1998 & 2000

STATE & FEDERAL SURVEY

ADMINISTRATIVE CODES & REGISTERS SECTION

NATIONAL ASSOCIATION OF SECRETARIES OF STATE

1998 - 2000

STATE & FEDERAL SURVEY

ADMINISTRATIVE CODES AND REGISTERS SECTION
OF THE NATIONAL ASSOCIATION OF SECRETARIES OF STATE

AVAILABLE FROM:
DIVISION OF ADMINISTRATIVE RULES
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INTRODUCTION TO THE SURVEY

The *State and Federal Survey* is a compilation of information about administrative rules publications in the United States and its jurisdictions (states, territories, protectorates, etc.). This edition of the *Survey* not only updates the information contained in the 1997-1998 *State and Federal Survey*, but it is also expanded to account for major changes in publishing due to computer technology and the Internet. The *Survey* is arranged alphabetical by state or jurisdiction. It includes a table of contents.

This survey is current as of February 1999. Out of 57 jurisdictions surveyed, questionnaires were returned for 47 jurisdictions. In addition, information submitted for the 1998 Survey has been reprinted for Alabama, the District of Columbia, Hawaii, Michigan (Register only) and Washington. An annotation appears at the beginning of each jurisdiction for which the information is not current. Questionnaires were not returned for, and information is not included for: American Samoa, Guam, Nebraska, Northern Mariana Islands, Puerto Rico, and Virgin Islands.

Requests for copies of the *Survey* may be directed to: ACR Survey; c/o Division of Administrative Rules; PO Box 141007; Salt Lake City, UT 84114-1007. Inquiries may be directed to Ken Hansen at the address above, by Internet E-mail at ***asitmain.khansen@state.ut.us*** or by phone at 801-538-3777. Copies of the survey are US $40 each. Any questions concerning the information in the *Survey* may also be sent to the address above or to the offices within the various jurisdictions.

ABOUT ADMINISTRATIVE CODES AND REGISTERS

The Administrative Codes and Registers (ACR) Section began in 1978 as an organization of administrative code and register government publishers meeting under the aegis of the National Association of Secretaries of State (NASS). In a majority of the states, the rules filing or publication function is located within the Secretary of State's Office. In the remaining jurisdictions, the function may be located elsewhere in the executive branch, in the legislative branch, in the judicial branch, or in an independent agency. Government entities represented in the membership of ACR include most of the states, territories, protectorates, and the federal government.

Currently, ACR members include personnel involved with every aspect of administrative rules. Rule editors, reviewers (from the legislative and executive branches, and independent agencies), legal counsel, and even agency rule writers round out today's membership. Non-voting members of ACR include private sector rule publishers, compilers, and database editors from various organizations involved with administrative rules.

ACR holds its regular meetings in conjunction with the NASS conferences, with separate sessions and speakers, but joint meals and socials. This arrangement has benefitted both organizations in terms of attracting sponsors and lower per capita costs. Networking among state rules personnel is an important objective of the conferences. ACR sessions normally focus on legal issues in rulemaking; printing, marketing, and distribution strategies; and advances in computer and publication technology. Sessions include panels, demonstrations, and speakers of national reputation. Normally, the summer conference is held in July or August and includes about 24 hours of educational sessions attended by 50-75 members from as many as 40 jurisdictions.

ACR is a national organization relying upon NASS to provide administrative support. The ACR bylaws provide for the biennial election of a President and Vice President, and the appointment of other offices. The organization is divided into eight regions, each with a regional representative or chairperson who facilitates communication and promotes regional conferences among the state administrative rules staffs within the region. Regional conferences, like the national conference, are supported by sponsors, usually businesses involved in the publication of administrative rules.

ACR produces the STATE AND FEDERAL SURVEY, a survey of codes and registers, comprehensively documenting the operations of the state and federal administrative rules "gatekeepers," publishers, and reviewers. Sale of the survey is ACR's primary source of income for administration and extraordinary expenses.

More information about ACR is available on the Internet at ***http://www.nass.org/acr/***.

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Nebraska	New Hampshire	Mississippi	South Carolina
North Dakota	Rhode Island	Oklahoma	Virginia
South Dakota	Vermont	Tennessee	West Virginia
		Texas	

* Term expires at the summer conference in the year 2000.

ALABAMA

STATE: ALABAMA
ADMINISTRATIVE REGISTER: Alabama Administrative Monthly (AAM) [*from 1998 Survey*]
[Editor's note: Alabama did not return survey questionnaires in 1999. The data reflected for Alabama was submitted for the 1997-1998 Survey.]
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Reference Service
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HOME PAGE URL:
CONTACT PERSON: Loretta Ferguson
CONTACT PHONE: FAX:
E-MAIL ADDRESS:
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 4 (Full Time: 3 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $70,000 est.
PRINTING EXPENSES: $5,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $11,150
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: 230
NUMBER OF FREE SUBSCRIBERS: 22
PRICE PER ISSUE: $5
PRICE PER SUBSCRIPTION: $50 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other: based on costs to produce
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ n/a
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Legislative Reference Service; Administrative Procedure Office; Ste 435, Alabama Statehouse; Montgomery, AL 36130
PRINTED: ■ in-house ☐ by outside vendor ☐ n/a
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ n/a
METHOD USED TO PROMOTE SALES: none
METHOD USED FOR DISTRIBUTION: US Mail, hand mail
AVERAGE PAGES PER ISSUE: 55 (1995)
AVERAGE PAGES PER YEAR: 660 (1995)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Digital
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only ☐ Full Text
ADOPTED RULES:	■ Notice Only ☐ Full Text
EMERGENCY RULES:	■ Notice Only ☐ Full Text
COURT ORDERED RULES:	☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only ☐ Full Text
PROCLAMATIONS:	☐ Notice Only ☐ Full Text
STATE CONTRACTS:	☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only ☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only ☐ Full Text
OTHER MATERIALS:	☐ Notice Only ☐ Full Text
OPEN MEETINGS:	☐ Yes ■ No
PUBLIC HEARINGS:	■ Yes ☐ No
INDEX:	☐ Yes ■ No
RULES PUBLISHED IN THE REGISTER INCLUDE:	
ANNOTATIONS:	☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:	■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes ☐ No
RISK ASSESSMENT STATEMENTS:	☐ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes ☐ No
OTHER STATEMENTS:	☐ Yes ☐ No
MAPS:	☐ Yes ☐ No
ILLUSTRATIONS:	☐ Yes ☐ No
TABLES:	☐ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION:
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: October 1982
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: AAM, Vol, Issue No.
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING:

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	☐ Yes ■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS:	■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	☐ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	☐ Yes ■ No

CLARIFICATIONS:

STATE: ALABAMA
ADMINISTRATIVE CODE: Alabama Administrative Code (AAC) [*from 1998 Survey*]
[Editor's note: Alabama did not return survey questionnaires in 1999. The data reflected for Alabama was submitted for the 1997-1998 Survey.]
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

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TOTAL NUMBER OF EMPLOYEES (FTE): 4 (Full Time: 3 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $70,000 est.
PRINTING EXPENSES: $18,730
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $16,500

PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: as needed
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 10
YEAR ENTIRE CODE LAST PRINTED: 1992
PAGES PER FULL SET:
AVERAGE PAGES PER VOLUME:
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: 83
NUMBER OF FREE SUBSCRIBERS: 5
PRICE PER SET: $600
NUMBER OF VOLUMES PER SET: 36
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: entire set
PRICE FOR SMALLEST AVAILABLE PURCHASE: $600
CODE SUPPLEMENTED: ■ Yes ☐ No
- FREQUENCY: quarterly
- FORMAT: loose-leaf
- AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
- SEPARATE SUBSCRIPTION: ■ Yes ☐ No
- INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
- PRICE: $120 annual subscription

PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ n/a
SUBSCRIPTION LENGTH: annual
CODE IS AVAILABLE FROM: Legislative Reference Service; Administrative Procedure Office; 435 Alabama Statehouse; Montgomery, AL 36130
PRINTED: ■ in-house ☐ by outside vendor ☐ n/a
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ n/a
METHOD USED TO PROMOTE SALES: none
METHOD USED FOR DISTRIBUTION: United Parcel Service

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Digital
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
- ANNOTATIONS: ☐ Yes ☐ No
- MAPS: ☐ Yes ☐ No
- ILLUSTRATIONS: ☐ Yes ☐ No
- TABLES: ☐ Yes ☐ No
- EMERGENCY RULES: ☐ Yes ☐ No
- OTHER: ☐ Yes ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ☐ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION:
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1984
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
CODE IS CITED AS: AAC, Rule No.
OTHER CODE INFORMATION:
CLARIFICATIONS:

ALASKA

STATE: ALASKA
ADMINISTRATIVE REGISTER: Alaska Administrative Journal (AAJ)
ISSN: none assigned

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

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TOTAL NUMBER OF EMPLOYEES (FTE): 2 (Full Time: 0 Part Time: 2)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $90 per year per subscriber or $3,150
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: Folio Views) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: 12 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 35
NUMBER OF FREE SUBSCRIBERS: 7
PRICE PER ISSUE: $1.75
PRICE PER SUBSCRIPTION: $90 per year
PRICE SET BY: ■ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Lt. Governors Office; PO Box 110015; Juneau, AK 99811-0015
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ■ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE: 50 pages (1998)
AVERAGE PAGES PER YEAR: 2,600 pages (1998)

INTERNET EDITION

PUBLISHED BY: Office of the Lt. Governor, and the Legislature
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: ***http://www.legis.state.ak.us/cgi-bin/folioisa.dll/adjr?***
SOFTWARE REQUIRED TO ACCESS DATA: web browser and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house
☐ computer services agency ☐ private vendor
■ other: Legislative Affairs Agency
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: IBM
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ■ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe
PageMaker ☐ Corel WordPerfect ☐ Interleaf
☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only	☐ Full Text
ADOPTED RULES:	■ Notice Only	☐ Full Text
EMERGENCY RULES:	■ Notice Only	☐ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	■ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	■ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	■ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	■ Notice Only	☐ Full Text
OTHER MATERIALS:	■ Notice Only	☐ Full Text

open meetings, public hearings

OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes ■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes ■ No
OTHER STATEMENTS:	☐ Yes ■ No
MAPS:	☐ Yes ■ No
ILLUSTRATIONS:	☐ Yes ■ No
TABLES:	☐ Yes ■ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: AS 44.62.175
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1983
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: AK Administrative Journal
OTHER REGISTER INFORMATION: The Alaska Administrative Journal serves as reflected in the questions above.

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ■ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ☐ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR:
LAW PERTAINING TO RULEMAKING:

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ☐ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ☐ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ☐ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ☐ No

CLARIFICATIONS: none

STATE: ALASKA
ADMINISTRATIVE CODE: Alaska Administrative Code (AAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of the Lt. Governor
DIRECTOR: Fran Ulmer, Lt. Governor
ADDRESS: PO Box 110015
Juneau, AK 99811-0015
PHONE: 907-465-3520 FAX: 907-465-5400
HOME PAGE URL: ***http://www.gov.state.ak.us/ltgov/***
CONTACT PERSON: Carol Collins, Administrative Code Coordinator
CONTACT PHONE: 907-465-3520 FAX: 907-465-5400
E-MAIL ADDRESS: ***Carol_Collins@gov.state.ak.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: Office of the Lt. Governor
TOTAL NUMBER OF EMPLOYEES (FTE): 3.5 – 1 from Lt. Governor's Office, 2.5 from Dept. of Law (Full Time: Part Time:)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: Folio Views) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: Quarterly supplements
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED:
PAGES PER FULL SET: Approx. 13,000 pages (1998)
AVERAGE PAGES PER VOLUME: 1,650 pages (1998)
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 9.5" x 6.75"
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1,000
NUMBER OF FREE SUBSCRIBERS: 10
PRICE PER SET: $295
NUMBER OF VOLUMES PER SET: 8 volumes with 22 titles
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: title pamphlet
PRICE FOR SMALLEST AVAILABLE PURCHASE: $5
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $149
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: Lexis Law Publishing; 701 E Water St; Charlottesville, VA 22902
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: U.S. Mail 1st class

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:

PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION
PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ■ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac?
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: web browser with an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE
SEARCHABLE DATABASE: ■ Yes ☐ No
maintained by Legislative Affairs Agency
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor
■ other: Legislative Affairs Agency
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: IBM compatible
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ■ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other

CONTENT OF ADMINISTRATIVE CODE
RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ■ Yes ☐ No
cross reference table

LAW PERTAINING TO THE ADMINISTRATIVE CODE
AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
Department of Law
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
Department of Law
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: AS 44.62
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING
CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): cross reference table
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT
ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION
YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1959
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: Title X AC Chapter Section Subsection Paragraph Clause
OTHER CODE INFORMATION:
CLARIFICATIONS:

