### Reg Filer’s Quick-reference Sheet

#### General Filing Deadlines

**Regulations, SOCs, SOC extensions**
Due by noon on the 15th of the month.

If the 15th falls on a Saturday, Sunday, or holiday, the deadline is moved to noon on the preceding workday.

**Agency Amendments**
Due by COB 3 workdays prior to the ARRS meeting.

**Public Comment Period Notices**
Due by COB the 2nd workday of the month after the Public Comment Period ends.

#### Before Filing

**Make sure**
- Signatures have been obtained
- The most recent RIA, Federal Mandate (if applicable), and Fiscal Note forms have been used
- To email the Compiler to check for filing compliance
- To apply Compiler’s filing compliance changes
- Copies have been made
- To email finalized administrative regulation in MS Word format to RegsCompiler@LRC.ky.gov
- To take copies of material incorporated by reference (if applicable)

#### Before Filing

**Number of Copies to File**

**Filing a regulation or an SOC**
- Original
- 4 copies, stapled (one is yours to take back)
- 1 copy, paper-clipped (no staple holes)

SOC Not Amended After Comments ONLY - add two unstapled copies for each additional administrative regulation listed on the SOC.

**Filing a Suggested Amendment, Suggested Substitute, or Agency Amendment**
- Cover letter with one copy of the amendment
- 20 copies of the amendment for ARRS (call for number of copies needed for other committees)

(To get a stamped copy of the letter to bring back, please bring an extra copy.)

**Regs Compiler Email**
RegsCompiler@LRC.ky.gov

**Use this email address to send**

**Administrative Regulations**
- Each is its own MS Word document and the document includes all attachments (including RIA, Fiscal Note, etc.)
- Signature page required, no actual signature needed in the electronic copy
- Multiple regulations can be sent in one email
- Please title email with reg numbers
- Sending MIR by email is not required

**Letters** - Must be on letterhead and contain a signature
- Notifications about Public Hearings
- Notifications about Public Comment Periods
- Deferral requests
- SOC extensions
- Recodification requests
- Technical Amendment requests
- Withdrawals

**MIR**

**Paper material**
4 pages or less (and single-sided, 8-1/2 x 11", and on white paper)
- Attach copies of the Summary and the MIR to the back of the original and each copy of the regulation

5 pages or more (or double sided, oddly-dimensioned, or colored paper)
- Place one copy of the MIR in a binder that can stand alone on a shelf
- Label the binder with the reg number and date filed
- Binder’s first page is a copy of the Summary of Material Incorporated by Reference

**On a disk**
- Files shall be in PDF format
- Label the disk and the case with the reg number and date filed

**Content Pre-review Policy**
ARRS Staff will do content pre-reviews as workload allows. Staff is busier as meetings and deadlines approach.
Agency representatives are expected to apply similar changes to remaining administrative regulations and to future administrative regulations.

**What can be done by Technical Amendment?**

**Examples include**
- Typos that do not affect the substance of the regulation
- Mailing address, phone number, or email address of the administrative body
- Citations to statutes or other regulations if a format change within that statute or administrative regulation has changed the numbering or lettering of parts
- As a response to a statute or executive order, changing the name of the administrative body or making any other technical changes necessary to carry out the provisions of the statute or executive order

**NOT Included**
A substantive change to a regulation or form. This has to go through the administrative regulation promulgation process.