

Public Notice Website



Public Policy Declaration

- Utah Code 52-4-102
- The Legislature declares that the state, its agencies and political subdivisions exist to conduct the people's business
- It is the intent of the Legislature that they will take their actions openly and conduct deliberations openly.

Definitions

- 52-2-103(6) Meeting
 - “Meeting” means the convening of a public body or a specified body, with a quorum present, including a workshop or an executive session, to
 - **Discuss**
 - **Receive comments from the public**
 - **Take action****on a matter over which the body has jurisdiction or advisory power.**
- “Meeting does not mean a chance or social gathering.**

Definitions

- 52-4-103(9) Public body
- “Public body” means 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**
 - **Expend, disburses, or is supported in whole or part by tax revenue**
 - **Vested with authority to make decisions about the public’s business**

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Definitions

- 52-4-103(12) Specified Body

- “Specified Body means an administrative, advisory, executive, or legislative body that:

- Is not a public body
- Consists of three or more members;
- Includes at least one member who

Classification is the process of identifying the **access rights** based on the **content of the record**, and records must be classified in response to a GRAMA request.

- Designation is the process of determining what the **primary classification** would be in review of a **records series as a whole**.

Public body training requirements

52-4-104

- The presiding officer of each public body ensures that the public body receive annual training on the requirements of the Open and Public Meetings Act.

Public Notices of Meetings

- 52-4-202(1)
 - A public body shall give at least 24 hours' public notice of each meeting.
 - The public notice required shall include the meeting:
 - Agenda
 - Date
 - Time
 - Place

Public Notices of Meetings

- 52-4-202(2)
 - In addition to providing notice of each meeting, a public body that holds regular meetings that are scheduled in advance, shall annually give public notice of its annual meeting schedule
 - The public notice shall specify that date, time and place of regularly scheduled meetings.

Public Notices of Meetings

- 52-4-202(3)
 - A public body satisfies a requirement for public notice by doing all:
 - Posting a written notice at the public body's principal office or building where the public meeting will be held.
 - Posting notice on the Utah Public Notice Website
 - Providing notice to at least one newspaper of general circulation or to a local media correspondent
 - Subscriptions to notices and updates in the Utah Public Notice Website qualify as providing notice to a newspaper or media correspondent
 - Public bodies may request assistance from the Utah State Archives

Written Minutes and Recordings

52-4-203(1)

- Written minutes and a recording are to be kept of all open meetings.

Written Minutes and Recordings

52-4-203(2)

- Written minutes must include the following:
 - Date, time, and place of meeting
 - Names of members present and absent
 - Summary of matters proposed, discussed and decided including public comments
 - Record by individual member of votes taken
 - Names of individuals who provided testimony or comment to the public body
 - Names of individuals who provided testimony or comment to the public body
 - Information that is requested to be included in the minutes
- The summary of proposed, decided or discussed matters can be satisfied by maintaining a publicly available online version of the minutes which provides a specific link to the meeting recording.

Written Minutes and Recordings

- 52-4-203(3)
 - A recording of an open meeting shall be complete and unedited from beginning to end, and must be properly labeled or identified with the date, time, and place of the meeting.

Written Minutes and Recordings

- 52-4-203(4)
 - “Approved minutes” means written minutes that have been approved by the public body.
 - “Pending minutes” means written minutes that are a draft and subject to change before being approved.
 - “Specified local public body” means a legislative body of a county, city, town, or metro township.

Written Minutes and Recordings

- 52-4-203(4)
 - Pending minutes, approved minutes, and recordings are all **public** records under GRAMA.
 - Pending minutes shall contain clear identification that they have not yet been approved.
 - Specified local public body must:
 - Within 3 business days after the meeting, make an audio recording of the meeting available to the public for listening.
 - Within 30 days after the meeting make pending minutes available to the public.
 - Within 3 business days after minutes are approved post and make a copy available to the public along with any public materials distributed at the meeting.

Written Minutes and Recordings

- 52-4-203(4)
 - A public body that is not a specified local public body must:
 - Within 3 business days after the meeting, make an audio recording of the meeting available to the public for listening.
 - Within ~~30 days~~ a reasonable time after the meeting, make pending minutes available to the public.
 - Within 3 business days after minutes are approved ~~post and~~ make a copy of the minutes available to the public ~~along with any public materials distributed at the meeting.~~

Written Minutes and Recordings

- 52-4-203(6)
 - The written minutes or recordings of open meetings that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.

Record of Closed Meetings

- 52-4-206
 - All of the same minute-keeping and record-maintenance requirements apply, except that the records of closed meetings are protected under GRAMA and public access is not provided.

