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)

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 <u>MS Word document</u> and the document includes <u>all</u> 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.