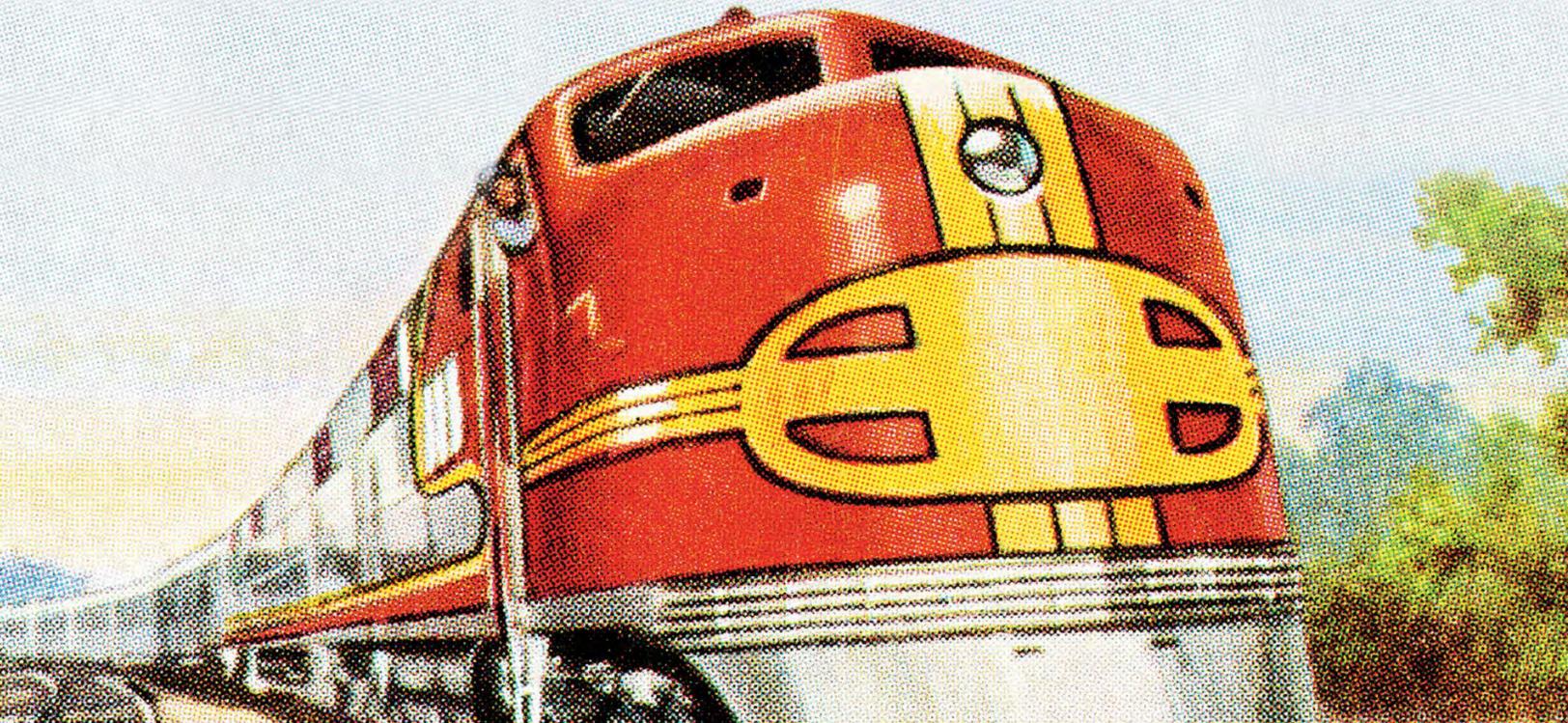




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# Utah Website Posting Checklist

**Use this checklist to keep your district's website compliant with State and Federal requirements.**

## General Content

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**Organization Contact Information**

Your district's physical and/or mailing address, phone number and email address.

**Link to Utah Public Notice Website**

Agendas for each meeting are required to be posted on the Utah Public Notice Website.

**Board Members**

Post the name, phone number, and email address for each board trustee.

**Link to Transparency Utah Website**

All entities are required to have all financial transactions posted on the Transparency Utah website.

## The Brown Act

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**Meeting Schedule and Documents**

You're required to post agendas to the Utah Public Notice site, but why not add them to your website, too, so visitors go there to find them?

**Services Statement and Area Map**

Description of services provided by agency, including service area map (if available).

**Staff**

Include the names, phone numbers, and email addresses for all administrative and management staff members.

**How to Request Public Records (GRAMA)**

Add general information about GRAMA—the Utah Government Records Access Management Act, so visitors understand how they may request public records.

**Enabling Act or Statute**

Publish the act, law or statute that governs the creation and operation of your agency.

**Section 508 Compliance**

All websites should be accessible to visitors with disabilities, and meet the guidelines of Section 508 (if built before 2018) or the more strict guidelines of WCAG 2.0 AA (if built after Jan. 2018).