Utah Public Notice Website requirements

- 63F-1-701(2)(3)
 - The Utah Public Notice Website is administered by the Division of Archives and Records Service
 - The website is provided to assist the public to find posted public information (public notices, minutes, audio recordings)

Utah Public Notice Website requirements

- 63F-1-701(4)
 - The Utah Public Notice Website shall:
 - Allow a public body to easily post public information and contact information.
 - Allow the public to search for public information by name of public body, date of posting, meeting or deadline, or other criteria.
 - Allow public to search and view archived public information
 - Allow a person to subscribe to receive updates and notices associated with a public body
 - Be easily accessible from Utah.gov
 - Have a unique and simple website address
 - Include other links and functionality that will assist the public in obtaining reviewing the public information posted on the website.

Utah Public Notice Website requirements

- 63F-1-701(5)
 - The State Archives shall:
 - Be responsible for establishing and maintaining the website
 - Providing a mechanism for public bodies to access the website for the purpose of posting and modifying information.
 - Maintain an archive of all public information posted on the website.

Utah Public Notice Website requirements

- 63F-1-701(6)
 - The timing for posting and the content of the public information posted is the responsibility of the public body posting the information.

Utah Public Notice Website

- The Utah State Archives administers UPNW (63F-1-701(2)(3))
- Administration does not include oversight responsibility, compliance monitoring, or enforcement authority.
- We merely let you know what the statute says, we don't offer authoritative interpretation.
- Direct Open and Public Meetings Act compliance questions to your attorney or to the State Auditor (see Auditor's Training for Local Governments page, <https://auditor.utah.gov/training/>)

Utah Public Notice Website

- UPNW is designed to allow users to be self-sufficient, perform most functions on their own without the need to contact the administrator
- Create new UPNW accounts (Utah ID separate)
- New User Orientation
- In-depth Training (accept invitations from UMCA, CURA, UASD, etc.)
- Online resources (comprehensive manual, quick guide, helpful questions and answers)

Welcome to the Utah Public Notice Website: Your central source for all public notice information in Utah

Find a Notice

[Advanced Search](#)

First select your Government, then the entity and then finally the public body. Results will appear below.

Government [?]

Entity [?]

Public Body(s) [?]

State
County
Cities
Schools
Special Districts

Select a government type on the left



Understanding Notices:

Click on a term to read its definition

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

Public Meeting

Public Hearing

Public Information:

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.

Create Your Own Public Notice Widget

You can now easily display notices on your individual website.

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 are many mandates dictating the information and timing of public notices. [To learn more »](#)

Training

The Utah State Archives has tools to assist those tasked with posting public notices online. [To learn more »](#)

Utah Public Notice Website

Utah's public bodies are required to post notices of open meetings and other public notices on the Public Notice Website. Public notice informs the general public of government or government-related activities which may concern their local area, municipality, county, or state. The statutes establishing this website are in Utah Code 63F-1-701, learn more about public notice statutes.

Utah Public Notice Website offers:

- Greater accessibility to public meetings and notice information
- A central source for public notice information statewide
- A standardized format for publishing
- Access to public meeting minutes
- Subscription services through email notification or RSS feed.

How to Edit

[Help](#)[Log Out](#)

Welcome to the Public Notice Website: Your central source for all public notice information in Utah

Public Notices

Notices

- [+ Add](#)
- [🔍 Search](#)

Entity

- [+ Add](#)
- [🔍 Search](#)

Owner

- [+ Add](#)
- [🔍 Search](#)
- [Pending](#)

Body

- [+ Add](#)
- [🔍 Search](#)
- [Pending](#)

Main Menu

Welcome to the Public Notice Website: Admin Module.

Please pick desired option from the menu on the left.



Need posters added?

Please contact your entity owner. Use the [owner search](#) if you aren't sure who your entity owner is.

Efficiently reach your public by utilizing this new social media feature! The Utah Public Notice Website now allows you to connect your Body to your existing Facebook and Twitter accounts.