ARIZONA

STATE: ARIZONA
ADMINISTRATIVE REGISTER: Arizona Administrative Register (AAR)
ISSN: none

AGENCY AND STAFF RESPONSIBLE FOR REGISTER
AGENCY: Secretary of State
DIRECTOR: Betsey Bayless, Secretary of State
ADDRESS: 1700 W Washington 7th Flr
Phoenix AZ 85007
PHONE: 602-542-4285 FAX: 602-542-1500 (admin)
HOME PAGE URL: *http://www.sosaz.com/*
CONTACT PERSON: Mimi Griffiths, Director, Public Services Division; or Rhonda Paschal, Register Editor
CONTACT PHONE: 602-542-0223 or 602-542-4086
FAX: 602-542-4366
E-MAIL ADDRESS: *mgriffiths@mail.sosaz.com* or *rpaschal@mail.sosaz.com*
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other

TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time: 3 – work full time, but only part time on Register)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER
SALARIES:
PRINTING EXPENSES: Approx. $25,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS:
☐ Yes ☐ No ■ In part

REGISTER CIRCULATION INFORMATION:
FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM (maybe next year) ☐ Internet (HTML) (coming soon) ☐ Internet (proprietary format) (soon) ☑ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: mostly 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 205
NUMBER OF FREE SUBSCRIBERS: 39
PRICE PER ISSUE: $7
PRICE PER SUBSCRIPTION: $276 per year
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Secretary of State; 1700 W Washington 7th Flr; Phoenix, AZ 85007
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Code price list; Internet home page
METHOD USED FOR DISTRIBUTION: U.S. Mail 1st Class
AVERAGE PAGES PER ISSUE: 68 (1998)
AVERAGE PAGES PER YEAR: 3,500 (1998)

COMPUTER COMPOSITION OF REGISTER
SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ☐ other

BRAND OF COMPUTER EQUIPMENT USED: Hewlett Packard
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf
■ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	■ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	■ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	■ Notice Only	☐ Full Text
OTHER MATERIALS:	☐ Notice Only	☐ Full Text

OPEN MEETINGS: ■ Yes ☐ No
for rulemaking only
PUBLIC HEARINGS: ■ Yes ☐ No
for rulemaking only
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
summary published for proposed rules; full statement not published, but filed
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
filed with review agency
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
OTHER STATEMENTS: ☐ Yes ☐ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
on written direction from agency
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: A.R.S. 41-1013
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1975
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: Vol. # A.A.R. Page #, issue date
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 180 days with 2 renewals of same length
LAW PERTAINING TO RULEMAKING: A.R.S. 41-1001 et seq.

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: ARIZONA
ADMINISTRATIVE CODE: Arizona Administrative Code (AAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Secretary of State
DIRECTOR: Betsey Bayless, Secretary of State
ADDRESS: 1700 W Washington 7th Flr
Phoenix, AZ 85007
PHONE: 602-542-4285 FAX: 602-542-1500 (admin)
HOME PAGE URL: ***http://www.sosaz.com/***
CONTACT PERSON: Mimi Griffiths, Director, Public Services Division; or Scott Cancelosi, Code Editor
CONTACT PHONE: 602-542-0223 or 602-542-4086
FAX: 602-542-4366
E-MAIL ADDRESS: ***mgriffiths@mail.sosaz.com*** or ***scancelosi@mail.sosaz.com***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other: Office of the Lt. Governor
TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time: 3 people involved in print & mail)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES: Approx. $30,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ■ Internet (proprietary format: PDF) ☐ Microfilm/microfiche ■ other: floppy disk

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: only once, in 1975
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: ?
YEAR ENTIRE CODE LAST PRINTED: 1975
PAGES PER FULL SET: Approx. 4,500 pages (1998)
AVERAGE PAGES PER VOLUME: 500 pages (1998)
PAGES PER SUPPLEMENT (AVERAGE): 1,400 pages (1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11".
COLUMNS PER PAGE: 2
TYPE POINT SIZE: mostly 9 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 252
NUMBER OF FREE SUBSCRIBERS: 45
PRICE PER SET: $450
NUMBER OF VOLUMES PER SET: 9
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: chapter
PRICE FOR SMALLEST AVAILABLE PURCHASE: varies $1 and up
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT: loose-leaf pages
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $125 per year
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Secretary of State; 1700 W Washington 7th Flr; Phoenix AZ 85007
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: price list; Internet home page
METHOD USED FOR DISTRIBUTION: U.S. Mail; UPS

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: ***http://www.sosaz.com/Rules_and_Regulations.htm***
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: web browser and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
not needed for HTML; free access to Adobe Acrobat for PDF version
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

OTHER (FLOPPY DISK) EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA

NUMBER OF PAID SUBSCRIBERS: 3 (to the full code, electronic edition only, commercial use)

NUMBER OF FREE SUBSCRIBERS: NA

PRICE PER SET: set by rule

NUMBER OF VOLUMES PER SET:

PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other

SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: chapter

PRICE FOR SMALLEST AVAILABLE PURCHASE: free if downloaded from the Internet for personal use; $5 for personal use on disk; $84 for commercial use either downloaded from the Internet or on disk

CODE SUPPLEMENTED: ■ Yes ☐ No

FREQUENCY: quarterly

FORMAT:

AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No prepaid account

SEPARATE SUBSCRIPTION: ■ Yes ☐ No

INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No

PRICE: determined by size of supplement

PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA

SUBSCRIPTION LENGTH:

CODE IS AVAILABLE FROM:

PRODUCED: ■ in-house ☐ by outside vendor ☐ NA

SOFTWARE REQUIRED TO ACCESS DATA: any software that will read Rich Text Format (RTF) documents

SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA

METHOD USED TO PROMOTE SALES:

METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No

ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other

ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other

ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board
☐ Internet ■ CD ☐ other

COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other

TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other

BRAND OF COMPUTER EQUIPMENT USED: Hewlett Packard

COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ■ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:

ANNOTATIONS: ☐ Yes ■ No

MAPS: ■ Yes ☐ No

ILLUSTRATIONS: ■ Yes ☐ No

TABLES: ■ Yes ☐ No

EMERGENCY RULES: ■ Yes ☐ No

OTHER: ■ Yes ☐ No
indices, Administrative Procedure Act, Opening Meetings Law

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No

AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
on written direction from agency

CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No

CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No

LAW PERTAINING TO CODE PUBLICATION: A.R.S. 41-1002

CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No

TYPE(S): title index

INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ☐ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1975

CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CODE IS CITED AS: Title # A.A.C. Section #

OTHER CODE INFORMATION:

CLARIFICATIONS:

ARKANSAS

STATE: ARKANSAS

ADMINISTRATIVE REGISTER: Arkansas Register

ISSN: none

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Elections

DIRECTOR: Jeanette Heinbockel, Elections Director

ADDRESS: State Capitol, Rm 026
Little Rock AR 72201

PHONE: 501-682-3527 FAX: 501-682-3548

HOME PAGE URL: ***http://sos.state.ar.us/***

CONTACT PERSON: Jon Davidson, Register Editor

CONTACT PHONE: 501-682-3527 FAX: 501-682-3548

E-MAIL ADDRESS: ***JEDavidson@sosmail.state.ar.us***

THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other

TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time: NA)

OFFICE HOURS: 8:00 a.m. - 5:00 p.m.

DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:

PRINTING EXPENSES: $140 per month

COMPUTER EXPENSES:

SUBSIDY RECEIVED:

AMOUNT RECEIVED FROM SUBSCRIPTIONS: $400

PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part 50%

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: PDF) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"

COLUMNS PER PAGE: 2

TYPE POINT SIZE: 14 - 12 point

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA

NUMBER OF PAID SUBSCRIBERS: 100

NUMBER OF FREE SUBSCRIBERS: 100

PRICE PER ISSUE: $3.50

PRICE PER SUBSCRIPTION: $40

PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other

PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA

LENGTH OF SUBSCRIPTION: one year

REGISTER IS AVAILABLE FROM:

PRINTED: ☐ in-house ■ by outside vendor ☐ NA

CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA

METHOD USED TO PROMOTE SALES:

METHOD USED FOR DISTRIBUTION: U.S. Mail Bulk rate

AVERAGE PAGES PER ISSUE: 20 pages (1998)

AVERAGE PAGES PER YEAR: 140 (1998)

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA

NUMBER OF PAID SUBSCRIBERS:

NUMBER OF FREE SUBSCRIBERS:

PRICE PER ISSUE:

PRICE PER SUBSCRIPTION:

PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other

PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA

LENGTH OF SUBSCRIPTION:

REGISTER IS AVAILABLE FROM:
http://sos.state.ar.us/ar_register.html

SOFTWARE REQUIRED TO ACCESS DATA: Adobe Acrobat Reader (available free of charge from ***http://www.adobe.com/prodindex/acrobat/readstep.html***

SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA

METHOD USED TO PROMOTE SALES:

METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No

ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other

ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other

ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other

COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ■ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	☐ Full Text
ADOPTED RULES:	■ Notice Only	☐ Full Text
EMERGENCY RULES:	■ Notice Only	☐ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	☐ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	■ Full Text
OTHER MATERIALS:	■ Notice Only	☐ Full Text

Legislative Audit Orders and Notices; Insurance Department Orders

OPEN MEETINGS:	☐ Yes	■ No
PUBLIC HEARINGS:	☐ Yes	■ No
INDEX:	■ Yes	☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:		
ANNOTATIONS:	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes	■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes	■ No
OTHER STATEMENTS:	☐ Yes	■ No
MAPS:	☐ Yes	■ No
ILLUSTRATIONS:	☐ Yes	■ No
TABLES:	☐ Yes	■ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS:	☐ Yes	■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS:	☐ Yes	■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES:	☐ Yes	■ No
REGISTER RECEIVES JUDICIAL NOTICE:	☐ Yes	■ No

LAW PERTAINING TO REGISTER PUBLICATION: Administrative Procedure Act, Act 434 of 1967 (25-15-201)
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: July 1977
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee (Legislative Council)
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING: 25-15-201

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	☐ Yes	■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	☐ Yes	■ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	☐ Yes	■ No
THE AGENCY PROVIDES CONSULTATIONS:	■ Yes	☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	☐ Yes	■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	☐ Yes	■ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	■ Yes	☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	☐ Yes	■ No

CLARIFICATIONS:

STATE: ARKANSAS
ADMINISTRATIVE CODE: *Arkansas does not publish an Administrative Code*

CALIFORNIA

STATE: CALIFORNIA
ADMINISTRATIVE REGISTER: California Regulatory Notice Register (CRNR)
ISSN: 1041-2654

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Office of Administrative Law (OAL)
DIRECTOR: Charlene Mathias, Deputy Director
ADDRESS: 555 Capitol Mall, Ste 1290 Sacramento, CA 95814
PHONE: 916-323-6225 FAX: 916-323-6826
HOME PAGE URL: ***http://www.oal.ca.gov/***
CONTACT PERSON: Charlene Mathias, Deputy Director
CONTACT PHONE: FAX:
E-MAIL ADDRESS: ***staff@oal.ca.gov***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ■ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 1 at OAL, unknown number at State Printer (Full Time: 1 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part
Office of the State Publisher handles printing and production.

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS: some depository libraries
PRICE PER ISSUE: $10
PRICE PER SUBSCRIPTION: $294
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other: to recover cost
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: State Publisher; 344 N 7th St.; Sacramento, CA 95814
PRINTED: ☐ in-house ☐ by outside vendor ☐ NA State Printer
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: U.S. Mail 2nd class
AVERAGE PAGES PER ISSUE: 99 pages (1998)
AVERAGE PAGES PER YEAR: 2,593 pages (1998)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No ☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No ☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No ☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only	☐ Full Text
ADOPTED RULES:	☐ Notice Only	☐ Full Text

summary

EMERGENCY RULES: ☐ Notice Only ☐ Full Text
summary
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ☐ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
separate publication
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
The following materials are also published in the register: (1) Toxic List of Chemicals that May Cause Cancer, (2) Summary of Disapproved Regulation Decisions, (3) Petition Decisions, (4) Regulatory Determinations, (5) Requests for Determinations, and (6) Rulemaking Calendar–1,400 pages.
OPEN MEETINGS: ☐ Yes ■ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ■ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
OTHER STATEMENTS: ■ Yes ☐ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
with permission
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
with permission
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: Gov. Code Sections 11346.4 and 11346.5
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1974
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: Cal. Reg. Notice Register 99, No. a-z
OTHER REGISTER INFORMATION: The table of contents for the CRNR is available on the Internet at ***http://www.osp.ca.gov/html/ztoc.html*** in PDF format.

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days usually
LAW PERTAINING TO RULEMAKING: Gov. Code Section 11340 et seq.

