



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

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POSTING TO AN INTERNET WEB SITE, PUBLIC NOTICES THAT MUST PUBLISHED IN ACCORDANCE WITH IC 5-3-1

Pursuant to IC 5-3-1-1.5 as added by House Enrolled Act, the State Board of Accounts has established the following guidelines and recommendations for posting to the Web site, effective July 1, 2009:

Guidelines:

- If a newspaper has a Web site, public notice advertisements must be posted on the Web site on the same day as the public notice advertisements are published in the newspaper.
- If a technical problem or error makes same day posting impossible, the newspaper shall post the public notice advertisements on its Web site on the day following publication in the newspaper.
- Refusal to post the public notice advertisements gives the public agency the authority to reject a claim for payment if it so chooses.

Recommendations:

- Posting of public notice advertisement for an extended time period greater than just the day of publication is preferred to give citizens a greater window of opportunity to find the notice on the newspaper Web page.
- Posting of public notice advertisements as a (.txt or .doc) text file increases the ability for readers to copy and forward public notices to other citizens
- Creating a separate link on the newspaper Web site for access to public notice advertisements makes it easier for citizens to find current public notice advertisements to inform themselves of government actions taken or contemplated.
- If the news content is available through an on-line archive, consider making the legal notices available in the same manner and for the same length of time.