah.gov</u>

(Bb) on the Utah **Public Notice Website** created in Section 63F-1-701; and. (ii) contain a brief explanation of the proposed annexation and include the name of ...

<u> 17B-1-417 - Utah State Legislature - Utah.gov</u>

(II) on the Utah **Public Notice Website** created in Section 63F-1-701, for two weeks; or. (B) mail a notice to each Owner of property located within the affected area ...

<u> 17B-1-609 - Utah State Legislature - Utah.gov</u>

(ii) be published at least seven days before the hearing on the Utah **Public Notice Website** created in Section 63F-1-701. (2) If the budget hearing is held in ...

<u> 17B-1-1204 - Utah State Legislature - Utah.gov</u>

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks immediately before the hearing; and. (b) post notice in its principal office at ...

<u> 17B-1-1307 - Utah State Legislature - Utah.gov</u>

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for 30 days before the public hearing; and. (ii) post notice of the public hearing and of the ...

Title 17C: Limited Purpose Local Government Entities—Community Development and Renewal Agencies Act

<u>17C-1-303 - Utah State Legislature - Utah.gov</u>

(a) post each summary under Subsection (1) on the Utah **Public Notice Website** described in Section 63F-1-701; and. (b) (i) publish each summary under ...

<u>17C-1-601 - Utah State Legislature - Utah.gov</u>

(ii) publishing notice on the Utah **Public Notice Website** created in Section 63F-1-701, at least one week before the public hearing. (c) Each agency shall make ...

<u> 17C-2-108 - Utah State Legislature - Utah.gov</u>

(ii) posting a notice on the Utah **Public Notice Website** described in Section 63F-1 -701. (b) Each notice under Subsection (1)(a) shall: (i) set forth the community ...

17C-2-502 - Utah State Legislature - Utah.gov

(A) the Utah **Public Notice Website** described in Section 63F-1-701; and. (B) the public website of a community located within the boundaries of the project area; ...

17C-3-107 - Utah State Legislature - Utah.gov

(ii) on the Utah **Public Notice Website** described in Section 63F-1-701. (b) Each notice under Subsection (1)(a) shall: (i) set forth the community legislative body's ...

17C-3-402 - Utah State Legislature - Utah.gov

(A) the Utah **Public Notice Website** described in Section 63F-1-701; and. (B) the public website of a community located within the boundaries of the project area; ...

<u>17C-4-202 - Utah State Legislature - Utah.gov</u>

(ii) publishing or causing to be published a notice on the Utah **Public Notice Website** created in Section 63F-1-701. (b) Each notice under Subsection (2)(a) shall: ...

<u>17C-4-302 - Utah State Legislature - Utah.gov</u>

(b) published on the Utah **Public Notice Website** created in Section 63F-1-701, at least seven days before the hearing is schedule to resume. Amended by ...

<u> 17C-4-402 - Utah State Legislature - Utah.gov</u>

(A) the Utah **Public Notice Website** described in Section 63F-1-701; and. (B) the public website of a community located within the boundaries of a project area; ...

Title 19: Environmental Quality Code

19-2-109 - Utah State Legislature - Utah.gov

(B) published on the Utah **Public Notice Website** created in Section 63F-1-701, at least 20 days before the public hearing; and. (ii) mailed at least 20 days before ...

Title 20A: Election Code

20A-7-204.1 - Utah State Legislature - Utah.gov

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701. (3) (a) During the public hearing, the sponsors shall either: (i) video tape or audio tape the ...

Section 52: Public Officers

52-4-202 - Utah State Legislature - Utah.gov

(B) beginning October 1, 2008 and except as provided in Subsection (3)(b), on the Utah **Public Notice Website** created under Section 63F-1-701; and ...

Title 53: Public Safety Code

53-13-114 - Utah State Legislature - Utah.gov

(ii) posted on the Utah **Public Notice Website** created in Section 63F-1-701 if the law enforcement agency does not have access to a website under Subsection ...