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: CALIFORNIA
ADMINISTRATIVE CODE: California Code of Regulations (CCR)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of Administrative Law
DIRECTOR: Charlene G. Mathias, Deputy Director
ADDRESS: 555 Capitol Mall, Ste 1290
Sacramento, CA 95831
PHONE: 916-323-6225 FAX: 916-323-6826
HOME PAGE URL: ***http://www.oal.ca.gov/***
CONTACT PERSON: Barbara Steinhardt-Carter, Staff Counsel
CONTACT PHONE: 916-323-6805 FAX: 916-323-6826
E-MAIL ADDRESS: ***Bstcarter@oal.ca.gov*** or ***staff@oal.ca.gov***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ■ Independent Agency (in the Executive Branch) ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): OAL has 24 employees but the Code is physically produced by private vendor (Full Time: Part Time:)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: Produced by contract with private vendor
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED: Vendor pays state net of $1.1 million 1st year of 3; $900,000 2nd year, and $700,000 3rd year. See "Clarifications" below.
AMOUNT RECEIVED FROM SUBSCRIPTIONS: unknown–paid to private vendor
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: Folio Views) ■ Microfilm/microfiche ■ other: floppy disk

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: On demand; continuously updated
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: unknown
YEAR ENTIRE CODE LAST PRINTED: As needed–constantly updated
PAGES PER FULL SET: 18,500 pages (1997)
AVERAGE PAGES PER VOLUME: 460 pages (1997)
PAGES PER SUPPLEMENT (AVERAGE): 150 pages (1997)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE:
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: Vendor proprietary information
NUMBER OF FREE SUBSCRIBERS: 164
PRICE PER SET: $1,550
NUMBER OF VOLUMES PER SET: 40 volumes
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: Individual agency portions
PRICE FOR SMALLEST AVAILABLE PURCHASE: Varies by size–as low as $20 to start, $40 for update
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: weekly
FORMAT: California Regulatory Code Supplement–weekly set of substitute and added pages
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $2,100 for full Code
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA ■ other: Handled by vendor
SUBSCRIPTION LENGTH: annual
CODE IS AVAILABLE FROM: Barclays Law Publishers; PO Box 95767; Chicago, IL 60694-5767
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Vendor has sophisticated marketing–direct mail, conventions, etc.
METHOD USED FOR DISTRIBUTION: Vendor mails

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: Vendor proprietary information
NUMBER OF FREE SUBSCRIBERS: no free subscriptions
PRICE PER SET:
NUMBER OF VOLUMES PER SET: 1 CD-ROM
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
Update service only
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
One price
PRICE: $1,596
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA ■ other: Handled by vendor
SUBSCRIPTION LENGTH: annual
CODE IS AVAILABLE FROM:

PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Provided as part of CD-ROM
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
Vendor does
METHOD USED TO PROMOTE SALES: Vendor has sophisticated marketing–direct mail, conventions, etc.
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: free–averages 1,200 hits per day
NUMBER OF FREE SUBSCRIBERS: free to everyone
PRICE PER SET: free
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other: NA–free
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE: free
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: weekly
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
NA
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
NA; free–updated weekly
PRICE: free
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH: NA
CODE IS AVAILABLE FROM: ***http://ccr.oal.ca.gov/***
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: any Internet browser and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: Internet

MICROFILM/MICROFICHE EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS: Vendor proprietary information
NUMBER OF FREE SUBSCRIBERS: Chosen by some of the 164
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
Update service only
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
PRICE: $1,115
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA: handled by vendor
SUBSCRIPTION LENGTH: annual
CODE IS AVAILABLE FROM:
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

OTHER EDITION: FLOPPY DISK
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS: proprietary
NUMBER OF FREE SUBSCRIBERS: none
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
Update service only
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
PRICE: Selected titles
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA: handled by vendor
SUBSCRIPTION LENGTH: annual
CODE IS AVAILABLE FROM:
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE
SEARCHABLE DATABASE: ■ Yes ☐ No
Created by vendor
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet (free) ■ CD (vendor subscription) ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette (by vendor subscription) ☐ On-Line ☐ Bulletin Board ■ Internet (free) ■ CD (by subscription) ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet (free) ■ CD (vendor subscription) ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: A variety, linked by LAN, but OAL does not do any code production work.
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
■ Windows 3.x ■ Windows 95 ■ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ■ Interleaf (vendor) ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE
RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ■ Yes ☐ No
Authority and reference citations, and history notes

LAW PERTAINING TO THE ADMINISTRATIVE CODE
AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
Agency must submit formal correction; OAL files with Secretary of State
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
Agency must submit formal correction; OAL files with Secretary of State
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
Rebuttable presumption
LAW PERTAINING TO CODE PUBLICATION: Government Code Section 11340 et seq.
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING
CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): Master index to entire code
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT
ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION
YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1947
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: Title 14, California Code of Regulations, Section 1; 1 CCR 100; California Code of Regulations, title 14, section 1; Cal. Code Regs., tit. 14, § 1; Cal. Code Regs., tit. 14, § 1, subd. (a)(2), Register 88, No. 39 (Sep. 24, 1988)
OTHER CODE INFORMATION:
CLARIFICATIONS: After competitive procurement for hard copy publisher of "Official" California Code of Regulations plus duty to put CCR online, West Group offered $1.2 million less $100,000 for first year of 3 year contract and reduced amounts in years 2 and 3 of contract.

COLORADO

STATE: COLORADO
ADMINISTRATIVE REGISTER: Colorado Register (CR)
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER
AGENCY: Department of State
DIRECTOR: Johanna Billmyer
ADDRESS: 1560 Broadway Ste 200
Denver, CO 80202-5169
PHONE: 303-894-2218 FAX:
HOME PAGE URL:
CONTACT PERSON: Johanna Billmyer, Program Specialist–Licensing
CONTACT PHONE: 303-894-2218 FAX: 303-894-7732
E-MAIL ADDRESS: none

THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): no state employees assigned (Full Time: Part Time:)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday
NOTE: The Secretary of State is the contractor for the publication, but it receives no state monies. Register is produced by a private company as a for-profit business enterprise. Public Record Corporation (PRC). Public Record Corporation–Daily Journal; 717 17th St Ste 1620; Denver, CO 80202; Phone: 303-292-2575; Fax: 303-292-5821. Contact: Candy Herring, CCR Editor; Phone: 303-292-2575; Fax 303-292-5821; E-mail: candy_herring@dailyjournal.com

BUDGET FOR REGISTER

SALARIES: No state personnel
PRINTING EXPENSES: No state expenses
COMPUTER EXPENSES: No state expenses
SUBSIDY RECEIVED: No state subsidies
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part
As with the Code, presumably–publication is a for-profit private enterprise

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: Varies (photo reproduction of rulemaking agency's submission)
TYPE POINT SIZE: Varies (photo reproduction of rulemaking agency's submission)
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: PRC has current numbers
NUMBER OF FREE SUBSCRIBERS: none
PRICE PER ISSUE: Varies depending on size of issue and order
PRICE PER SUBSCRIPTION: Varies depending on size of issue and order
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: as ordered
REGISTER IS AVAILABLE FROM: Public Records Corporation; a Daily Journal Company; 717 17th St Ste 1620; Denver, CO 80202
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Inquire of PRC
METHOD USED FOR DISTRIBUTION: Inquire of PRC
AVERAGE PAGES PER ISSUE: +/- 1,000 pages (1998)
AVERAGE PAGES PER YEAR: +/- 12,000 pages (1998)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only	■ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	■ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	☐ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS: Only on rules)	☐ Notice Only	■ Full Text
OTHER MATERIALS: Editor's updates; Contents/Index updates	☐ Notice Only	☐ Full Text
OPEN MEETINGS:	☐ Yes	■ No
PUBLIC HEARINGS: for rules hearings only	■ Yes	☐ No
INDEX:	■ Yes	☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:		
ANNOTATIONS: editor's notes/updates	■ Yes	☐ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes	■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes	■ No
OTHER STATEMENTS:	☐ Yes	■ No
MAPS:	■ Yes	☐ No
ILLUSTRATIONS:	☐ Yes	■ No
TABLES:	■ Yes	☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: CRS 24-4
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1978

REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ■ the publisher (as to official format) ☐ other
REGISTER IS CITED AS: X CR XX
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No (but legislature may void rule) ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 90 days
LAW PERTAINING TO RULEMAKING: CRS 24-4

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ☐ Yes ■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ☐ Yes ■ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ☐ Yes ■ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No

CLARIFICATIONS:

STATE: COLORADO
ADMINISTRATIVE CODE: Code of Colorado Regulations (CCR)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Department of State
DIRECTOR:
ADDRESS:

PHONE: FAX:
HOME PAGE URL:
CONTACT PERSON: Johanna Billmyer, Program Specialist–Licensing
CONTACT PHONE: 303-894-2218 FAX: 303-894-7732
E-MAIL ADDRESS: none
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): no state employees assigned (Full Time: Part Time:)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday
NOTE: The Secretary of State is the contractor for the publication, but it receives no state monies. Register is produced by a private company as a for-profit business enterprise. Public Record Corporation (PRC). Public Record Corporation–Daily Journal; 717 17th St Ste 1620; Denver, CO 80202; Phone: 303-292-2575; Fax: 303-292-5821. Contact: Candy Herring, CCR

Editor; Phone: 303-292-2575; Fax 303-292-5821; E-mail: candy_herring@dailyjournal.com

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: No state personnel
PRINTING EXPENSES: No state expenses
COMPUTER EXPENSES: No state expenses
SUBSIDY RECEIVED: No state subsidy
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part
Presumably, as it is a for-profit enterprise
(Billing Office for Code/Register: Daily Journal; 915 E 1st St; Los Angeles, CA 90012

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE: On order
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: One at a time
YEAR ENTIRE CODE LAST PRINTED: 1998
PAGES PER FULL SET: 20,000 pages (1998)
AVERAGE PAGES PER VOLUME: Varies–loose leaf
PAGES PER SUPPLEMENT (AVERAGE): +/- 1,000 pages (Register)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11" (6.5" x 8" for rule text itself)
COLUMNS PER PAGE: Varies (photo reproduction of rulemaking agency's submission)
TYPE POINT SIZE: Varies (photo reproduction of rulemaking agency's submission)
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: PRC has current numbers
NUMBER OF FREE SUBSCRIBERS: none
PRICE PER SET: Varies by page numbers and amount ordered
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: One page (by subscription, one agency)
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: Monthly
FORMAT: Register
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
Available separately upon request
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
If order is for Code AND Register
PRICE: Varies with size and type of order
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: Any length can be arranged
CODE IS AVAILABLE FROM: Public Records Corporation, a Daily Journal Company; 717 17th St Ste 1620; Denver, CO 80202
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Inquire of PRC
METHOD USED FOR DISTRIBUTION: Inquire of PRC

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ■ other: NA
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ■ other: NA
BRAND OF COMPUTER EQUIPMENT USED: NA
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ■ other: NA
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ■ other: NA

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
Editor's Notes
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ☐ Yes ■ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ■ Yes ☐ No
Attorney General opinions (on rules only)

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: CRS 24-4
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ■ the publisher (as to official format) ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): topical, departmental
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1978
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
CODE IS CITED AS: XX CCR XXXX-XX
OTHER CODE INFORMATION:
CLARIFICATIONS:

CONNECTICUT

STATE: CONNECTICUT
ADMINISTRATIVE REGISTER: Connecticut Law Journal
ISSN: 8750-0973

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Commission on Official Legal Publications
DIRECTOR: Richard J. Hemenway, Publications Director
ADDRESS: 111 Phoenix Ave.
Enfield, CT 06082-4453
PHONE: 860-741-3027 FAX: 860-745-2178
HOME PAGE URL:
http://www.jud.state.ct.us/colp/ColpDefault.htm
CONTACT PERSON: Cynthia Y. Crabtree, Publications Supervisor
CONTACT PHONE: 860-741-3027 FAX: 860-745-2178
E-MAIL ADDRESS: *cindy.crabtree@jud.state.ct.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ■ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time:)
OFFICE HOURS: 7:15 a.m. - 4:15 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ■ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ■ other: Electronic bulletin board system

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 6" x 9.25"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: 8, 10, and 11 pt
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1,800
NUMBER OF FREE SUBSCRIBERS: 1,400
PRICE PER ISSUE: $8
PRICE PER SUBSCRIPTION: $200
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: CT Law Journal; 111 Phoenix Ave; Enfield, CT 06082
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE:

AVERAGE PAGES PER YEAR:

ON-LINE SUBSCRIPTION SYSTEM EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM:
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

OTHER EDITION: ELECTRONIC BULLETIN BOARD SYSTEM

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM:
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: many
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ■ Windows 3.x ■ Windows 95 ■ Windows 98 ■ Windows NT 3.x or 4.x ■ DOS 3.3 or higher ☐ OS/2 ■ Solaris ☐ Macintosh 7.x or higher ■ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ■ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	☐ Full Text
COURT ORDERED RULES:	☐ Notice Only	■ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	☐ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	■ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	■ Full Text
OTHER MATERIALS:	☐ Notice Only	■ Full Text

OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ☐ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ☐ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ☐ No submitted as part of approval process
OTHER STATEMENTS: ■ Yes ☐ No fiscal note
MAPS: ☐ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ☐ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION:
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED:
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ☐ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days renewable for one 60-day period
LAW PERTAINING TO RULEMAKING: Chapter 58 4-166 through 4-173

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
Regulation Review Committee
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
Regulation Review Committee
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ☐ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
Attorney General's Office
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ☐ No

CLARIFICATIONS:

[Editor's note: Information included under the headings "Other Rulemaking Requirements," and "Miscellaneous Information" was provided by Peter J. Bartucca, Records and Legislative Services Manager, Office of the Secretary of State.]

