1	RECORDS MANAGEMENT AMENDMENTS
2	2023 GENERAL SESSION
3	STATE OF UTAH
4	Chief Sponsor: Casey Snider
5	Senate Sponsor: Lincoln Fillmore
6	
7	LONG TITLE

General Description:

This bill modifies provisions relating to the management of certain records.

Highlighted Provisions:

This bill:

- modifies provisions relating to the purposes and duties of the State Library
- 13 Division:

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- 14 includes the Utah Code, the Laws of Utah, and biennial versions of the Utah
- 15 Constitution within the digital library that the State Library Division is required to
- publish; 16
 - requires the Office of Legislative Research and General Counsel to deposit digital
- copies of those publications with the State Library Division; 18
- 19 provides for the Office of Legislative Research and General Counsel to be the
- 20 repository and custodian of the official version of the Utah Constitution database, to
- 21 update the constitution database as amendments are passed, and to maintain the
- bold face descriptive titles to sections of the Utah Constitution; 22
 - modifies provisions relating to the Office of Legislative Research and General
- 24 Counsel's management of certain legislative records;
 - eliminates the responsibility of the Office of Legislative Research and General



Counse	to maintain a legislative research horary,
	 modifies duties of and other provisions relating to the state archivist;
	requires the state archivist to retain and preserve certain legislative records;
	 provides for the transmission of certain legislative records to the state archivist for
retentio	on and preservation; and
	► makes technical changes.
Money	Appropriated in this Bill:
	None
Other	Special Clauses:
	This bill provides a special effective date.
	This bill provides a coordination clause.
Utah C	Code Sections Affected:
AMEN	DS:
	9-7-101, as last amended by Laws of Utah 2019, Chapter 221
	9-7-201, as renumbered and amended by Laws of Utah 1992, Chapter 241
	9-7-203, as last amended by Laws of Utah 2017, Chapter 48
	9-7-205, as last amended by Laws of Utah 2017, Chapter 48
	9-7-207, as last amended by Laws of Utah 2006, Chapter 81
	9-7-208, as repealed and reenacted by Laws of Utah 2006, Chapter 81
	36-12-12, as last amended by Laws of Utah 2003, Chapter 92
	63A-12-102, as last amended by Laws of Utah 2021, Chapter 344
	63G-2-703, as last amended by Laws of Utah 2015, Chapter 258
ENAC	ΓS:
	63A-12-102.5 , Utah Code Annotated 1953
Be it en	nacted by the Legislature of the state of Utah:
	Section 1. Section 9-7-101 is amended to read:
	9-7-101. Definitions.
	As used in this chapter:
	(1) "Board" means the State Library Board created in Section 9-7-204.
	(2) "Division" means the State Library Division.

57	(3) "Legislative staff office" means the Office of Legislative Research and General
58	Counsel.
59	(4) "Legislative publication" means:
60	(a) the Utah Code after the legislative staff office prepares an updated Utah Code
61	database incorporating amendments to the Utah Code;
62	(b) the Laws of Utah; and
63	(c) the Utah Constitution after the legislative staff office incorporates into the Utah
64	Constitution amendments to the Utah Constitution that passed during the preceding regular
65	general election.
66	[(3)] (5) "Library board" means the library board of directors appointed locally as
67	authorized by Section 9-7-402 or 9-7-502 and which exercises general policy authority for
68	library services within a city or county of the state, regardless of the title by which the board is
69	known locally.
70	[(4)] (6) "Physical format" means a transportable medium in which analog or digital
71	information is published, such as print, microform, magnetic disk, or optical disk.
72	[(5)] (7) "Policy" means the public library online access policy adopted by a library
73	board to meet the requirements of Section 9-7-215.
74	[(6)] (8) "Political subdivision" means a county, city, town, school district, public
75	transit district, redevelopment agency, or special improvement or taxing district.
76	[(7)] <u>(9)</u> "State agency" means:
77	(a) the state; or
78	(b) an office, department, agency, authority, commission, board, institution, hospital,
79	college, university, or other instrumentality of the state.
80	[(8)] (10) (a) "State publication" means a book, compilation, directory, document,
81	contract or grant report, hearing memorandum, journal, law, legislative bill, magazine, map,
82	monograph, order, ordinance, pamphlet, periodical, proceeding, public memorandum,
83	resolution, register, rule, report, statute, audiovisual material, electronic publication,
84	micrographic form and tape or disc recording regardless of format or method of reproduction,
85	issued or published by a state agency or political subdivision for distribution.
86	(b) "State publication" does not include correspondence, internal confidential
87	publications, office memoranda, university press publications, or publications of the state

