

Service Plan of the Office of Administrative Rules

Fiscal Year 2021

The Department of Administrative Services creates innovative solutions to transform government services. The mission of the Office of Administrative Rules 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 -- [Section 63G-3-401](#). 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 801-957-7100, or by email at <mailto:rulesonline@utah.gov>.

What are the services we provide?		What are the methods used to provide each service?	What are the standards of performance for each service?	What performance measures are used to gauge compliance with the standards?
1. Document filing	eRules, the office's online rules management system, allows state agencies to file rule actions.	eRules is continuously available, allowing state agencies to file at any time, and from anywhere.	An agency is able to file rule actions.	Percentage of the time the eRules server is available to users.
2. Publication of rule actions	Office publishes agencies' administrative rule actions in the Utah State Bulletin (bulletin).	Office receives and reviews submissions from state agencies. The review is a copy edit of text on the submission forms, evaluation of submission form content against statutory and regulatory requirements, and reviewing the rule text to ensure that changes have been correctly marked. Office then produces and publishes a PDF copy for each issue of the bulletin	Office posts the bulletin to the office's web site by 8 a.m. on the 1st and 15th of each month.	Average time between the publication date and the actual posting of the bulletin on the web site.

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		<p>that is posted to the office website no later than the 1st and 15th of each month.</p> <p>The bulletin is available at https://rules.utah.gov/publications/utah-state-bull/</p>		
			Office reviews 80% of filings within 3 business days of submission.	Average number of days to review rule filings.
3. Publication of effective rules	Office publishes effective rules in the Utah Administrative Code (administrative code).	Office codifies changes from proposed rule actions. The codified changes are inserted into the administrative code database.	Office publishes effective rules to the website within 2 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.