- Quick set up using the established Facebook and Twitter integration processes.
- Notices posted in the Utah Public Notice Website Admin will automatically be



Help

Log Out

Welcome to the Public Notice Website: Your central source for all public notice information in Utah

Public Notices

Notices

[+ Add](#)
[🔍 Search](#)

Entity

[+ Add](#)
[🔍 Search](#)

Owner

[+ Add](#)
[🔍 Search](#)
[Pending](#)

Body

[+ Add](#)
[🔍 Search](#)
[Pending](#)

Body: Search

Government Type:

Entity:

Body:

Show Results

Search Results

Name:

Options:

Child's Welfare Parental Defense Oversight Committee

Edit

Delete

Edit

[Summary.](#)

Move Body/Notices

+ [Move Body.](#)

+ [Move Notices](#)

Delete

Edit

Delete

Edit

Delete

Edit

Delete

Edit

Delete

Edit

Delete

Edit

Delete

Edit

Delete

Edit

Delete

Edit

Delete

Purchasing From People With Disabilities Advisory Board

Rate Committee

Records Management Committee

State Records Committee

THIS IS A TEST PUBLIC BODY

Transparency Board

Utah Procurement Policy Board

Utah State Building Board

Utah State Historical Records Advisory Board (USHRAB)

Public Notices

Notices

- [+ Add](#)
- [🔍 Search](#)

Entity

- [+ Add](#)
- [🔍 Search](#)

Owner

- [+ Add](#)
- [🔍 Search](#)
- [Pending](#)

Body

- [+ Add](#)
- [🔍 Search](#)
- [Pending](#)
- [Social Media](#)

Poster

- [+ Add](#)
- [🔍 Search](#)
- [Pending](#)

Reporting

- [📄 Owner Summary.](#)

Body: Edit

NOTE: To edit contact information, simply select what information you need to edit and begin typing.

Body Name: *

Governing Entity: *

Street Address: *

Street Address 2:

City: *

County: *

Zip Code: *

Website:

Start Date:

End Date:

ADA: *

Updates to the Public Notice Website

...repairs,
improvements,
updates,
tweeks...

An enhanced search feature which allows searching for an agency by name, eliminating the need of knowing agency hierarchy.

Higher Education

Interlocal

Courts

Search for a Public Body

Don't know where the Public Body you are looking for is located in the organization of government? Use this name search below. When you find the Public Body you are looking for, click on it from the results section and it's upcoming meetings will be displayed above.

State Records Committee

Search

State Records Committee -> Department of Administrative Services -> State

Meetings and Events Around Me

Please note that only meetings and hearing notices will be displayed on this map.

Enter Street Address

Enter ZIP Code

Search

Upcoming Events

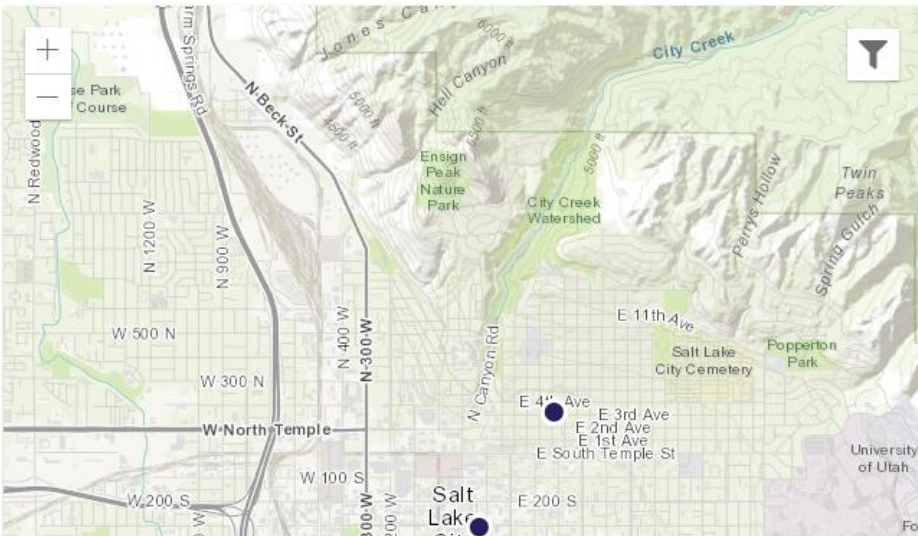


SPECIAL LIMITED FORMAL MEETING AGENDA

Jan. 17, 2020 at 16:30
451 SOUTH STATE STREET,
ROOM 326,
SALT LAKE CITY, 84111

SPECIAL WORK SESSION AGENDA

Jan. 17, 2020 at 16:30
451 SOUTH STATE STREET,



+

https://www.utah.gov/pmn/index.html#

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☆

Government?

State

County

Cities

Schools

Special Districts

Higher Education

Interlocal

Courts

Entity?

Please select a government type from the list

Body(s)?

Search for a Public Body

Don't know where the Public Body you are looking for is located in the organization of government? Use this name search below. When you find the Public Body you are looking for, click on it from the results section and it's upcoming meetings will be displayed above.