00	historical society.
89	Section 2. Section 9-7-201 is amended to read:
90	9-7-201. State Library Division Creation Purpose.
91	(1) There is created within the department the State Library Division under the
92	administration and general supervision of the executive director or the designee of the
93	executive director.
94	(2) The division shall be under the policy direction of the board.
95	(3) The division shall function as the library authority for the state and is responsible
96	for <u>:</u>
97	(a) general library services[;];
98	(b) extension services[,];
99	(c) publishing legislative publications, as provided in this part, that the legislative staff
100	office deposits with the division;
101	(d) the preservation, distribution and exchange of state publications[-;]:
102	(e) legislative reference[-;]; and
103	(f) other services considered proper for a state library.
104	Section 3. Section 9-7-203 is amended to read:
105	9-7-203. Division duties.
106	The division shall:
107	(1) establish, operate, and maintain a state publications collection, a digital library of
108	state publications and legislative publications, a bibliographic control system, and depositories
109	as provided in this part;
110	(2) cooperate with:
111	(a) other agencies to facilitate public access to government information through
112	electronic networks or other means;
113	(b) other state or national libraries or library agencies; and
114	(c) the federal government or agencies in accepting federal aid whether in the form of
115	funds or otherwise;
116	(3) receive bequests, gifts, and endowments of money and deposit the funds with the
117	state treasurer to be placed in the State Library Donation Fund, which funds shall be held for
118	the purpose, if any, specifically directed by the donor; and

119	(4) receive bequests, gifts, and endowments of property to be held, used, or disposed
120	of, as directed by the donor, with the approval of the Division of Finance.
121	Section 4. Section 9-7-205 is amended to read:
122	9-7-205. Duties of board and director.
123	(1) The board shall:
124	(a) promote, develop, and organize a state library and make provisions for its housing;
125	(b) promote and develop library services throughout the state in cooperation with other
126	state or municipal libraries, schools, or other agencies wherever practical;
127	(c) promote the establishment of district, regional, or multicounty libraries as
128	conditions within particular areas of the state may require;
129	(d) supervise the books and materials of the state library and require the keeping of
130	careful and complete records of the condition and affairs of the state library;
131	(e) establish policies for the administration of the division and for the control,
132	distribution, and lending of books and materials to those libraries, institutions, groups, or
133	individuals entitled to them under this chapter;
134	(f) serve as the agency of the state for the administration of state or federal funds that
135	may be appropriated to further library development within the state;
136	(g) aid and provide general advisory assistance in the development of statewide school
137	library service and encourage contractual and cooperative relations between school and public
138	libraries;
139	(h) give assistance, advice, and counsel to all tax-supported libraries within the state
140	and to all communities or persons proposing to establish a tax-supported library and conduct
141	courses and institutes on the approved methods of operation, selection of books, or other
142	activities necessary to the proper administration of a library;
143	(i) furnish or contract for the furnishing of library or information service to state
144	officials, state departments, or any groups that in the opinion of the director warrant the
145	furnishing of those services, particularly through the facilities of traveling libraries to those
146	parts of the state otherwise inadequately supplied by libraries;
147	(j) where sufficient need exists and if the director considers it advisable, establish and
148	maintain special departments in the state library to provide services for the blind, visually
149	impaired, persons with disabilities, and professional, occupational, and other groups;