STATE: CONNECTICUT
ADMINISTRATIVE CODE: Regulations of Connecticut State Agencies
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Commission on Official Legal Publications
DIRECTOR: Richard J. Hemenway, Publications Director
ADDRESS: 111 Phoenix Ave.
Enfield, CT 06082-4453
PHONE: 860-741-3027 FAX: 860-745-2178
HOME PAGE URL:
http://www.jud.state.ct.us/colp/ColpDefault.htm
CONTACT PERSON: Cynthia Y. Crabtree, Publications Supervisor
CONTACT PHONE: 860-741-3027 FAX: 860-745-2178
E-MAIL ADDRESS: ***cindy.crabtree@jud.state.ct.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ■ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time:)
OFFICE HOURS: 7:15 a.m. - 4:15 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ■ other: Electronic bulletin board system–ASCII text

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: NA
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED: 1975
PAGES PER FULL SET: not available
AVERAGE PAGES PER VOLUME: not available
PAGES PER SUPPLEMENT (AVERAGE): 642 (1997-1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES:
COLUMNS PER PAGE:

TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 650 (includes free subscription)
NUMBER OF FREE SUBSCRIBERS: see above
PRICE PER SET: $648
NUMBER OF VOLUMES PER SET: 16
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: per page
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT: page/paper
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $68
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Commission on Official Legal Publications; 111 Phoenix Ave; Enfield, CT 06082-4453
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: State Courier; UPS, US Mail

OTHER EDITION: ELECTRONIC BULLETIN BOARD SYSTEM
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ■ other: Miles Pagination System
BRAND OF COMPUTER EQUIPMENT USED: many
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
■ Windows 3.x ■ Windows 95 ■ Windows 98 ■ Windows NT 3.x or 4.x ■ DOS 3.3 or higher ☐ OS/2 ■ Solaris ☐ Macintosh 7.x or higher ■ other: Miles 33
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ■ other: Miles 33

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ☐ Yes ☐ No
ILLUSTRATIONS: ☐ Yes ☐ No
TABLES: ☐ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: CGS § 4-173
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ☐ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED:
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ☐ No
CODE IS CITED AS:
OTHER CODE INFORMATION:
CLARIFICATIONS:

DELAWARE

STATE: DELAWARE
ADMINISTRATIVE REGISTER: Delaware Register of Regulations
ISSN: NA

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Council, Division of Research
DIRECTOR: William S. Montgomery, Director
ADDRESS: PO Box 1401
Dover, DE 19903
PHONE: 302-739-4114 FAX: 302-739-7553
HOME PAGE URL:
http://www.state.de.us/research/dor/research.htm
CONTACT PERSON: Jeffrey W. Hague, Registrar
CONTACT PHONE: 302-739-4114 FAX: 302-739-7553
E-MAIL ADDRESS: *jhague@legis.state.de.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: Total agency budget $1.2 million–not broken down.
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $3,600
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ■ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 250
NUMBER OF FREE SUBSCRIBERS: 150
PRICE PER ISSUE: $12
PRICE PER SUBSCRIPTION: $120
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Agency mailed
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ■ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE: 175 pages (July 1997-June 1998)
AVERAGE PAGES PER YEAR: 2,100 pages (July 1997-June 1998)

ON-LINE SUBSCRIPTION SYSTEM EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA

NUMBER OF PAID SUBSCRIBERS: free
NUMBER OF FREE SUBSCRIBERS: free
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
SOFTWARE REQUIRED TO ACCESS DATA: NA
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: Just being offered
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: No price set as yet
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
SOFTWARE REQUIRED TO ACCESS DATA: Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: free
NUMBER OF FREE SUBSCRIBERS: free
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://www.state.de.us/research/dor/register.htm
SOFTWARE REQUIRED TO ACCESS DATA: an Internet browser and an Internet connection required; Adobe Acrobat Reader optional
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Dell & Hewlett Packard
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only ■ Full Text
ADOPTED RULES:	☐ Notice Only ■ Full Text
EMERGENCY RULES:	☐ Notice Only ■ Full Text
COURT ORDERED RULES:	☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only ■ Full Text
PROCLAMATIONS:	☐ Notice Only ☐ Full Text
STATE CONTRACTS:	☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only ☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only ■ Full Text
OTHER MATERIALS:	☐ Notice Only ☐ Full Text
OPEN MEETINGS:	■ Yes ☐ No
PUBLIC HEARINGS:	■ Yes ☐ No
INDEX:	■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:	
ANNOTATIONS:	☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes ■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes ■ No
OTHER STATEMENTS:	☐ Yes ■ No
MAPS:	☐ Yes ■ No
ILLUSTRATIONS:	■ Yes ☐ No
TABLES:	■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ☐ No
unknown at this time
LAW PERTAINING TO REGISTER PUBLICATION: 29 Del. C. 1133
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1997
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: 2:6 Del. R. 1000 (Vol. Issue Del. R. Page No.)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ■ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days, 1 extension of 60 days
LAW PERTAINING TO RULEMAKING: 29 Del. C. Chapter 101

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: DELAWARE
ADMINISTRATIVE REGISTER: *Delaware does not publish an Administrative Code*

DISTRICT OF COLUMBIA

STATE: DISTRICT OF COLUMBIA
ADMINISTRATIVE REGISTER: District of Columbia Register (DCR) [*from 1998 Survey*]
[Editor's note: Washington D.C. did not return survey questionnaires in 1999. The data reflected for Washington D.C. was submitted for the 1997-1998 Survey and was supplemented with information available on the Internet.]
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Office of Documents and Administrative Issuances
DIRECTOR: Arnold Finlayson, Administrator
ADDRESS: One Judiciary Square, Ste 520
441-4th St, NW
Washington D.C. 20001
PHONE: 202-727-5090 FAX: 202-727-6042
HOME PAGE URL:
[Editor's note: The Office of Documents and Administrative Issuances does not currently have a home page. However, an unofficial page for the Office gives information about the office and its publications–*http://pw2.netcom.com/~aflowers/index.html*]
CONTACT PERSON: Linda Klakring
CONTACT PHONE: FAX:
E-MAIL ADDRESS: *afinlayson-eom@dcgov.org*
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 2 (Full Time: 2 Part Time:)
OFFICE HOURS: 8:30 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $80,000 (2 FTE)
PRINTING EXPENSES: all printing provided by the Department of Administrative Services
COMPUTER EXPENSES:

SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $70,000
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: 500
NUMBER OF FREE SUBSCRIBERS: 135
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: $150
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ n/a
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Office of Documents and Administrative Issuances; One Judiciary Square, Ste 520; 441-4th St, NW; Washington D.C. 20001
PRINTED: ■ in-house ☐ by outside vendor ☐ n/a
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ n/a
METHOD USED TO PROMOTE SALES: public information workshops
METHOD USED FOR DISTRIBUTION: US mail 2nd class
AVERAGE PAGES PER ISSUE: 150 pages (1996)
AVERAGE PAGES PER YEAR: 7,500 pages (1996)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	■ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	■ Notice Only	☐ Full Text
hearings of public interest, adjudicative decisions		
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	■ Notice Only	■ Full Text
hearings, meeting agendas, Leg Prop–notice only; Acts and Resolutions–full text		
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	■ Full Text
ethics opinions only		
OTHER MATERIALS:	☐ Notice Only	☐ Full Text
OPEN MEETINGS:	■ Yes	☐ No
PUBLIC HEARINGS:	■ Yes	☐ No
INDEX:	■ Yes	☐ No
quarterly and cumulative		

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes	■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	☐ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	☐ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes	☐ No
OTHER STATEMENTS:	☐ Yes	☐ No
MAPS:	☐ Yes	☐ No
ILLUSTRATIONS:	☐ Yes	☐ No
TABLES:	☐ Yes	☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS:	■ Yes	☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS:	☐ Yes	■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES:	■ Yes	☐ No
REGISTER RECEIVES JUDICIAL NOTICE:	■ Yes	☐ No

LAW PERTAINING TO REGISTER PUBLICATION:
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1954
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ■ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING:

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	■ Yes	☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	■ Yes	☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	■ Yes	☐ No
THE AGENCY PROVIDES CONSULTATIONS:	■ Yes	☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	☐ Yes	☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	■ Yes	☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	■ Yes	☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	■ Yes	☐ No

CLARIFICATIONS:

STATE: DISTRICT OF COLUMBIA
ADMINISTRATIVE CODE: District of Columbia Municipal Regulations (DCMR) [*from 1998 Survey*]
[Editor's note: Washington D.C. did not return survey questionnaires in 1999. The data reflected for Washington D.C. was submitted for the 1997-1998 Survey and was supplemented with information available on the Internet.]
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of Documents and Administrative Issuances
DIRECTOR: Arnold Finlayson, Administrator
ADDRESS: One Judiciary Square, Ste 520
441-4th St, NW
Washington D.C. 20001
PHONE: 202-727-5090 FAX: 202-727-6042
HOME PAGE URL:
[Editor's note: The Office of Documents and Administrative Issuances does not currently have a home page. However, an unofficial page for the Office give information about the office and its publications–***http://pw2.netcom.com/~aflowers/index.html***]
CONTACT PERSON: Laphaila Gause
CONTACT PHONE: FAX:
E-MAIL ADDRESS: ***afinlayson-eom@dcgov.org***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time:)
OFFICE HOURS: 8:30 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $145,000 (3 FTEs)
PRINTING EXPENSES: all printing provided by the Department of Administrative Services
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $30,000
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE: annually
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: updates are staggered
YEAR ENTIRE CODE LAST PRINTED: 1984
PAGES PER FULL SET: 9,000
AVERAGE PAGES PER VOLUME: varies from 80 to 450
PAGES PER SUPPLEMENT (AVERAGE): 40

FORMAT(S): ■ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: none
NUMBER OF FREE SUBSCRIBERS: none
PRICE PER SET: NA
NUMBER OF VOLUMES PER SET: 36
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: title number (volume)
PRICE FOR SMALLEST AVAILABLE PURCHASE: varies from $5 to $25 per volume
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY: annually
FORMAT: DC Register is the official supplement
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ n/a
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: Office of Documents and Administrative Issuances; One Judiciary Square, Ste 520; 441-4th St NW; Washington D.C. 20001
PRINTED: ☐ in-house ☐ by outside vendor ☐ n/a
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ☐ n/a
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: US Mail, over the counter sales

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq pentiums
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
MAPS: ☐ Yes ☐ No
ILLUSTRATIONS: ☐ Yes ☐ No
TABLES: ☐ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ■ Yes ☐ No
The DC Municipal Regulations also contain regulations enacted by pre-home rule city council and board of commissioners

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ☐ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION:
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject term indices in back of volumes
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ☐ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1981
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: Title No., "DCMR", Section Number and Year (e.g., 5 DCMR Section 2705.5 (1989)
OTHER CODE INFORMATION: Code and Register are printed by the DC Printer who works under the Department of Administrative Services
CLARIFICATIONS:

FEDERAL GOVERNMENT

STATE: FEDERAL GOVERNMENT
ADMINISTRATIVE REGISTER: Federal Register (FR)
ISSN: none

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: National Archives and Records Administration
DIRECTOR: Raymond A. Mosley, Director of the Federal Register
ADDRESS: National Archives and Records Administration
Office of the Federal Register (NF)
700 Pennsylvania Ave NW
Washington DC 20408
PHONE: 202-523-4534 FAX: 202-523-6866
HOME PAGE URL: ***http://www.nara.gov/fedreg/***
CONTACT PERSON: Michael White, Director of Legal Affairs and Policy
CONTACT PHONE: 202-275-4292 FAX: 202-523-7303
E-MAIL ADDRESS: ***michael.white@fedreg.nara.gov***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: executive branch, National Archives and Records Administration
TOTAL NUMBER OF EMPLOYEES (FTE): 25 (Full Time: 25 Part Time: 0)
OFFICE HOURS: 8:45 a.m. - 5:15 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $1.3 million
PRINTING EXPENSES: $3.0 million
COMPUTER EXPENSES: no estimate
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $4.5 million
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part: 15%

