

63A-12-110 Online training course.

- (1) As used in this section, "records officer" is as defined in Section 63G-2-103.
- (2) The division shall:
 - (a) develop an online training course for records officers of all governmental entities and political subdivisions;
 - (b) make the online training course available on or before January 1, 2013;
 - (c) on an annual basis, provide certification to a records officer after the records officer successfully completes the online training course; and
 - (d) post a list on its website of all records officers, including for each:
 - (i) the name of the records officer;
 - (ii) the name of the governmental entity or political subdivision to which the records officer provides services as a records officer;
 - (iii) contact information for the records officer;
 - (iv) the most recent date on which the records officer completed the online training course; and
 - (v) the date on which the records officer's certification expires.
- (3) The online training course described in this section shall train a records officer regarding the provisions of:
 - (a) Title 63G, Chapter 2, Government Records Access and Management Act;
 - (b) rules made under Title 63G, Chapter 2, Government Records Access and Management Act; and
 - (c) other legal and policy matters relating to responding to a public records request.
- (4) The division:
 - (a) shall develop the online training course in consultation with the attorney general's office; and
 - (b) may make rules, in accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act.

Enacted by Chapter 377, 2012 General Session