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150	(k) administer a depository library program by collecting state publications and
151	legislative publications, and providing a bibliographic information system;
152	(l) require the collection of information and statistics necessary to the work of the state
153	library and the distribution of findings and reports;
154	(m) make any report concerning the activities of the state library to the governor as the
155	governor may require; and
156	(n) develop standards for public libraries.
157	(2) The director shall, under the policy direction of the board, carry out the
158	responsibilities under Subsection (1).
159	Section 5. Section 9-7-207 is amended to read:
160	9-7-207. Deposit of state publications.
161	(1) (a) (i) Each state agency and political subdivision publishing a digital version of a
162	state publication shall deposit a digital copy with the division.
163	(ii) (A) Upon the legislative staff office's production of a legislative publication, the
164	legislative staff office shall deposit with the division a digital copy of the legislative
165	publication.
166	(B) The legislative staff office's deposit of a legislative publication with the division
167	for the division to publish online, as provided in this part, is a method for the legislative staff
168	office to comply with Section 46-5-108.
169	(b) Each state agency and political subdivision shall deposit with the division copies of
170	each state publication that it elects to publish in a physical format in the numbers specified by
171	the state librarian.
172	(c) The division shall forward two copies of each state publication published in a
173	physical format deposited with it by a state agency to the Library of Congress, one copy to the
174	state archivist, at least one copy to each depository library, and retain two copies.
175	(2) Each state agency or political subdivision shall deposit with the division a digital
176	copy of each audio and video publication or recording issued by it for bibliographic listing and
177	retention in the digital library.
178	(3) Each state agency or political subdivision shall deposit with the division copies of
179	audio and video publications or recordings issued by it in physical formats in the numbers

specified by the state librarian for bibliographic listing and retention in the state library

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181	collection.
182	(4) (a) The division shall publish or make available to the public through electronic
183	networks a list of state agency publications.
184	(b) The list shall be published periodically and distributed to depository libraries and
185	the state archivist.
186	(5) Materials the division considers not to be of major public interest will be listed, but
187	no copies will be required for deposit.
188	Section 6. Section 9-7-208 is amended to read:
189	9-7-208. Digital library for permanent public access.
190	(1) The division shall manage and maintain an online, web-accessible digital library for
191	state publications and legislative publications.
192	(2) The division shall provide for permanent public access to the publications in the
193	digital library.
194	(3) The library shall be accessible by agency, author, title, subject, keyword, and such
195	other means as provided by the division.
196	(4) (a) Each state agency publishing a digital version of a state publication shall deposit
197	a digital copy of the publication with the division.
198	(b) A state agency may not remove a state publication it posts to its public website until
199	a copy is deposited into the digital library for permanent public access.
200	Section 7. Section 36-12-12 is amended to read:
201	36-12-12. Office of Legislative Research and General Counsel Established
202	Powers, functions, and duties Organization of office Selection of director and general
203	counsel.
204	(1) There is established an Office of Legislative Research and General Counsel as a
205	permanent staff office for the Legislature.
206	(2) The powers, functions, and duties of the Office of Legislative Research and General
207	Counsel under the supervision of the director shall be:
208	(a) to provide research and legal staff assistance to all standing, special, and interim
209	committees as follows:

(i) to assist each committee chairman in planning the work of the committee;

(ii) to prepare and present research and legal information in accordance with committee

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- (iii) to prepare progress reports of committee work when requested; and
- (iv) to prepare a final committee report in accordance with committee instructions, that includes relevant research information, committee policy recommendations, and recommended legislation;
- (b) to collect and examine the acts and official reports of any state and report their contents to any committee or member of the Legislature;
- (c) to provide research and legal analysis services to any interim committee, legislative standing committee, or individual legislator on actual or proposed legislation or subjects of general legislative concern;
- [(d) to maintain a legislative research library that provides analytical, statistical, legal, and descriptive data relative to current and potential governmental and legislative subjects;]
- [(e)] (d) (i) to exercise under the direction of the general counsel the constitutional authority provided in Article VI, Sec. 32, Utah Constitution, in serving as legal counsel to the Legislature, majority and minority leadership of the House or Senate, any of the Legislature's committees or subcommittees, individual legislators, any of the Legislature's staff offices, or any of the legislative staff; and
- (ii) to represent the Legislature, majority and minority leadership of the House or Senate, any of the Legislature's committees or subcommittees, individual legislators, any of the Legislature's staff offices, or any of the legislative staff in cases and controversies before courts and administrative agencies and tribunals;
- [(f)] (e) to prepare and assist in the preparation of legislative bills, resolutions, memorials, amendments, and other documents or instruments required in the legislative process and, under the direction of the general counsel, give advice and counsel regarding them to the Legislature, majority and minority leadership of the House or Senate, any of its members or members-elect, any of its committees or subcommittees, or the legislative staff;
- [(g)] (f) under the direction of the general counsel, to review, examine, and correct any technical errors and approve legislation that has passed both houses in order to enroll the legislation and prepare the laws for publication;
- [(h) to keep on file records concerning all legislation and proceedings of the Legislature with respect to legislation referred to in Subsection (2)(g);]

