

<b>Ordinary</b> Staff _____	CHECK reg # _____ Date recv'd _____
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<b>Finalized Doc email</b> Date _____ Time _____
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**(Amendment - New Administrative Regulation - Repealer)**

<input type="checkbox"/>	<b>Typed, white paper, 8-1/2 in x 11 in</b>	
<input type="checkbox"/>	<b>2-inch top margin</b>	- Required on 1st page - Recommended remaining margin settings are 1 inch
<input type="checkbox"/>	<b>12 pt font, double spaced through body of regulation</b>	Public Hearing and Public Comment Period info, RIA, Fiscal Note, Federal Mandate, and Summary of MIR may be single spaced
<input type="checkbox"/>	<b>CABINET Department Division</b>	- As applicable - Each on subsequent lines
<input type="checkbox"/>	<b>Reg Type</b> in parentheses	No bold or italics in these type of regs
	(Amendment)	Contains <u>at least one</u> of the following changes: <input type="checkbox"/> <b>Insertions:</b> underlined (goes in front of deleted material) <input type="checkbox"/> <b>Deletions:</b> surrounded by brackets and strikethrough applied
	(New Administrative Regulation) - OR - (Repealer)	No underlining or brackets and strikethrough
<input type="checkbox"/>	<b>Reg # and title of regulation</b>	Prefer both reg number and title followed by periods
<input type="checkbox"/>	<b>RELATES TO, STATUTORY AUTHORITY, NFC Paragraphs</b>	If a change is made, it is shown using the underline and bracket-strikethrough method
<input type="checkbox"/>	<b>Line numbers on reg starting with the Cabinet information, each page starts with Line 1</b>	Prefer no line # on Signature Page, Public Hearing and Public Comment Period info, RIA, or other forms
<input type="checkbox"/>	<b>Page numbers on regulation and required forms</b>	- Numbers are sequential - Located at bottom center of each page
<input type="checkbox"/>	<b>Body of Reg – Content</b> <i>Obtain previous Word version from LRC Web site, agency's version does not contain Compiler clean-ups.</i> ___ Definitions (if applicable) - 1st section of reg AND in alphabetical order ___ Material Incorporated by Reference (MIR) (if applicable) - listed in last section of reg (Newer provision requires a web address of where to find MIR online – either agency's site or 3 <sup>rd</sup> party site.) <input type="checkbox"/> For an <b>(Amendment)</b> If a change is marked on MIR section of the reg: have MIR Summary & MIR summary of changes on back of reg (with sequential page number(s)) AND file clean and dirty material <input type="checkbox"/> For a <b>(New Administrative Regulation)</b> If MIR section: have MIR Summary on back of reg (with sequential page number) AND file new material	
<input type="checkbox"/>	<b>Signature and Approval date</b>	- Name and title of person typed under each signature line - If one person signed for another, both names/titles to be listed on page - TIP: If signed in blue, the original is easier to spot
<input type="checkbox"/>	<b>Public Hearing and Public Comment Period info</b> ___ <b>Hearing:</b> btwn 21st - last workday of month following the month of publication; notice due 5 workdays before, specific date not required ___ <b>Written Comments accepted:</b> through the last day of the month (11:59 p.m.) <b>Contact person:</b> Name, position, full address, phone number, fax number, and email	
<input type="checkbox"/>	<b>Regulatory Impact Analysis and Tiering Statement</b>	- Reg #, Contact person's name, phone, and email address - Contains all 9 questions - #9 requires an explanatory response (more than yes or no)
<input type="checkbox"/>	<b>Federal Mandate</b>	- Include only if applicable (usually if there is a C.F.R. or U.S.C. citation in STATUTORY AUTHORITY line) - Reg #, Contact person's name, phone, and email address
<input type="checkbox"/>	<b>Fiscal Note</b> (New form title)	- Reg #, Contact person's name, phone, and email address
<input type="checkbox"/>	<b>Summary of Material Incorporated by Reference</b>	- Include only if applicable - If existing MIR is amended, include a detailed list of changes

**MATERIAL INCORPORATED BY REFERENCE or "MIR"**

<input type="checkbox"/>	If MIR is changing, an edition date change in the last section of the reg is required
<input type="checkbox"/>	<b>If Filing MIR On Paper</b> <ul style="list-style-type: none"><li><input type="checkbox"/> 4 pages or less, single-sided, 8-1/2 in x 11 in, and white paper: attach to <u>each copy</u> of reg</li><li><input type="checkbox"/> 5 pages or more, double-sided, on colored paper, OR an odd size: <u>one</u> copy in binder with the following information of the front of the binder and the 1st page (required by KRS 13A.2231(4)(b)1.):<ul style="list-style-type: none"><li>- Reg number AND date filed (not edition date of material)</li><li>- List of each item included</li></ul></li></ul> <b>On CD/DVD</b> <ul style="list-style-type: none"><li><input type="checkbox"/> <u>One</u> copy with the following required information on the case and the disc (required by KRS 13A.2251(4)(b)3.):<ul style="list-style-type: none"><li>- Reg number AND date filed (not edition date of material)</li><li>- List of each item included</li></ul></li></ul>

**BEFORE FILING**

<input type="checkbox"/>	<b>Email final MS Word version to RegsCompiler@LRC.ky.gov</b> <ul style="list-style-type: none"><li>- Regulation, Signature page, Public Hearing and Public Comment Period information, RIA, Federal Mandate (if applicable), Fiscal Note, and Summary of MIR (if applicable) all in 1 document</li><li>- Signature page information is still required; however, the ACTUAL signature is required <u>only</u> on the filed paper version</li><li>- Emailing MIR is optional. If emailed, please put MIR in a document separate from the regulation but in the same email along with the regulation.</li><li>- Please include the regulation number or numbers in the email (preferably in the email's subject line)</li></ul>
<input type="checkbox"/>	<b>Once reg is "OK to file", prepare copies.</b> For each regulation, file: <ul style="list-style-type: none"><li>- <b>Original</b> – single sided &amp; stapled</li><li>- <b>1 copy</b> – single sided &amp; paper-clipped (without staple holes)</li><li>- <b>4 copies</b> – single- or double-sided &amp; stapled (One of these is stamped and given back to agency.)</li></ul>