



Department of Administrative Services
Division of Administrative Rules
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Division of Administrative Rules' Statutory Mission

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Utah Code Title 63G, Chapter 3, the Utah Administrative Rulemaking Act, creates the Division of Administrative Rules (Section 63G-3-401). The Act assigns responsibilities to the Division, agencies, the Legislature, and the public.

Statute does not provide a concise mission statement for the Division. However, statute requires the Division to perform several different types of duties: maintain rules, publish/distribute rules, train, regulate, notify, and hold hearings.

1. Maintain:

- The Division records the receipt of all rule filings and notices, and is the central repository for state administrative rules (Subsections 63G-3-402(1)(b), and 63G-3-702(3)).
- The Division receives administrative rules and Governor's Executive Orders issued in compliance with Title 53, Chapter 2a (Subsection 53-2a-209(1)).

2. Publish/Distribute:

- The Division receives and publishes proposed and emergency administrative rules, rulemaking notices, agency public notices, and Governor's executive orders and proclamations in the semi-monthly Utah State Bulletin (Subsection 63G-3-402(1)(d)), and summaries of these documents in the semi-monthly Utah State Digest (Subsection 63G-3-402(1)(f)). See also Subsections 63G-3-301(4)(c), 63G-3-301(12)(d), 63G-3-303(1)(c), 63G-3-304(2)(b), 63G-3-305(4), (63G-3-305(6)(b), 63G-3-305(8)(a), 63G-3-402(4), and 63G-3-403(4)(a).
- The Division compiles, formats, numbers, and indexes all effective rules in an administrative code, and periodically publishes that code and supplements or

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revisions to it (Subsection 63G-3-402(1)(e)). The Utah Administrative Code is an authorized compilation of the administrative law of the state of Utah (Section 63G-3-701).

- The Division annually indexes all effective changes to administrative rules in the Utah Administrative Rules Index of Changes (Subsection 63G-3-402(1)(g)).
- The Division prints, or contracts to print, all rulemaking publications necessary to implement the Act (Subsection 63G-3-402(h)).
- The Division makes the register, copies of all proposed rules, and rulemaking documents available for public inspection (Subsection 63G-3-402(1)(c)).
- The Division responds to public inquiries about the rulemaking process, and directs questions about the substance of rules to the issuing agency (Implied).
- The Division distributes without charge the Bulletin, Administrative Code, Digest, Index of Changes, or some combination of these to various named state entities and officers (Subsections 63G-3-402(1)(i) and (j)).
- The Division distributes paper copies of publications upon request at prices covering publication costs (Subsections 63G-3-402(1)(c) and (k)).
- The Division publishes a list of nonsubstantive changes it makes (Subsection 63G-3-402(4)).
- The Division distributes the complete text of the proposed code reenactment to identified agencies (Subsection 63G-3-403(6)).

3. Train:

- The Division provides assistance to agencies that are required to comply with the Utah Administrative Rulemaking Act (Subsection 63G-3-402(1)(l)).

4. Regulate:

- The Division establish all filing, publication, and hearing procedures necessary to make rules (Subsection 63G-3-402(1)(a); see also Subsection 63G-3-301(2)(d)).
- The Division prescribes by rule the form for petitions and procedures for submission, consideration, and disposition (Subsection 63G-3-601(3)).
- The Division administers the Utah Administrative Rulemaking Act and requires state agencies to comply with filing, publication, and hearing procedures (Subsection 63G-3-402(1)(n)).

5. Notify:

- The Division notifies agencies of rules due for review 180 days in advance of the anniversary date (Subsection 63G-3-305(5)).

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6. Hold Hearing:

- The Division holds a public hearing for the proposed code reenactment (Subsection 63G-3-403(5)).

Other related documents:

Division of Administrative Rules' Service Plan for Fiscal Year 2014