Delta City Council

Search

Meetings and Events Around Me

Please note that only meetings and hearing notices will be displayed on this map.

Enter Street Address

Enter ZIP Code

Search

Upcoming Events



+

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https://www.utah.gov/pmn/index.html#

...📌☆

Browse for Notice

First select your Government, then the entity and then finally the Body. Results will appear below.

Government?

State

County

Cities

Schools

Special Districts

Higher Education

Interlocal

Courts

Entity?

Cottonwood Heights

Daniel

Delta

Deweyville

Disolved Richmond

Disolved Richmond

Draper

Duchesne

Body(s)?

Appeal Authority

Board of Adjustments

City Council

Land Use Appeal Authority

Library Board

Local Building Authority of Delta City

Municipal Airport Advisory Board

Municipal Shooting Range Advisory Board

Search for a Public Body


Don't know where the Public Body you are looking for is located in the organization of government? Use this name search below. When you find the Public Body you are looking for, click on it from the results section and it's upcoming meetings will be displayed above.

Delta City Council

Search

Meetings and Events Around Me

🏠🌐📁📄📊🔍



For longtime users of the Public Notice Website we have exciting updates:

The addition of a "Load Older Notices" button allows searchers to go back beyond the six-month default.

For longtime users of the Public Notice Website we have exciting updates:

Ability for the administrator to move entire bodies to new entities.

Ability for the administrator to move sets of notices to new bodies.

Notices

+ [Add](#)

🔍 [Search](#)

Entity

+ [Add](#)

🔍 [Search](#)

Owner

+ [Add](#)

🔍 [Search](#)

[Pending](#)

Body

+ [Add](#)

🔍 [Search](#)

[Pending](#)

[Social Media](#)

Poster

+ [Add](#)

🔍 [Search](#)

[Pending](#)

Reporting

📁 [Owner Summary](#)

📁 [Poster Summary](#)

📁 [Body Summary](#)

📁 [Entity Summary](#)

📁 [Entity Summary 2](#)

📁 [Notices Published](#)

📁 [Body Subscriber](#)

[Summary](#)

Move Body/Notices

+ [Move Body](#)

+ [Move Notices](#)



Government Type:

Entity Creation From:

Entity Creation To:

Show Results

Search Results

Government Type	Entity Name:	Agency Key:	Entity Creation Date:	Entity Dissolve Date:	Options:
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For longtime users of the Public Notice Website
we have exciting updates:

15-minute security timeout.

For longtime users of the Public Notice Website
we have exciting updates:

Instant email confirmations for subscribers.



For longtime users of the Public Notice Website we have exciting updates:

200 MB limit now enforced and better error handling to let users know when their files are too large instead of a temp down error page.

For longtime users of the Public Notice Website
we have exciting updates:

Apostrophes now allowed in notice titles.

For longtime users of the Public Notice Website we have exciting updates:

