1   CABINET

2   Department, Board, Commission

3   Division

4   (Type of Administrative Regulation) *{See KRS 13A.220(4)(c)}*

5   ### KAR ###:###. Title of administrative regulation.*{KRS 13A.220(4)(d)}*

6   RELATES TO: (Insert KRS, C.F.R., U.S.C., etc., to which administrative regulation relates)

7   *{KRS 13A.220(4)(e)}*

8   STATUTORY AUTHORITY: (Insert KRS, C.F.R., U.S.C., etc., which gives administrative

9   body authority to promulgate this administrative regulation) *{KRS 13A.220(4)(e)}*

10   NECESSITY, FUNCTION, AND CONFORMITY: This paragraph shall contain a brief

11 statement setting forth the necessity for promulgating the administrative regulation and a summary

12 of the functions intended to be implemented by the administrative regulation. If the administrative

13 regulation is more stringent or otherwise differs from a federal law or regulation governing the

14 subject matter, this paragraph shall also include a detailed statement that sets out the manner in

15 which, and the reasons, the administrative regulation is more stringent than or otherwise differs

16 from the federal law or regulation. *{KRS 13A.220(4)(f), 13A.245(2)(b)}*

17   Section 1. Definitions.

18   (1) "Administrative regulation" is defined by KRS 13A.010(2).

> Note: Italics are used to show instructional language. Do not apply italics to an administrative regulation. Also, hyperlinks are not used in administrative regulations; however, they have been included here for quick-reference purposes.

1   (2) "Definition" means a one (1) sentence statement regarding the meaning of a word that

2   complies with KRS 13A.222(4)(d) and (e).

3   Section 2. Format. There shall always be a Section 1 to an administrative regulation.

4   Additional sections shall be numbered as Section 2, Section 3, etc.

5   (1) This is a subsection. If the section has one (1) subsection, there shall also be a second

6   subsection.

7   (2) An administrative regulation may be subdivided as established in this subsection.

8   (a) This is a paragraph.

9   (b) If the subsection has one (1) paragraph, there shall also be a second paragraph.

10   1. This is a subparagraph.

11   2. If the paragraph has one (1) subparagraph, there shall also be a second subparagraph.

12   a. This is a clause.

13   b. If the subparagraph has one (1) clause, there shall also be a second clause.

14   (i) This is a subclause (and is the lowest subdivision level in an administrative regulation).

15   (ii) If the clause has one (1) subclause, there shall also be a second subclause.

16   (3)(a) The administrative regulation shall be printed on white, single-sided paper measuring eight

17   and one-half (8 ½) by eleven (11) inches.

18   (b) The administrative regulation shall have a two (2) inch top margin on the first page for

19   the Regulations Compiler's stamp. Additional margin settings of one (1) inch are recommended.

20   (c) The body of the administrative regulation shall be double-spaced. A form attached to the

21   administrative regulation may be single-spaced.

22   (d) The pages of an administrative regulation shall be numbered.

1   (e) The lines of each page shall be numbered and each page shall begin with the number one

2   (1).

3   Section 3. (1) A new administrative regulation shall not include any underlining, brackets,

4   or strike-throughs.

5   (2) A proposed amended administrative regulation shall:

6   (a) Underline proposed new material; and

7   (b) Bracket and strike through material to be deleted.

8   Section 4. <u>This is an example of new language to be inserted.</u>

NOTE: Insertions need to come before deletions.

9   <u>Section 5.</u> This is <u>an example</u>[a sample] of an existing administrative regulation that is

10   amended.

11   Section <u>6</u>[5]. Incorporation by Reference. (1) The following material is incorporated by

12   reference:

13   (a) "The Title of the First Item Incorporated", its edition date; and

14   (b) "The Title of the Second Item Incorporated", its edition date.

15   (2) This material may be inspected, copied, or obtained, subject to applicable copyright law,

16   at *{name of agency, full address}*, Monday through Friday, *{8 a.m. to 4:30 p.m.}*

NOTE: Insert agency's regular office hours. For example: "8 a.m. to 5 p.m." or "8:30 a.m. to 4 p.m."

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