1	<b>OPEN AND PUBLIC MEETINGS REVISIONS</b>
2	2002 GENERAL SESSION
3	STATE OF UTAH
4	Sponsor: Gene Davis
5	This act modifies the Public Officers Code by amending provisions regarding open and
6	public meetings to include digital and tape recordings as acceptable methods of recording
7	a meeting.
8	This act affects sections of Utah Code Annotated 1953 as follows:
9	AMENDS:
10	52-4-7, as last amended by Chapter 17, Laws of Utah 1978
11	Be it enacted by the Legislature of the state of Utah:
12	Section 1. Section <b>52-4-7</b> is amended to read:
13	52-4-7. Minutes of open meetings Public records Recording of meetings.
14	(1) Written minutes or a digital or tape recording shall be kept of all open meetings. Such
15	minutes or a digital or tape recording shall include:
16	(a) the date, time, and place of the meeting;
17	(b) the names of members present and absent;
18	(c) the substance of all matters proposed, discussed, or decided, and a record, by individual
19	member, of votes taken;
20	(d) the names of all citizens who appeared and the substance in brief of their testimony;
21	and
22	(e) any other information that any member requests be entered in the minutes.
23	(2) Written minutes or a digital or tape recording shall be kept of all closed meetings. Such
24	minutes or digital or tape recording shall include:
25	(a) the date, time, and place of the meeting;
26	(b) the names of members present and absent; and
27	(c) the names of all others present except where such disclosure would infringe on the



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28 confidence necessary to fulfill the original purpose of closing the meeting.

- 29 (3) The minutes <u>and recordings</u> are public records and shall be available within a
- 30 reasonable time after the meeting. <u>A meeting record kept only by a digital or tape recording must</u>
- 31 <u>be converted to written minutes within a reasonable time upon request.</u>
- 32 (4) All or any part of an open meeting may be recorded by any person in attendance;
- 33 provided, the recording does not interfere with the conduct of the meeting.

## Legislative Review Note as of 1-14-02 9:07 PM

A limited legal review of this legislation raises no obvious constitutional or statutory concerns.

## Office of Legislative Research and General Counsel