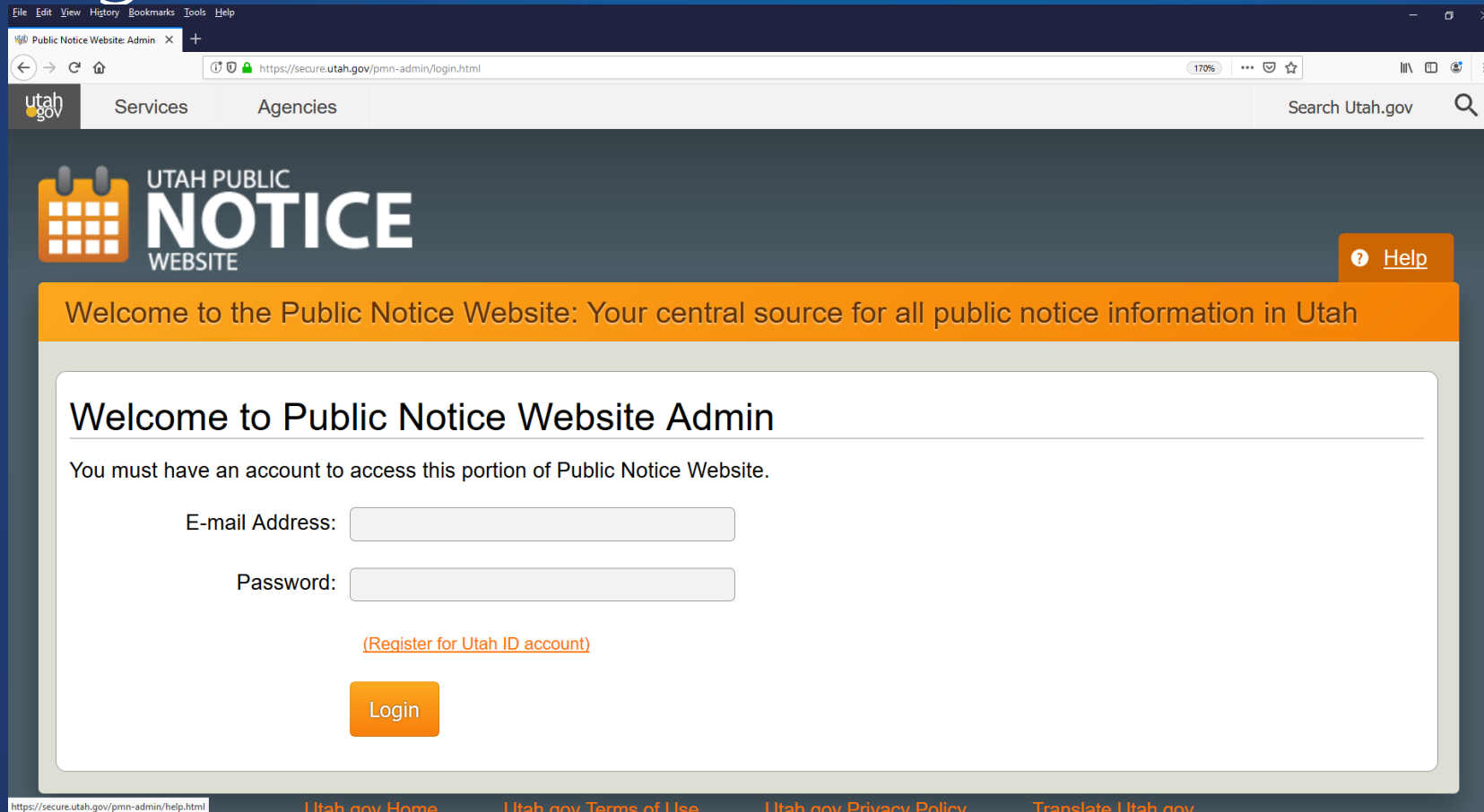
Owner search now available for admin users to find the owner of their entity.

Basic updates and link fixes

For links to the laws regarding the Public Notice Website, and for training manuals please visit:
<https://archives.utah.gov/public-notice.html>

Utah Public Notice Website

- Log in issues



The screenshot shows a web browser window displaying the Utah Public Notice Website Admin login page. The browser's address bar shows the URL <https://secure.utah.gov/pmn-admin/login.html>. The page features a navigation bar with 'Services' and 'Agencies' links, and a search bar labeled 'Search Utah.gov'. The main header includes the 'UTAH PUBLIC NOTICE WEBSITE' logo and a 'Help' link. A prominent orange banner reads: 'Welcome to the Public Notice Website: Your central source for all public notice information in Utah'. Below this, a white box contains the title 'Welcome to Public Notice Website Admin' and a message: 'You must have an account to access this portion of Public Notice Website.' The login form consists of two input fields: 'E-mail Address:' and 'Password:'. Below the password field is a link: '(Register for Utah ID account)'. At the bottom of the form is an orange 'Login' button. The footer of the page includes links for 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', and 'Translate Utah.gov'.

File Edit View History Bookmarks Tools Help

Public Notice Website: Admin X

https://secure.utah.gov/pmn-admin/login.html

170%

utah.gov

Services Agencies

Search Utah.gov

UTAH PUBLIC NOTICE WEBSITE

Help

Welcome to the Public Notice Website: Your central source for all public notice information in Utah

Welcome to Public Notice Website Admin

You must have an account to access this portion of Public Notice Website.

E-mail Address:

Password:

[\(Register for Utah ID account\)](#)

Login

https://secure.utah.gov/pmn-admin/help.html

Utah.gov Home Utah.gov Terms of Use Utah.gov Privacy Policy Translate Utah.gov

Utah Public Notice Website

- Approved meeting minutes are NOT posted separately, minutes are attached to the corresponding notice (i.e., January meeting minutes are approved at the February meeting but are attached to the January meeting notice).

Do NOT

Create a separate notice solely for minutes

Create one body for notices and a separate body for minutes

Link to minutes which have been posted to an agency website

If a record has been posted on the Public Notice Website, is it archived?

Do you have more questions?

Please contact me at:

dylanmace@utah.gov

or 801-531-3853

Thanks!