| 1 | OPEN AND PUBLIC MEETINGS REVISIONS |
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| 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 52-4-7 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