



OFFICE OF PUBLIC ACCOUNTABILITY

Suite 401 Pacific News Building, 238 Archbishop Flores St., Hagåtña, Guam 96910
Phone: (671) 475-0390 / FAX: (671) 472-7951

MEMORANDUM

October 12, 2018

To: All Line Agencies, Autonomous Agencies, the Mayors' Council of Guam, the Judiciary of Guam and *I Liheslaturan Guåhan*

From: Benjamin J.F. Cruz
Public Auditor *for [Signature] 10/12/18*

RE: **Reminder of Reporting Requirements for Boards and Commissions Pursuant to 5 GCA § 8113.1**

Håfa ådai!

As a reminder, pursuant to 5 GCA § 8113.1, Reporting Requirements for Boards and Commissions, "The governing Boards and Commissions of all agencies, public corporations, and departments of the Government of Guam shall provide electronic copies of the monthly Board and Commission meeting agendas, approved minutes, and other attachments and addendums as discussed in each monthly meeting, to *I Maga'lahaen Guåhan* and the Speaker of *I Liheslaturan Guåhan* no later than fifteen (15) days after the end of said meeting and post the same on its website of the agency, public corporation, or department to which it governs. The audio recording of each meeting shall be provided to the Office of Public Accountability (OPA) within seven (7) calendar days after the meeting. OPA shall post these audio files on its website upon receipt of audio files."

All audio file recordings submitted electronically to OPA should be sent to our admin account at admin@guamopa.com.

Audio file recordings saved in a portable electronic storage device, e.g., USB flash drive, compact disc, SD cards, etc., may also be submitted via hand delivery to the OPA office at Suite 401, DNA Building, 238 Archbishop Flores Street, Hagåtña, Guam 96910.

Unless there are any issues with the audio files received, it is OPA's practice to have all audio recordings posted within two to five business days.

Should you have any questions, please contact Ira Palero at 475-0390 ext. 202 or ipalero@guamopa.com.

Thank you.