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ■ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ■ Internet (proprietary format: PDF) ■ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: three
TYPE POINT SIZE: 9 pt
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 8,189
NUMBER OF FREE SUBSCRIBERS: 9,162
PRICE PER ISSUE: $8
PRICE PER SUBSCRIPTION: $555
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year or six months
REGISTER IS AVAILABLE FROM: Superintendent of Documents; Government Printing Office; Washington DC 20402
PRINTED: ■ in-house (by statutory partner) ☐ by outside vendor ☐ NA
The Federal Register is printed and made available on the Internet by the statutory partner, the Government Printing Office (GPO), using a shared network and GPO facilities.
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: ads, press releases
METHOD USED FOR DISTRIBUTION: US mail; retail outlets
AVERAGE PAGES PER ISSUE: 275 pages (1997-1998)
AVERAGE PAGES PER YEAR: 69,000 (1997-1998)

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS: 37 million retrievals
PRICE PER ISSUE: NA
PRICE PER SUBSCRIPTION: NA
PRICE SET BY: ■ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION: NA
REGISTER IS AVAILABLE FROM:
http://www.access.gpo.gov/su_docs/aces/aces140.html
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA

SOFTWARE REQUIRED TO ACCESS DATA: Internet browser or WAIS client. Adobe Acrobat Reader is optional
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA available free for download off the Internet
METHOD USED TO PROMOTE SALES: ads, press releases
METHOD USED FOR DISTRIBUTION:

MICROFILM/MICROFICHE EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 430
NUMBER OF FREE SUBSCRIBERS: 745
PRICE PER ISSUE: $1
PRICE PER SUBSCRIPTION: $220
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year or six months
REGISTER IS AVAILABLE FROM: Superintendent of Documents; Government Printing Office; Washington DC 20402
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: ads, press releases
METHOD USED FOR DISTRIBUTION: US mail

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other not the official data
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ■ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: various
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ■ DOS 3.3 or higher ■ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: in-house proprietary "microcomp" system

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only ■ Full Text
ADOPTED RULES:	☐ Notice Only ■ Full Text
EMERGENCY RULES:	☐ Notice Only ■ Full Text
COURT ORDERED RULES:	☐ Notice Only ■ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only ■ Full Text
PROCLAMATIONS:	☐ Notice Only ■ Full Text
STATE CONTRACTS:	☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only ■ Full Text
JUDICIAL ITEMS:	☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only ☐ Full Text
OTHER MATERIALS:	☐ Notice Only ■ Full Text

legislative agencies (GAO, LOC, CBO), judicial administration

OPEN MEETINGS:	■ Yes ☐ No
PUBLIC HEARINGS:	■ Yes ☐ No
INDEX:	■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:	
ANNOTATIONS:	☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:	■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS:	■ Yes ☐ No
RISK ASSESSMENT STATEMENTS:	■ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS:	■ Yes ☐ No
OTHER STATEMENTS:	■ Yes ☐ No

environmental impact, unfunded mandates federalism, information collections

MAPS:	■ Yes ☐ No
ILLUSTRATIONS:	■ Yes ☐ No
TABLES:	■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No only with permission
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No only with permission
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: 44 U.S.C. 1501
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1936
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: volume FR page number (date) (e.g., 63 FR 70333 (December 31, 1998))
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: indefinitely
LAW PERTAINING TO RULEMAKING: 5 U.S.C. 551

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS:	■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	■ Yes ☐ No

CLARIFICATIONS:

STATE: FEDERAL GOVERNMENT
ADMINISTRATIVE CODE: Code of Federal Regulations (CFR)
ISSN/ISBN: NA

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: National Archives and Records Administration
DIRECTOR: Raymond A. Mosley, Director of the Federal Register
ADDRESS: National Archives and Records Administration
Office of the Federal Register (NF)
700 Pennsylvania Ave NW
Washington DC 20408
PHONE: 202-523-4534 FAX: 202-523-6866
HOME PAGE URL: ***http://www.nara.gov/fedreg/***
CONTACT PERSON: Michael White, Director of Legal Affairs and Policy
CONTACT PHONE: 202-275-4292 FAX: 202-523-7303
E-MAIL ADDRESS: ***michael.white@fedreg.nara.gov***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: executive branch, National Archives and Records Administration
TOTAL NUMBER OF EMPLOYEES (FTE): 10 (Full Time: 10 Part Time: 0)
OFFICE HOURS: 8:45 a.m. - 5:15 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $450,000
PRINTING EXPENSES: $1.3 million
COMPUTER EXPENSES: no estimate
SUBSIDY RECEIVED: none
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $10.7 million
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part: 80%

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ■ Internet (proprietary format: PDF) ■ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE: annually
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 9,000 full sets
YEAR ENTIRE CODE LAST PRINTED: 1997
PAGES PER FULL SET: 125,000 pages (1997)
AVERAGE PAGES PER VOLUME: 600 pages (1997)
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 5.5" x 9"
COLUMNS PER PAGE: two
TYPE POINT SIZE: 8 pt
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 3,200 for full sets
NUMBER OF FREE SUBSCRIBERS: 2,753
PRICE PER SET: $951
NUMBER OF VOLUMES PER SET: 202
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: individual volumes
PRICE FOR SMALLEST AVAILABLE PURCHASE: $5

CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: daily
FORMAT: daily Federal Register
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $555
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Superintendent of Documents; Government Printing Office; Washington DC 20402
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
The Code of Federal Regulations is printed by the statutory partner–in-house Government Printing Office–using joint computer network and GPO facilities
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: ads, press releases
METHOD USED FOR DISTRIBUTION: US mail, retail outlets

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS: 80 million retrievals
PRICE PER SET: NA
NUMBER OF VOLUMES PER SET: 200
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: NA
PRICE FOR SMALLEST AVAILABLE PURCHASE: NA
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: daily
FORMAT: daily Federal Register
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.access.gpo.gov/nara/cfr/index.html
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser or WAIS client. Adobe Acrobat Reader is optional
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
software is available free of charge over the Internet
METHOD USED TO PROMOTE SALES: ads, press releases
METHOD USED FOR DISTRIBUTION:

MICROFILM/MICROFICHE EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS: 266 for full sets
NUMBER OF FREE SUBSCRIBERS: 405
PRICE PER SET: $247
NUMBER OF VOLUMES PER SET: 202
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: individual volumes
PRICE FOR SMALLEST AVAILABLE PURCHASE: $1

CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: daily
FORMAT: daily Federal Register
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $220
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Superintendent of Documents; Government Printing Office; Washington DC 20402
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
METHOD USED TO PROMOTE SALES: ads, press releases
METHOD USED FOR DISTRIBUTION: US mail

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
not the official data
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ■ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: various
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
■ Windows 3.x ■ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ■ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: proprietary "microcomp" system

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
except authority citations and source notes included
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ■ Yes ☐ No
agencies may codify interpretive rules and policy statements

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
editorial errors only
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: 44 U.S.C. 1510
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): annual subject index, monthly List of Sections Affected
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ☐ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1938
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: volume CFR section (year) (e.g., 40 CFR 51.5 (1998)
OTHER CODE INFORMATION:
CLARIFICATIONS:

FLORIDA

STATE: FLORIDA
ADMINISTRATIVE REGISTER: Florida Administrative Weekly
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State's Office
DIRECTOR: Katherine Harris, Secretary of State
ADDRESS: Elliot Building
401 S Monroe St
Tallahassee, FL 32399-0250
PHONE: 904-488-8427 FAX: 850-488-7869
HOME PAGE URL: ***http://election.dos.state.fl.us/***
CONTACT PERSON: Liz Cloud
CONTACT PHONE: 850-488-8427 FAX: 850-488-7869
E-MAIL ADDRESS: ***lcloud@mail.dos.state.fl.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 9 (Full Time: 9 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: Folio Views and PDF) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: $6
PRICE PER SUBSCRIPTION: $169
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: yearly
REGISTER IS AVAILABLE FROM:
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: US Mail bulk rate
AVERAGE PAGES PER ISSUE: 100 (1998)
AVERAGE PAGES PER YEAR: 7,200 (1998)

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://election.dos.state.fl.us/faw/issues.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Web browser software and an Internet connection; Adobe Acrobat Reader optional
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ■ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ■ FrameMaker ☐ Microsoft Word ■ other: Adobe

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	■ Notice Only	☐ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	☐ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	■ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	☐ Full Text
OTHER MATERIALS:	■ Notice Only	☐ Full Text
OPEN MEETINGS:	■ Yes	☐ No
PUBLIC HEARINGS:	■ Yes	☐ No
INDEX:	■ Yes	☐ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes	■ No
COST BENEFIT ANALYSIS STATEMENTS:	■ Yes	☐ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes	■ No
OTHER STATEMENTS:	☐ Yes	☐ No
MAPS:	■ Yes	☐ No
ILLUSTRATIONS:	■ Yes	☐ No
TABLES:	■ Yes	☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: Chap. 120, F.S.
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1975
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: FAW
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 90 days
LAW PERTAINING TO RULEMAKING: Chap. 120, Florida Statutes

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: FLORIDA
ADMINISTRATIVE CODE: Florida Administrative Code Annotated
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Secretary of State's Office
DIRECTOR: Katherine Harris, Secretary of State
ADDRESS: Elliot Building
401 S Monroe St
Tallahassee, FL 32399-0250
PHONE: 850-488-8427 FAX: 850-488-7869
HOME PAGE URL: ***http://election.dos.state.fl.us/***
CONTACT PERSON: Liz Cloud
CONTACT PHONE: 850-488-8427 FAX: 850-488-7869
E-MAIL ADDRESS: ***lcloud@mail.dos.state.fl.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 9 (Full Time: 9 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES: NA
COMPUTER EXPENSES: NA
SUBSIDY RECEIVED: NA
AMOUNT RECEIVED FROM SUBSCRIPTIONS: NA
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ■ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: upon request
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 940 sets--825 in 6" x 9"; 115 in 8.5" x 11"
YEAR ENTIRE CODE LAST PRINTED: 1998
PAGES PER FULL SET: 24,548 in 6" x 9" format; 16,332 in 8.5" x 11" format (1998)
AVERAGE PAGES PER VOLUME: 909 pages in 6" x 9" format; 1,166 in 8.5" x 11" format (1998)
PAGES PER SUPPLEMENT (AVERAGE): 645 pages in 6" x 9" format; 946 in 8.5" x 11" format (1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 6" x 9" and 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 9 and 10 point
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 567 subscribe to the full code; 1,040 subscribe to individual portions
NUMBER OF FREE SUBSCRIBERS: 2 subscribe to the full code; 4 subscribe to individual portions

PRICE PER SET: 6" x 9" format full text: Government - 0, supplement $525; Public - 0, supplement $525. 8.5" x 11" full set books: Government $1,455, supplement $724; Public $1,485, supplement $754
NUMBER OF VOLUMES PER SET: 14
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $109
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: Individual sheets
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: 6" x 9" format: Full set–Government $525, Public $525; Individual–Government $104, Public $104. 8.5" x 11" format: Full set–Government $724, Public $724; Individual–Government $204, Public $204
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Darby Printing; 6215 Purdue Dr; Atlanta, GA 30336; 800-241-5292; ***http://www.darbyprinting.com/***
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Catalog, renewals, ads, direct mail
METHOD USED FOR DISTRIBUTION: U.S. Mail standard rate

ON-LINE SUBSCRIPTION SYSTEM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 47
NUMBER OF FREE SUBSCRIBERS: 1
PRICE PER SET: $795
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: new text
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: Darby Printing; 6215 Purdue Dr; Atlanta, GA 30336; 800-241-5292; ***http://www.darbyprinting.com/***
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser and Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: Catalog, renewals, ads, direct mail
METHOD USED FOR DISTRIBUTION: NA

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 97
NUMBER OF FREE SUBSCRIBERS: 3
PRICE PER SET: $795
NUMBER OF VOLUMES PER SET: 1
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: new disc
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Darby Printing; 6215 Purdue Dr; Atlanta, GA 30336; 800-241-5292; ***http://www.darbyprinting.com/***
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Windows, DOS
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: Catalog, renewals, ads, direct mail
METHOD USED FOR DISTRIBUTION: US Mail special standard

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
for a fee
☐ Diskette ■ On-Line ☐ Bulletin Board
☐ Internet ■ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
for a fee
☐ Diskette ■ On-Line ☐ Bulletin Board
☐ Internet ■ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board
☐ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ■ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: various
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
■ Windows 3.x ■ Windows 95 ■ Windows 98
■ Windows NT 3.x or 4.x ■ DOS 3.3 or higher
■ OS/2 ☐ Solaris ■ Macintosh 7.x or higher
☐ other

