



office of
**Administrative
Rules**

Service Plan | Fiscal Year 2025

The Department of Government Operations creates innovative solutions to transform government services. The mission of the Office of Administrative Rules (Office) is to help citizens participate in their own government and help administrative rulemaking agencies comply with the Utah Administrative Rulemaking Act (Act). The Office is created by statute in [Section 63G-3-401](#) and its duties are specified in [Title 63G, Chapter 3](#).

This Service Plan is prepared in compliance with [Section 63A-1-111](#). Questions regarding the plan may be directed to Michael Broschinsky, Director, by telephone at [801-602-8937](tel:801-602-8937) or by email at rulesonline@utah.gov.

Services	Methods	Standards	Measurables	
1. Document Filing	eRules empowers state agencies to file rule actions with the Office of Administrative Rules.	eRules remains continuously available online, allowing filing actions whenever necessary.	Agencies have consistent access and can file to the eRules platform.	Tracked uptime and accessibility of the eRules service.
2. Publication of Rule Actions	Rule actions are shared in multiple publications, including the <i>Utah State Bulletin</i> (Bulletin).	The Office receives and reviews filings from rulemaking agencies. The review is a copy edit and evaluation of rule analysis text and a formatting and style review of the rule text for according to the <i>Rulewriting Manual for Utah</i> .	The Office reviews 80% of filings within three business days of a filing's submission.	Average number of days for the Office to review filings.
		The Office then produces and publishes a PDF copy for each issue of the Bulletin, available at rules.utah.gov.	The Office shares the Bulletin on rules.utah.gov by 8 AM on the 1st and 15th of each month and notifies subscribers to the Bulletin and <i>Utah State Digest</i> of new issues.	Average time between the publication date and actual posting of the Bulletin on the Office's website.
3. Publication of Effective Rules	Effective Rules are published in the Utah Administrative Code using the eRules platform.	The Office codifies changes from proposed rule actions and inserts these changes into the administrative code database.	The Office publishes effective rules to the website within two weeks of the rule's effective date.	Average time between a rule's effective date and the actual availability of the rule on the website.