243	(g) (i) to exercise control over and to act as the repository and custodian of the official
244	copy and database of the current version of the Utah Constitution;
245	(ii) to incorporate into the Utah Constitution any amendments to the Utah Constitution
246	that pass during a regular general election; and
247	(iii) to update and maintain the bold face descriptive titles to sections of the Utah
248	Constitution;
249	(h) (i) to exercise control over and to act as the repository and custodian of the official
250	copy and database of the Utah Code; and
251	(ii) to keep the Utah Code database current, including updating the database to reflect
252	any duly enacted legislation making changes to the Utah Code;
253	(i) to formulate recommendations for the revision, clarification, classification,
254	arrangement, codification, annotation, and indexing of Utah statutes, and to develop proposed
255	legislation to effectuate the recommendations;
256	(j) to appoint and develop a professional staff within budget limitations; and
257	(k) to prepare and submit the annual budget request for the Office of Legislative
258	Research and General Counsel.
259	(3) The statutory authorization of the Office of Legislative Research and General
260	Counsel to correct technical errors provided in Subsection $[\frac{(2)(g)}{(2)(f)}]$ includes:
261	(a) adopting a uniform system of punctuation, capitalization, numbering, and wording;
262	(b) eliminating duplication and the repeal of laws directly or by implication, including
263	renumbering when necessary;
264	(c) correcting defective or inconsistent section and paragraph structure in the
265	arrangement of the subject matter of existing statutes;
266	(d) eliminating all obsolete and redundant words;
267	(e) correcting obvious errors and inconsistencies including those involving
268	punctuation, capitalization, cross references, numbering, and wording;
269	(f) changing the boldface to more accurately reflect the substance of each section, part,
270	chapter, or title; and
271	(g) merging or determining priority of any amendments, enactments, or repealers to the
272	same code provisions that are passed by the Legislature.
273	(4) In carrying out the duties provided for in this section, the director of the Office of

274	Legislative Research and General Counsel may obtain access to all records, documents, and
275	reports necessary to the scope of the director's duties according to the procedures contained in
276	Title 36, Chapter 14, Legislative Subpoena Powers.
277	(5) In organizing the management of the Office of Legislative Research and General
278	Counsel, the Legislative Management Committee may either:
279	(a) select a person to serve as both the director of the office and as general counsel. In
280	such case, the director of the office shall be a lawyer admitted to practice in Utah and shall
281	have practical management experience or equivalent academic training; or
282	(b) select a person to serve as director of the office who would have general
283	supervisory authority and select another person to serve as the legislative general counsel
284	within the office. In such case, the director of the office shall have a master's degree in public
285	or business administration, economics, or the equivalent in academic or practical experience
286	and the legislative general counsel shall be a lawyer admitted to practice in Utah.
287	Section 8. Section 63A-12-102 is amended to read:
288	63A-12-102. State archivist Duties.
289	(1) (a) With the approval of the governor, the executive director shall appoint the state
290	archivist to serve as director of the state archives.
291	(b) The state archivist shall be qualified by archival training, education, and
292	experience.
293	(2) The state archivist is charged with [custody of the following]:
294	(a) the custody and permanent retention and preservation of:
295	[(a)] (i) the enrolled copy of the original 1895 Utah [constitution] Constitution;
296	[(b) the acts and resolutions passed by the Legislature;]
297	[(c) all records kept or deposited with the state archivist as provided by law;]
298	[(d) the journals of the Legislature and all bills, resolutions, memorials, petitions, and
299	claims introduced in the Senate or the House of Representatives;]
300	[(e)] <u>(ii)</u> Indian war records; [and]
301	[(f)] (iii) oaths of office of all state officials[-], including legislative officials, required
302	under Article IV, Section 10 of the Utah Constitution to take an oath of office;
303	(iv) all other records, excluding legislative records described in Section 63A-12-102.5,
304	kept by or deposited with the state archivist for permanent preservation as provided by law; and