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ■ other: Datalogics

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ■ Yes ☐ No
Index (individual & complete text), statutory cross reference, transfer tables

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION: Chap. 120, F.S.
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ■ the publisher ☐ other
annotations and indexes

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ☐ agency ■ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1962
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
CODE IS CITED AS: FAC
OTHER CODE INFORMATION:
CLARIFICATIONS:

GEORGIA

STATE: GEORGIA
ADMINISTRATIVE REGISTER: *Georgia does not print a Register*

STATE: GEORGIA
ADMINISTRATIVE CODE: Official Compilation, Rules and Regulations, State of Georgia
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Secretary of State, Administrative and Public Services
DIRECTOR: Coral White, Manager
ADDRESS: 2 Martin Luther King Jr Dr Ste 816 W Tower Atlanta GA 30334
PHONE: 404-656-2865 FAX: 404-657-3395
HOME PAGE URL: ***http://www.sos.state.ga.us/***
CONTACT PERSON: Coral White, Manager
CONTACT PHONE: 404-656-2865 FAX: 404-657-3395
E-MAIL ADDRESS:
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 4 (Full Time: 4 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $115,000
PRINTING EXPENSES: $163,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $34,000
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: Updated monthly
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 10 volumes
YEAR ENTIRE CODE LAST PRINTED:
PAGES PER FULL SET: 6,000 pages (1998)
AVERAGE PAGES PER VOLUME: 300 pages (1998)
PAGES PER SUPPLEMENT (AVERAGE): 400 monthly (1998)
FORMAT(S): ☐ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 6" x 9"
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 545
NUMBER OF FREE SUBSCRIBERS: 468
PRICE PER SET: $300
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: per volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $65
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: replacement pages; loose leaf
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
First year subscription fee included. Thereafter, annual subscription cost is $45
PRICE: Annual subscription cost is $45.
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: annual
CODE IS AVAILABLE FROM: Administrative and Public Services / APA; 2 Martin Luther King Jr Dr; Ste 816, West Tower; Atlanta, GA 30334
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher (the printer) ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: US Mail and UPS

INTERNET EDITION

PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS: free
NUMBER OF FREE SUBSCRIBERS: free
PRICE PER SET: NA
NUMBER OF VOLUMES PER SET: NA
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other: NA
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: NA
PRICE FOR SMALLEST AVAILABLE PURCHASE: NA
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: ***http://www.ganet.org/rules/***
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ■ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ■ Yes ☐ No
Fair and Open Grants Act

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION: 50-13 O.C.G.A.
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S):
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1965
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: by Agency Control Number, Chapter Number
OTHER CODE INFORMATION:
CLARIFICATIONS:

HAWAII

STATE: HAWAII
ADMINISTRATIVE REGISTER: *Hawaii does not publish a Register [from 1998 Survey]*
[Editor's note: Hawaii did not return survey questionnaires in 1999. The data reflected for Hawaii was submitted for the 1997-1998 Survey.]
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Reference Bureau
DIRECTOR: Wendell K. Kimura, Acting Director
ADDRESS: State Capitol
Honolulu, HI 96813
PHONE: 808-587-0666 FAX: 808-587-0681
HOME PAGE URL: ***http://www.hawaii.gov/lrb/***
CONTACT PERSON: Ken H. Takayama, Assistant Director for Research
CONTACT PHONE: 808-587-0666 FAX: 808-587-0681
E-MAIL ADDRESS:
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): (Full Time: Part Time:)
OFFICE HOURS: 7:45 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ☐ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR:
LAW PERTAINING TO RULEMAKING:

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ☐ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ☐ Yes ☐ No

THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ☐ No

CLARIFICATIONS: The State of Hawaii does not have an Administrative Register; however, rules are published in accordance with a statutory uniform format for all state agency rules. Each department and agencies of that department constitute a separate "title." The departmental rules in the uniform format are known as the "Hawaii Administrative Rules." Each department has sole responsibility for publishing, maintaining, and organizing its own title. There is no centralized control of any official Register for publication of all titles. The "Manual" and "Instructions" prepared relate to the uniform format.

STATE: HAWAII
ADMINISTRATIVE CODE: *Hawaii does not publish and Administrative Code [from 1998 Survey]*
[Editor's note: Hawaii did not return survey questionnaires in 1999. The data reflected for Hawaii was submitted for the 1997-1998 Survey.]
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Reference Bureau
DIRECTOR: Wendell K. Kimura, Acting Director
ADDRESS: State Capitol
Honolulu, HI 96813
PHONE: 808-587-0666 FAX: 808-587-0681
HOME PAGE URL: ***http://www.hawaii.gov/lrb/***
CONTACT PERSON: Ken H. Takayama, Assistant Director for Research
CONTACT PHONE: 808-587-0666 FAX: 808-587-0681
E-MAIL ADDRESS:
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): (Full Time: Part Time:)
OFFICE HOURS: 7:45 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

CLARIFICATIONS: The State of Hawaii does not have an Administrative Register; however, rules are published in accordance with a statutory uniform format for all state agency rules. Each department and agencies of that department constitute a separate "title." The departmental rules in the uniform format are known as the "Hawaii Administrative Rules." Each department has sole responsibility for publishing, maintaining, and organizing its own title. There is no centralized control of any official Register for publication of all titles.

IDAHO

STATE: IDAHO
ADMINISTRATIVE REGISTER: Idaho Administrative Bulletin
ISSN: NA

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Department of Administration
DIRECTOR: Pamela Ahrens, Director
ADDRESS: PO Box 83720
Boise, ID 83720-0003
PHONE: 208-332-1820 FAX: 208-334-2307
HOME PAGE URL: ***http://www.state.id.us/adm/*** [Editor's note: the Home Page for the Office of Administrative Rules is available directly at ***http://www.state.id.us/adm/adminrules/index.htm***.]
CONTACT PERSON: Karen Gustafson or Dennis Stevenson
CONTACT PHONE: 208-332-1821 or 208-332-1822 FAX: 208-334-2395
E-MAIL ADDRESS: ***kgustafs@adm.state.id.us*** or ***dstevens@adm.state.id.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: Executive branch, Department of Administration
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $85,000
PRINTING EXPENSES: $25,000
COMPUTER EXPENSES: $5,000
SUBSIDY RECEIVED: ?
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $21,000
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 70
NUMBER OF FREE SUBSCRIBERS: 65
PRICE PER ISSUE: $30
PRICE PER SUBSCRIPTION: $300 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Administrative Rules; PO Box 83720; Boise, ID 83720-0306
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail, phone, periodicals, presentations, Internet
METHOD USED FOR DISTRIBUTION: US Mail, agency mail
AVERAGE PAGES PER ISSUE: 200 (1998)
AVERAGE PAGES PER YEAR: 2,400 (1998)

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: free
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: ***http://www.state.id.us/adm/adminrules/bulletin/mstrtoc.htm***
PRODUCED: ☐ in-house ☐ by outside vendor ■ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser with an Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES: Phone, direct mail, periodicals, presentations
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet (PDF) ☐ CD
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet (PDF) ☐ CD
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq, Micron
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ■ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
ADOPTED RULES: ■ Notice Only ■ Full Text
Full text if changes occur from proposed text; otherwise, only notice.
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ■ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ☐ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ■ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text

OTHER MATERIALS: ☐ Notice Only ■ Full Text
Comments to strategic plans
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ■ No
OTHER STATEMENTS: ■ Yes ☐ No
Strategic plans and opportunity to comment on strategic plans
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: 67-5203
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: July 1, 1993
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: Idaho Administrative Bulletin, Volume 99-1, Docket No. 08-0204-99
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ■ Action by the full legislature ■ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: until the end of the next succeeding legislative session or until replaced by a permanent rule
LAW PERTAINING TO RULEMAKING: 67-5200 et seq.

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
but we highly recommend it
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: IDAHO
ADMINISTRATIVE CODE: Idaho Administrative Code (IDAPA)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Department of Administration
DIRECTOR: Pamela Ahrens, Director
ADDRESS: PO Box 83720
Boise, ID 83720-0003
PHONE: 208-332-1820 FAX: 208-334-2307
HOME PAGE URL: ***http://www.state.id.us/adm/*** [Editor's note: the Home Page for the Office of Administrative Rules is available directly at ***http://www.state.id.us/adm/adminrules/index.htm***.]
CONTACT PERSON: Karen Gustafson or Dennis Stevenson
CONTACT PHONE: 208-332-1821 or 208-332-1822
FAX: 208-334-2395
E-MAIL ADDRESS: ***kgustafs@adm.state.id.us*** or ***dstevens@adm.state.id.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: Executive branch, Department of Administration
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $85,000
PRINTING EXPENSES: $25,000
COMPUTER EXPENSES: $5,000
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $25,200
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: PDF) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: Once a year
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 150
YEAR ENTIRE CODE LAST PRINTED: July 1998
PAGES PER FULL SET: 7,800 pages (1998)
AVERAGE PAGES PER VOLUME: 975 pages (1998)
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ☐ Loose-leaf ☐ Paperback ☐ hardbound ■ other: softbound
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 72
NUMBER OF FREE SUBSCRIBERS: 65
PRICE PER SET: $350
NUMBER OF VOLUMES PER SET: 9
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: one chapter or one volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $0.10 per page or $50
CODE SUPPLEMENTED: ☐ Yes ■ No
FREQUENCY: NA
FORMAT: NA
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: NA
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Administrative Rules; PO Box 83720; Boise, ID 83720-0306
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail, phone, periodicals, presentations
METHOD USED FOR DISTRIBUTION: US Mail, agency mail

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS: NA
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: NA
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ■ No
FREQUENCY: NA
FORMAT: NA
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: NA
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.state.id.us/adm/adminrules/rules/AGYINDEX.HTM
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail, phone, periodicals, presentations
METHOD USED FOR DISTRIBUTION: Internet

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ■ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other

TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ■ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:

ANNOTATIONS:	☐ Yes	■ No
MAPS:	■ Yes	☐ No
ILLUSTRATIONS:	■ Yes	☐ No
TABLES:	■ Yes	☐ No
EMERGENCY RULES:	■ Yes	☐ No
OTHER:	☐ Yes	■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS:	■ Yes	☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS:	☐ Yes	■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES:	■ Yes	☐ No
CODE RECEIVES JUDICIAL NOTICE:	☐ Yes	■ No

LAW PERTAINING TO CODE PUBLICATION: 67-5204
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject index generated by FrameMaker–cumulative index of rulemakings, subjects affected index
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: July 1, 1993
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: IDAPA (Agency Code-Title Chapter-Section) or IDAPA 16.01.01.000 or Idaho Administrative Code, October 1, 1999, Volume 1, Page 41
OTHER CODE INFORMATION:
CLARIFICATIONS:

ILLINOIS

STATE: ILLINOIS
ADMINISTRATIVE REGISTER: Illinois Register
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Index Department
DIRECTOR: Cherri A. Montgomery, Director
ADDRESS: 111 E Monroe
Springfield IL 62756
PHONE: 217-782-7017 FAX: 217-524-0930
HOME PAGE URL: ***http://www.sos.state.il.us/*** [Editor's note: the Department of Index's Home Page is available directly at ***http://www.sos.state.il.us/depts/index/division.html***.]
CONTACT PERSON: Joe Natale, Administrator
CONTACT PHONE: 217-782-4414 FAX: 217-524-0930
E-MAIL ADDRESS: ***jnatale@ccgate.sos.state.il.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $120,000
PRINTING EXPENSES: $90,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $63,000
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ■ On-line subscription system (Legislative branch) ☐ CD-ROM ■ Internet (HTML–table of contents only) ☐ Internet (proprietary format) ■ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 pt reduced to 65%
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 317
NUMBER OF FREE SUBSCRIBERS: 217
PRICE PER ISSUE: $10
PRICE PER SUBSCRIPTION: $290
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Index Department; 111 E Monroe; Springfield IL 62756
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher (the legislature) ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail, Internet
METHOD USED FOR DISTRIBUTION: US Mail
AVERAGE PAGES PER ISSUE: 384 (1996-1998)
AVERAGE PAGES PER YEAR: 20,000 (1996-1998)

INTERNET EDITION (TABLE OF CONTENTS ONLY)

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: ***http://www.sos.state.il.us/depts/index/register/register.html***
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

MICROFILM/MICROFICHE EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 5
NUMBER OF FREE SUBSCRIBERS: 40
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: $200
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Index Department; 111 E Monroe; Springfield IL 62756
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE:	☐ Yes	■ No
ACCESSIBLE TO PUBLIC:	☐ Yes	☐ No

☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other

ACCESSIBLE TO STATE AGENCIES:	☐ Yes	☐ No

☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other

ACCESSIBLE THROUGH OUTSIDE VENDOR:	☐ Yes	☐ No

☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other

COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: IBM
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ■ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	■ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	■ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text

EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ■ Full Text
OPEN MEETINGS: ☐ Yes ■ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
OTHER STATEMENTS: ☐ Yes ☐ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: 5 ILCS 100
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1977
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: 23 Ill. Reg. 5865
OTHER REGISTER INFORMATION: Agencies submit paper copies of rulemakings and a disk with the notice pages to the Administrative Code Division. After an in-house review, a copy of the rules and the disk is sent to the Joint Committee on Administrative Rules for inputting in their database, which is used to produce a camera-ready Register that is printed and distributed by the Secretary of State.

