

From: SRC Secretary <srcsecretary@utah.gov>

Date: January 12, 2023 at 1:11:59 PM PST

To: undisclosed-recipients;

Subject: State Records Committee agenda and reminders

Good afternoon,

This is a friendly reminder of administrative deadlines prior to your upcoming hearing. The agenda is attached. The hearings do not have scheduled start times, except the first one will begin at 9 am. At the hearing, you will have up to 20 minutes for your presentation and 5 minutes for closing statements. The Committee may ask questions, and then they will deliberate in open session.

You may attend the meeting in person at the Taylorsville State Office Building (the address is on the attached agenda) or remotely via Zoom. If you wish to view the meeting remotely, please register at this [link](#). **If you will be presenting before the Committee via Zoom, please let me know.** (So I'm not looking for you at the building.) Your microphone will be muted and your camera will be off until I add you as a panelist. Since it will be a webinar, the chat box is not available.

Governmental Entities: Governmental entities shall submit, **no later than five business days before the hearing**, a "written statement of facts, reasons, and legal authority" in support of the governmental entity's position. [Utah Code 63G-2-403\(5\)](#). The State Records Committee is an administrative body, not a court, so something simple and concise that explains your argument and tells the Committee what you would like them to do is sufficient. Please send a copy of the written statement by first class mail, postage prepaid, to the requester. You can send the statement to the Committee via email at SRCsecretary@utah.gov. If you have already sent this, thank you!

Please have the disputed records ready for the State Records Committee to review per administrative rule [R35-1-2\(5\)](#). You can work with the Executive Secretary to coordinate this. You can bring the records to the meeting, or provide them to me electronically. If you are providing the records electronically, please get them to me **before the meeting** so we can make sure I can open them and make them available for the Committee to view.

Petitioners: Petitioners are **not required** to submit a "statement of facts, reasons, and legal authority"; however, if you have supplemental material please send a copy to the governmental entity and to the Executive Secretary no later than five business days prior to your hearing.

Postpone Hearing or Withdraw Appeal: If a petitioner wishes to postpone the hearing or withdraw the appeal, the petitioner shall notify the Committee and the governmental entity **in writing no later than five days prior to the scheduled hearing date**. Pursuant to Administrative Rule R35-1-2(12)(a). (Email is fine.)

For updates please refer to the Utah Public Notice Website
<http://www.utah.gov/pmn/index.html>

Regards,
~Rebekkah



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Utah Department of Government
Operations
Division of Archives and Records Service
Executive Secretary, State Records
Committee
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