Title 53A: State System of Public Education

53A-2-123 - Utah State Legislature - Utah.gov

(E) placed on the Utah **Public Notice Website** created under Section 63F-1-701;. (iv) with respect to the notice to counties and municipalities described in ...

53A-3-202 - Utah State Legislature - Utah.gov

(ii) publication on the Utah **Public Notice Website** created in Section 63F-1-701; and. (b) posting a notice: (i) at each school within the school district; (ii) in at ...

53A-3-402 - Utah State Legislature - Utah.gov

(II) on the Utah **Public Notice Website** created in Section 63F-1-701; and. (B) posted in at least three public locations within the municipality or on the district's ...

Title 53B: State System of Higher Education

53B-7-101.5 - Utah State Legislature - Utah.gov

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for 10 days immediately before the meeting. (b) The advertisement shall state that the ...

Title 54: Public Utilities

54-8-10 - Utah State Legislature - Utah.gov

(ii) published on the Utah **Public Notice Website** created in Section 63F-1-701; and. (b) posted in not less than three public places in the district. (2) A copy of the ...

Title 57: Real Estate

57-11-11 - Utah State Legislature - Utah.gov

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for at least 20 days before the hearing; and. (ii) send a notice to a nonprofit organization ...

Title 59: Revenue and Taxation

59-2-919 - Utah State Legislature - Utah.gov

(iii) on the Utah **Public Notice Website** created in Section 63F-1-701. (b) The advertisement described in Subsection (6)(a)(i) shall: (i) be no less than 1/4 page in ...

59-2-919.2 - Utah State Legislature - Utah.gov

(B) on the Utah **Public Notice Website** created in Section 63F-1-701. (4) A taxing Entity that notifies the county auditor under Subsection (1) shall provide the list ...

59-12-1102 - Utah State Legislature - Utah.gov

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for two weeks preceding the earlier of the two public hearings. (iii) The advertisement ...

Title 63G: General Government, Chapter 9: Board of Examiners Act

63G-9-303 - Utah Code

(b) on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session Download Code Section Zipped ...

63G-9-303 - Utah State Legislature - Utah.gov

... time as the board may prescribe; and. (b) on the Utah **Public Notice Website** created in Section 63F-1-701. Amended by Chapter 90, 2010 General Session ...

Title 63H: Independent State Entities

63H-1-701 - Utah State Legislature - Utah.gov

(B) on the Utah **Public Notice Website** created in Section 63F-1-701, for at least one week immediately before the public hearing; or. (ii) if there is no newspaper ...

63H-2-502 - Utah State Legislature - Utah.gov

(b) Before holding the public hearing required by this Subsection (2), the board shall post notice of the public hearing on the Utah **Public Notice Website** created ...

Title 72: Transportation Code

72-3-108 - Utah State Legislature - Utah.gov

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for four weeks before the hearing; and. (b) posted in three public places for four consecutive ...

72-5-105 - Utah State Legislature - Utah.gov

(II) on the Utah **Public Notice Website** created in Section 63F-1-701, for four weeks before the hearing; or. (B) posting the notice in three public places for at least ...

Title 73: Water and Irrigation

73-1-16 - Utah State Legislature - Utah.gov

... is situated, (b) as required in Section 45-1-101 for three weeks, (c) by publishing the notice on the Utah **Public Notice Website** created in Section 63F-1 -701, ...

73-5-14 - Utah State Legislature - Utah.gov

(c) on the Utah **Public Notice Website** created in Section 63F-1-701, for five weeks. (4) The state engineer shall fix the date and place of hearing and at the ...

Title 75: Utah Uniform Probate Code

75-1-401 - Utah State Legislature - Utah.gov

(ii) on the Utah **Public Notice Website** created in Section 63F-1-701, for three weeks. (2) The court for good cause shown may provide for a different method or ...