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 150 days
LAW PERTAINING TO RULEMAKING: 5 ILCS 100

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CLARIFICATIONS:

STATE: ILLINOIS
ADMINISTRATIVE CODE: Illinois Administrative Code
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Index Department
DIRECTOR: Cherri A. Montgomery, Director
ADDRESS: 111 E Monroe
Springfield IL 62756
PHONE: 217-782-7017 FAX: 217-524-0930
HOME PAGE URL: ***http://www.sos.state.il.us/*** [Editor's note: the Department of Index's Home Page is available directly at ***http://www.sos.state.il.us/depts/index/division.html***.]
CONTACT PERSON: Joe Natale, Administrator
CONTACT PHONE: 217-782-4414 FAX: 217-524-0930
E-MAIL ADDRESS: ***jnatale@ccgate.sos.state.il.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $180,000
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $65,000
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ☐ Paper ☐ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

CD-ROM EDITION

FREQUENCY OF PRINTING ENTIRE CODE: quarterly
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 500
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 225
NUMBER OF FREE SUBSCRIBERS: 156
PRICE PER SET: $290
NUMBER OF VOLUMES PER SET: NA
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Index Department; 111 E Monroe; Springfield, IL 62756
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Premise (provided on CD for Windows and Macintosh)
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail, Internet
METHOD USED FOR DISTRIBUTION: US Mail

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: IBM
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
■ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
The Code is prepared for the Secretary of State by West Group using tapes from the Legislative Information System. The official copy of the Code is the filed pages submitted by the agencies and maintained in the Administrative Code Library in the Secretary of State's Index Department.
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION:
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
The Code is in the public domain.

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): title
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ☐ agency ■ other: title

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1985
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: 1 Ill. Adm. Code 100
OTHER CODE INFORMATION:
CLARIFICATIONS:

[Editor's note: The table of contents for the Illinois Administrative Code is available on the Internet at *http://www.sos.state.il.us/depts/index/code/title.html*.]

INDIANA

STATE: INDIANA
ADMINISTRATIVE REGISTER: Indiana Register
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Services
DIRECTOR: Phil Sachtleban, Acting Executive Director
ADDRESS: 200 W Washington St Ste 302
Indianapolis, IN 46204-2789
PHONE: 317-232-9564 FAX: 317-232-7257
HOME PAGE URL: *http://www.state.in.us/legislative/*
CONTACT PERSON: Linda Miller
CONTACT PHONE: 317-232-9564 FAX: 317-232-7257
E-MAIL ADDRESS: *lmiller@iga.state.in.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3.5 (Full Time: 3 Part Time: 0.5)
OFFICE HOURS: 8:00 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: NA
PRINTING EXPENSES: NA
COMPUTER EXPENSES: NA
SUBSIDY RECEIVED: NA
AMOUNT RECEIVED FROM SUBSCRIPTIONS: NA
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ■ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point to 9 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 8800
NUMBER OF FREE SUBSCRIBERS: 300
PRICE PER ISSUE: $10
PRICE PER SUBSCRIPTION: $115
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: 12 months
REGISTER IS AVAILABLE FROM: Legislative Services; 200 W Washington St Ste 302; Indianapolis, IN 46204-2789
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: Periodicals through U.S. Post Office
AVERAGE PAGES PER ISSUE: 350 pages (October 1997-September 1998)
AVERAGE PAGES PER YEAR: 4,200 pages (October 1997-September 1998)

ON-LINE SUBSCRIPTION SYSTEM EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 50
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ■ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
ADOPTED RULES: ☐ Notice Only ■ Full Text
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ■ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ■ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ■ Full Text
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
OPEN MEETINGS: ☐ Yes ■ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
correct bad citations, typos, clerical errors
ECONOMIC IMPACT STATEMENTS: ☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ■ No
OTHER STATEMENTS: ■ Yes ☐ No
nonrule policy statements, rulings
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
only on proposed rules
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: IC 4-22-2
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1978
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: 21 IR ___ (Volume IR Page Number)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ■ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
only some agencies, not all
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: Some indefinitely; some 90 days
LAW PERTAINING TO RULEMAKING: IC 4-22-2

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: INDIANA
ADMINISTRATIVE CODE: Indiana Administrative Code (IAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Services Agency
DIRECTOR: Phil Sachtleben, Acting Executive Director
ADDRESS: 200 W Washington St Ste 302
Indianapolis, IN 46204-2789
PHONE: 317-232-9564 FAX: 317-232-7257
HOME PAGE URL: *http://www.state.in.us/legislative/*
CONTACT PERSON: Linda Miller, Managing Editor
CONTACT PHONE: 317-232-9564 FAX: 317-232-7257
E-MAIL ADDRESS: *lmiller@iga.state.in.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: NA
PRINTING EXPENSES: NA
COMPUTER EXPENSES: NA
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $0
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ■ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: WordPerfect) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: every 5 years
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 1,800
YEAR ENTIRE CODE LAST PRINTED: 1996
PAGES PER FULL SET: 12,180 pages (1996 and 1999)
AVERAGE PAGES PER VOLUME: 1,000 pages (1996 and 1999)
PAGES PER SUPPLEMENT (AVERAGE): 4,700 pages (1996 and 1999)
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 7" x 9.5"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 300
NUMBER OF FREE SUBSCRIBERS: 1,000
PRICE PER SET: $236
NUMBER OF VOLUMES PER SET: Main: 14; Supplement: 2 to 4
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: volume or pages
PRICE FOR SMALLEST AVAILABLE PURCHASE: $0.15 per page
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: annual
FORMAT: paperback volumes
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
based on cost
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $67.50
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: 12 months
CODE IS AVAILABLE FROM: Legislative Services; 200 W Washington St Ste 302; Indianapolis, IN 46204-2789
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: not promoted
METHOD USED FOR DISTRIBUTION: UPS

ON-LINE SUBSCRIPTION SYSTEM EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 50
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: updated database
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: 12 months
CODE IS AVAILABLE FROM: Legislative Services; 200 W Washington St Ste 302; Indianapolis, IN 46204-2789
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Modem
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: annual
FORMAT: updated CD-ROM
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: when requested
CODE IS AVAILABLE FROM:
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: $0
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.ai.org/legislative/iac/
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: WordPerfect
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
■ Diskette ■ On-Line ■ Bulletin Board ■ Internet ■ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ■ On-Line ■ Bulletin Board ■ Internet ■ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
repealed or incorrect citations; typographical errors

MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
not at final stage
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION: IC 4-22-2
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ■ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1978
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: IAC
OTHER CODE INFORMATION:
CLARIFICATIONS:

IOWA

STATE: IOWA
ADMINISTRATIVE REGISTER: Iowa Administrative Bulletin
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Service Bureau, Administrative Code Division
DIRECTOR: Ms. Diane Bolender, Director
ADDRESS: Capitol
Des Moines, IA 50319
PHONE: 515-281-3566 FAX: 515-281-8027
HOME PAGE URL: ***http://www.legis.state.ia.us/***
CONTACT PERSON: Kathleen Bates, Iowa Administrative Code Editor
CONTACT PHONE: 515-281-3355 FAX: 515-281-4424
E-MAIL ADDRESS: ***kbates@legis.state.ia.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 11–same as Code (Full Time: 11 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: Gross salaries $346,840 (includes Administrative Code)
PRINTING EXPENSES: $65,936
COMPUTER EXPENSES: unknown
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $0
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ■ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 234
NUMBER OF FREE SUBSCRIBERS: 441
PRICE PER ISSUE: $19.95
PRICE PER SUBSCRIPTION: $256.31 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Dept. of General Services; Grimes State Office Bldg.; Des Moines, IA 50319
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: renewal notice by General Services Department
METHOD USED FOR DISTRIBUTION: contract with vendor
AVERAGE PAGES PER ISSUE: 88 pages (1998)
AVERAGE PAGES PER YEAR: 2,300 pages (1998)

CD-ROM EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: included on Administrative Code CD-ROM
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Legislative Service Bureau; Capitol; Des Moines, IA 50319
PRODUCED: ■ in-house ■ by outside vendor ☐ NA
CD ROM premaster made in-house; duplicates made by outside vendor under contract
SOFTWARE REQUIRED TO ACCESS DATA: Microsoft Windows, Windows 95, or later; Windows NT 4.0
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: brochure
METHOD USED FOR DISTRIBUTION: vendor contract

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://www.legis.state.ia.us/Rules/1999/Bulletin/
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES: home page
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ■ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ■ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ■ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway, Sun
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ■ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ■ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
ADOPTED RULES: ☐ Notice Only ■ Full Text
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ■ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ■ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ■ Full Text
OTHER MATERIALS: ☐ Notice Only ■ Full Text
anything deemed fitting and proper by the Administrative Rules Review Committee
OPEN MEETINGS: ☐ Yes ■ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ☐ Yes ■ No
table of contents only
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No

SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
OTHER STATEMENTS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No with agency permission
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: Iowa Code chapter 17A
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: July 15, 1975 (part I of Administrative Code Supplement), June 14, 1978 in current pamphlet format
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: IAB Vol. __ No. __ (date) p. __ ARC___
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: indefinitely
LAW PERTAINING TO RULEMAKING: Iowa Code chapter 17A

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No as requested
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS: Budget–expenses are covered by state appropriation (open)

STATE: IOWA
ADMINISTRATIVE CODE: Iowa Administrative Code
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Service Bureau, Administrative Code Division
DIRECTOR: Ms. Diane Bolender, Director
ADDRESS: Capitol
Des Moines, IA 50319
PHONE: 515-281-3566 FAX: 515-281-8027
HOME PAGE URL: ***http://www.legis.state.ia.us/***
CONTACT PERSON: Kathleen Bates, Iowa Administrative Code Editor
CONTACT PHONE: 515-281-3355 FAX: 515-281-4424
E-MAIL ADDRESS: ***kbates@legis.state.ia.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 11–same as Bulletin (Full Time: 11 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: Gross salaries $346,840 (includes Administrative Bulletin)
PRINTING EXPENSES: $272,670
COMPUTER EXPENSES: unknown
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $0
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: Interleaf) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: Initial Code 1975, supplemented biweekly
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED: 1975
PAGES PER FULL SET: approx 12,500 pages (1998)
AVERAGE PAGES PER VOLUME: varies (500-600 pages) (1998)
PAGES PER SUPPLEMENT (AVERAGE): 294 pages (1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 6" x 9"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: 9 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 289
NUMBER OF FREE SUBSCRIBERS: 374
PRICE PER SET: new subscription $1,119 + $55.95 tax. Supplements only: $393.50 + $19.68 tax
NUMBER OF VOLUMES PER SET: 22
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE: photocopies $0.25 per page
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: biweekly
FORMAT: looseleaf replacement pages
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No first year
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No first year only
PRICE: $393.50 + $19.68 tax per year
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Dept of General Services; Grimes State Office Building; Des Moines, IA 50319
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: renewal notice
METHOD USED FOR DISTRIBUTION: contract

CD-ROM EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: $100 per year
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT: new disc
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No four quarterly per year
PRICE: $100 per year
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Legislative Service Bureau; Capitol; Des Moines, IA 50319
PRODUCED: ■ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Microsoft Windows, Windows 95, or Windows NT 4.0
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: brochure
METHOD USED FOR DISTRIBUTION: vendor contract

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: biweekly
FORMAT: on Internet new version biweekly
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: ***http://iac.legis.state.ia.us/ileaf/***
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES: home page
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house
■ computer services agency ■ private vendor
☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs
■ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway, Sun
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ■ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ■ Interleaf
☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
delays, objections
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ■ Yes ☐ No
1. General information; 2. Iowa Code ch 17A; 3. Style and format; 4. Table of statutes implemented; 5. Uniform rules on agency procedure; and 6. Index

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
with agency permission
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: Iowa Code chapter 17A
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted
☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject
■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1975
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: (Agency No.) IAC (chapter)
OTHER CODE INFORMATION:
CLARIFICATIONS: Expenses are paid by state appropriation. General Services Department sells subscriptions; a portion goes into state general fund.