305	(b) the retention and preservation of legislative records, as provided in Section
306	<u>63A-12-102.5.</u>
307	(3) (a) The state archivist is the official custodian of all noncurrent records of
308	permanent or historic value that are not required by law to remain in the custody of the
309	originating governmental entity.
310	(b) Upon the termination of any governmental entity, its records shall be transferred to
311	the state archives.
312	Section 9. Section 63A-12-102.5 is enacted to read:
313	63A-12-102.5. Preservation of legislative records.
314	(1) As used in this section:
315	(a) "Historical legislative record" means a permanent legislative record or a
316	supplemental legislative record that a legislative office transmitted to the state archivist before
317	the effective date of this section for retention and preservation.
318	(b) "Legislative office" means:
319	(i) the Senate, the House of Representatives, or a staff office of the Legislature; or
320	(ii) as applicable, a body designated by the Legislative Management Committee to be
321	responsible for:
322	(A) the retention of a legislative record; or
323	(B) the transmission of a legislative record to the division, as provided in this section,
324	if the body chooses to transmit the legislative record to the division.
325	(c) "Legislative retention schedule" means the retention schedule attached as Appendix
326	A to the Legislative Management Committee Policy L. Legislative Records.
327	(d) "Permanent legislative record" means:
328	(i) a joint proclamation issued by the president of the Senate and the speaker of the
329	House of Representatives convening a session of the Legislature under Article VI, Section 2 of
330	the Utah Constitution;
331	(ii) a session journal of the Senate or House of Representatives;
332	(iii) a recording of Senate or House of Representatives floor proceedings;
333	(iv) a numbered bill or resolution of the Senate or House of Representatives, including
334	(A) a public substitute or amendment;
335	(B) a fiscal note or other information required to accompany a numbered bill or

336	resolution; and
337	(C) an enrolled bill or resolution;
338	(v) an introduced article of impeachment or amendment to an article of impeachment;
339	(vi) as prepared by the Legislature and provided to the public, a list of actions taken on
340	legislation during a legislative session or descriptions of the status of legislation considered
341	during a legislative session;
342	(vii) a notice, agenda, handout or other public meeting material, recording, or minutes
343	of the Legislative Management Committee, Executive Appropriations Committee, standing and
344	interim committees of the Legislature, appropriations subcommittees of the Legislature, audit
345	subcommittees of the Legislature, and other legislative committees, task forces, or
346	commissions, excluding a rules or sifting committee of the Legislature;
347	(viii) a statutorily required budget or appropriations report;
348	(ix) an audit or review report of the Office of the Legislative Auditor General and a
349	record that supports the conclusions and findings of the audit or review report;
350	(x) a version of the Utah Code after the Office of Legislative Research and General
351	Counsel prepares an updated Utah Code database incorporating any duly enacted legislation
352	making changes to the Utah Code;
353	(xii) the Laws of Utah;
354	(xiii) a biennial version of the Utah Constitution after the Office of Legislative
355	Research and General Counsel incorporates into the Utah Constitution amendments that passed
356	during the preceding regular general election; or
357	(xiv) a notice of appeal under Section 63G-9-401 relating to a decision of the board of
358	examiners and a record accompanying a notice of appeal.
359	(e) "Supplemental legislative record" means a legislative record that is not a permanent
360	legislative record.
361	(2) A legislative office may, but is not required to, transmit a legislative record to the
362	state archivist for retention and preservation as provided in this section.
363	(3) (a) A legislative office shall consult with the state archivist as the legislative office
364	determines the method and timing of transmitting a legislative record that the legislative office
365	chooses to transmit to the state archivist for the state archivist's retention and preservation as
366	provided in this section.

(b) The transmission of a digital copy of a legislative record is sufficient for purposes
of the transmission of the legislative record to the state archivist.
(4) (a) A legislative record that a legislative office transmits to the state archivist for
retention and preservation remains in the control and legal custody of the legislative office and,
although retained and preserved by the state archivist, does not become subject to the control or
legal custody of the state archivist.
(b) The state archivist shall allow a legislative office full and continuing access to any
legislative record transmitted to the state archivist for retention and preservation under this
section.
(5) (a) The state archivist may not disclose a supplemental legislative record without
the prior written consent of the legislative office that transmitted the supplemental legislative
record to the state archivist.
(b) If the state archivist receives a subpoena or other request for a supplemental
legislative record, the state archivist shall immediately provide written notice of the subpoena
or other request to:
(i) the legislative office that transmitted the supplemental legislative record to the state
archivist; and
(ii) legislative general counsel.
(6) The state archivist shall:
(a) permanently retain and preserve a historical legislative record;
(b) permanently retain and preserve a permanent legislative record that a legislative
office chooses to transmit to the state archivist after the effective date of this section; and
(c) retain and preserve, according to the legislative retention schedule, a supplemental
legislative record that a legislative office chooses to transmit to the state archivist for retention
and preservation after the effective date of this section.
Section 10. Section 63G-2-703 is amended to read:
63G-2-703. Applicability to the Legislature.
(1) The Legislature and its staff offices shall designate and classify records in
accordance with Sections 63G-2-301 through 63G-2-305 as public, private, controlled, or
accordance with sections 656 2 567 through 656 2 565 as public, private, controlled, or
protected.

398	Part 4, Appeals, Part 5, State Records Committee, or Part 6, Collection of Information and
399	Accuracy of Records.
400	(b) The Legislature is subject to only the following sections in Title 63A, Chapter 12,
401	Division of Archives and Records Service: Sections 63A-12-102, 63A-12-102.5, and
402	63A-12-106.
403	(3) The Legislature, through the Legislative Management Committee:
404	(a) shall establish policies to handle requests for classification, designation, fees,
405	access, denials, segregation, appeals, management, retention, and amendment of records; and
406	(b) may establish an appellate board to hear appeals from denials of access.
407	(4) Policies shall include reasonable times for responding to access requests consistent
408	with the provisions of Part 2, Access to Records, fees, and reasonable time limits for appeals.
409	(5) Upon request, the state archivist shall:
410	(a) assist with and advise concerning the establishment of a records management
411	program in the Legislature; and
412	(b) as required by the Legislature, provide program services similar to those available
413	to the executive branch of government, as provided in this chapter and Title 63A, Chapter 12,
414	Division of Archives and Records Service.
415	Section 11. Effective date.
416	If approved by two-thirds of all the members elected to each house, this bill takes effect
417	upon approval by the governor, or the day following the constitutional time limit of Utah
418	Constitution, Article VII, Section 8, without the governor's signature, or in the case of a veto,
419	the date of veto override.
420	Section 12. Coordinating H.B. 414 with H.B. 302 Substantive and technical
421	amendments.
422	If this H.B. 414 and H.B. 302, Cultural and Community Engagement Amendments,
423	both pass and become law, it is the intent of the Legislature that the Office of Legislative
424	Research and General Counsel shall prepare the Utah Code database for publication on July 1,
425	<u>2023, by:</u>
426	(1) amending Subsection 9-7-101(4) to read:
427	"(4) "Legislative publication" means:
428	(a) the Utah Code after the legislative staff office prepares an updated Utah Code

429	database incorporating amendments to the Utah Code;
430	(b) the Laws of Utah; and
431	(c) the Utah Constitution after the legislative staff office incorporates into the Utah
432	Constitution amendments to the Utah Constitution that passed during the preceding regular
433	general election.";
434	(2) amending Subsection 9-7-201(3) to read:
435	"(3) (a) The division shall function as the library authority for [the state and is
436	responsible for general library services, extension services, the preservation, distribution and
437	exchange of state publications, legislative reference, and other services considered proper for a
438	state library.]:
439	(i) general library services;
440	(ii) mobile library services;
441	(iii) providing for permanent public access to state publications; and
442	(iv) other services considered proper for a state library.
443	(b) The division is responsible for publishing legislative publications, as provided in
444	this part, that the legislative staff office deposits with the division.";
445	(3) amending Subsection 9-7-205(1)(k) to read:
446	"(k) administer a [depository] state publications and legislative publications library
447	program by collecting state publications $\underline{and\ legislative\ publications}$, $\underline{providing\ access\ to\ state}$
448	publications and legislative publications through the digital library, and providing a
449	bibliographic information system;"; and
450	(4) amending Subsection 9-7-207(3), as enacted in H.B. 302, to read:
451	"(3)(a) Upon the legislative staff office's production of a legislative publication, the
452	legislative staff office shall deposit with the division a digital copy of the legislative
453	publication.
454	(b) The legislative staff office's deposit of a legislative publication with the division for
455	the division to publish online, as provided in this part, is a method for the legislative staff
456	office to comply with Section 46-5-108.".