KANSAS

STATE: KANSAS
ADMINISTRATIVE REGISTER: Kansas Register
ISSN: 0662-190

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State, Communications Division
DIRECTOR: Ron Thornburgh, Secretary of State
ADDRESS: 2nd Flr State Capitol
300 SW 10th Ave
Topeka KS 66612-1594
PHONE: 785-296-4564 FAX: 785-291-3051
HOME PAGE URL: ***http://www.kssos.org/***
CONTACT PERSON: Nancy Reddy, Kansas Register Editor
CONTACT PHONE: 785-296-3489 FAX: 785-291-3051
E-MAIL ADDRESS:
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature
☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 1.5 (Full Time: 1 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES: $200,000
COMPUTER EXPENSES: included in amount above
SUBSIDY RECEIVED: none
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $58,000
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS:
■ Yes ☐ No ■ In part: about 27% subs. And 75% pub. fees

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: normally 2 (index is 3)
TYPE POINT SIZE: 10 point on most items
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 819
NUMBER OF FREE SUBSCRIBERS: 491
PRICE PER ISSUE: NA
PRICE PER SUBSCRIPTION: $70
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Kansas Secretary of State; 2nd Flr State Capitol; 300 SW 10th Ave; Topeka KS 66612-1594
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE: 32 to 40 pages (all years--stays about the same)
AVERAGE PAGES PER YEAR: 1,800 to 2,000 pages (all years--stays about the same)

INTERNET EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: $0.125 per hit
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: Information Network of Kansas ***http://www.ink.org/ink/legislative/registers/***
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house
■ computer services agency ☐ private vendor
☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ■ other
BRAND OF COMPUTER EQUIPMENT USED: Sun Ultra 5
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ■ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf
☐ FrameMaker ☐Microsoft Word ■ other

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only	☐ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	■ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	■ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	■ Full Text
JUDICIAL ITEMS:	■ Notice Only	☐ Full Text

LEGISLATIVE ITEMS: ■ Notice Only ■ Full Text
ATTORNEY GENERAL OPINIONS: ■ Notice Only ☐ Full Text
summary only
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
bond sale / redemption, Requests for Proposals (RFPs), miscellaneous public notices
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ■ No
OTHER STATEMENTS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
if necessary
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ Nc
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: K.S.A. 75-430 et seq.
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1982
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ■ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION: The Kansas Register is the official state newspaper in which a variety of state government-related items appear. Proposed and adopted regulations make up only a fraction of the Register's content.

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING: K.S.A. 77-415 et seq.

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ☐ Yes ■ No
KS Dept. of Administration does this
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ☐ Yes ■ No
KS Dept. of Administration does this
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
KS Dept. of Administration does this
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
KS Dept. of Administration does this
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ■ No
KS Dept. of Administration does this
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: KANSAS
ADMINISTRATIVE CODE: Kansas Administrative Regulations (KAR)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Secretary of State, Communications Division
DIRECTOR: Ron Thornburgh, Secretary of State
ADDRESS: 2nd Flr State Capitol
300 SW 10th Ave
Topeka KS 66612-1594
PHONE: 785-296-4564 FAX: 785-291-3051
HOME PAGE URL: ***http://www.kssos.org/***
CONTACT PERSON: Barb Nemec, Kansas Administrative Regulations Editor
CONTACT PHONE: 785-296-2114 FAX: 785-291-3051
E-MAIL ADDRESS: ***BarbN@ssmail.wpo.state.ks.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 1.5 (Full Time: 1 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES: $100,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: every three years
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 2,500
YEAR ENTIRE CODE LAST PRINTED: 1997 volumes printed in 1998
PAGES PER FULL SET: 3,520 pages (1997 volumes which include all regs filed through 1996)
AVERAGE PAGES PER VOLUME: Volumes 1 and 3: 660 pages; Volumes 2 and 4: 1,050 pages (1997 volumes which include all regs filed through 1996)
PAGES PER SUPPLEMENT (AVERAGE): 700 pages (1997 volumes which include all regs filed through 1996)
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 7" x 10"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1,600
NUMBER OF FREE SUBSCRIBERS: 350
PRICE PER SET: $81.65
NUMBER OF VOLUMES PER SET: 4 volumes and an index
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: individual volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $24.25
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: yearly
FORMAT: volume
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
notification sent to previous customers
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $24.25
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: Kansas Secretary of State; 300 SW 10th; Topeka KS 66612
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
state printing plant
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: notice sent to previous customers
METHOD USED FOR DISTRIBUTION: UPS

INTERNET EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: Information Network of Kansas ***http://www.ink.org/ink/kar/kar.html***
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other

ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house
■ computer services agency ☐ private vendor
☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs
■ Unix ☐ Macintoshes ☐ RISC Based PCs
■ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Aviion by DataGeneral
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
■ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ■ other: Penta typesetting system

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: K.S.A. 77-415 et seq.
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted
■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): general index–arranged by subject and state agency
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject
■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1965
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
CODE IS CITED AS: Kansas Administrative Regulations (K.A.R.)
OTHER CODE INFORMATION: Secretary of State–edits, compiles, and distributes; State Printing Plant–prints
CLARIFICATIONS:

KENTUCKY

STATE: KENTUCKY
ADMINISTRATIVE REGISTER: Kentucky Administrative Register
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Research Commission
DIRECTOR: Robert Sherman, Director
ADDRESS: Rm 300 State Capitol
Frankfort, KY 40601
PHONE: 502-564-8100 FAX: 502-564-6543
HOME PAGE URL: *http://www.lrc.state.ky.us/*
CONTACT PERSON: Susan Wunderlich, Regulations Compiler
CONTACT PHONE: 502-564-8100 FAX: 502-564-5463
E-MAIL ADDRESS: *susan.wunderlich@lrc.state.ky.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature
☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: Part of LRC Budget
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $48 per subscription
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS:
☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: Helvetica 8 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 700
NUMBER OF FREE SUBSCRIBERS: 75
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: $48 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Legislative Research Commission; Rm 300 State Capitol; Frankfort, KY 40601
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: US Mail book rate
AVERAGE PAGES PER ISSUE: 300 pages (1998)
AVERAGE PAGES PER YEAR: 3,600 pages (1998)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house
☐ computer services agency ☐ private vendor
☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
ADOPTED RULES: ■ Notice Only ☐ Full Text
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ☐ Full Text
PROCLAMATIONS: ☐ Notice Only ☐ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ■ Full Text
minutes
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ■ Full Text
indexes, notices of intent
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ■ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ■ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
OTHER STATEMENTS: ■ Yes ☐ No
federal mandate, tiering, local government impact
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ☐ Yes ■ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: KRS Chapter 13A
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1974
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ■ other: Legislative Research Commission
REGISTER IS CITED AS: Kentucky Administrative Register (KAR)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other

LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee

STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No

EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 170 days following publication in Register

LAW PERTAINING TO RULEMAKING: KRS chapter 13A

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No

THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No

THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No

THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No

THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No

THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No

THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No

THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No

CLARIFICATIONS:

STATE: KENTUCKY

ADMINISTRATIVE CODE: Kentucky Administrative Regulation Service

ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Research Commission

DIRECTOR: Robert Sherman, Director

ADDRESS: Rm 300 State Capitol
Frankfort, KY 40601

PHONE: 502-564-8100 FAX: 502-564-6543

HOME PAGE URL: ***http://www.lrc.state.ky.us/***

CONTACT PERSON: Susan Wunderlich, Regulations Compiler

CONTACT PHONE: 502-564-8100 FAX: 502-564-5463

E-MAIL ADDRESS: ***susan.wunderlich@lrc.state.ky.us***

THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other

TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)

OFFICE HOURS: 8:00 a.m. - 4:30 p.m.

DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: Part of LRC Budget

PRINTING EXPENSES:

COMPUTER EXPENSES:

SUBSIDY RECEIVED:

AMOUNT RECEIVED FROM SUBSCRIPTIONS: $135 for Code or $160 for Code and Register

PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: annual

NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 9

YEAR ENTIRE CODE LAST PRINTED: 1998

PAGES PER FULL SET: 5,400 pages (1998)

AVERAGE PAGES PER VOLUME: 600 pages (1998)

PAGES PER SUPPLEMENT (AVERAGE): 300 pages (1998)

FORMAT(S): ☐ Loose-leaf ☐ Paperback ☐ hardbound ■ other: soft bound (vinyl)

DIMENSIONS OF CODE PAGES:

COLUMNS PER PAGE:

TYPE POINT SIZE:

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA

NUMBER OF PAID SUBSCRIBERS: 700

NUMBER OF FREE SUBSCRIBERS: 75

PRICE PER SET: $135

NUMBER OF VOLUMES PER SET: 9

PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other: in-house

SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: NA

PRICE FOR SMALLEST AVAILABLE PURCHASE: NA

CODE SUPPLEMENTED: ■ Yes ☐ No

FREQUENCY: monthly

FORMAT: Register

AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No

SEPARATE SUBSCRIPTION: ■ Yes ☐ No

INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
only by combination purchase

PRICE: subscription to Register

PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA

SUBSCRIPTION LENGTH: one year

CODE IS AVAILABLE FROM: Legislative Research Commission; Rm 300 State Capitol; Frankfort, KY 40601

PRINTED: ■ in-house ☐ by outside vendor ☐ NA

CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA

METHOD USED TO PROMOTE SALES: NA

METHOD USED FOR DISTRIBUTION: U.S. Mail book rate

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA

NUMBER OF PAID SUBSCRIBERS: free

NUMBER OF FREE SUBSCRIBERS: free

PRICE PER SET: free

NUMBER OF VOLUMES PER SET: NA

PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other

SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: NA

PRICE FOR SMALLEST AVAILABLE PURCHASE: free

CODE SUPPLEMENTED: ☐ Yes ☐ No

FREQUENCY:

FORMAT:

AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No

SEPARATE SUBSCRIPTION: ☐ Yes ☐ No

INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No

PRICE:

PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA

SUBSCRIPTION LENGTH:

CODE IS AVAILABLE FROM:
http://www.lrc.state.ky.us/kar/frntpage.htm

PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA

SOFTWARE REQUIRED TO ACCESS DATA:

SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA

METHOD USED TO PROMOTE SALES:

METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No

ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other

ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other

ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other

COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other

TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other

BRAND OF COMPUTER EQUIPMENT USED: Gateway

COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:

ANNOTATIONS: ■ Yes ☐ No

MAPS: ☐ Yes ☐ No

ILLUSTRATIONS: ☐ Yes ☐ No

TABLES: ☐ Yes ☐ No

EMERGENCY RULES: ■ Yes ☐ No
if in effect when published

OTHER: ■ Yes ☐ No
subject, KRS indices; list of regulations no longer in effect

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No

AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No

CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No

CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No

LAW PERTAINING TO CODE PUBLICATION: KRS Chapter 13A

CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ■ other: LRC

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No

TYPE(S): subject, KRS

INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1974
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: KARS
OTHER CODE INFORMATION:
CLARIFICATIONS:

LOUISIANA

STATE: LOUISIANA
ADMINISTRATIVE REGISTER: Louisiana Register
ISSN: NA

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Office of the State Register
DIRECTOR: Eileen Menard, Director
ADDRESS: PO Box 94095
Baton Rouge, LA 70804-9095
PHONE: 225-342-5015 FAX: 225-342-1057
HOME PAGE URL: ***http://www.state.la.us/osr/osr.htm***
CONTACT PERSON: Catherine Friloux, Office Coordinator I
CONTACT PHONE: 225-342-5016 FAX: 225-342-1057
E-MAIL ADDRESS:
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: executive branch, Division of Administration
TOTAL NUMBER OF EMPLOYEES (FTE): 5 (Full Time: 5 Part Time: 1) staff effort used on the Louisiana Administrative Code and Louisiana Register production interchangeably.
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES: $38,405
COMPUTER EXPENSES: not readily available
SUBSIDY RECEIVED: $294,416 carry over from self-generated funds
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $48,750
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: PDF) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point Times New Roman
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS: 65
PRICE PER ISSUE: $10 each
PRICE PER SUBSCRIPTION: $65 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: 1051 North Third St Rm 512; Baton Rouge, LA 70802
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Renewal notices
METHOD USED FOR DISTRIBUTION: US Mail 2nd class, Bulk
AVERAGE PAGES PER ISSUE: 150-200 pages (July 1, 1998-June 30, 1999)
AVERAGE PAGES PER YEAR: 1,800-2,400 pages (July 1, 1998-June 30, 1999)

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://www.state.la.us/osr/reg/register.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ■ other: Division of Administration, Office of Information Services
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ■ Mainframe ■ other
BRAND OF COMPUTER EQUIPMENT USED: IBM and Dell
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ■ Adobe PageMaker ■ Corel WordPerfect (presently) ☐ Interleaf ☐ FrameMaker ■ Microsoft Word (future) ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only ■ Full Text
ADOPTED RULES:	☐ Notice Only ■ Full Text
EMERGENCY RULES:	☐ Notice Only ■ Full Text
COURT ORDERED RULES:	☐ Notice Only ■ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only ■ Full Text
EXECUTIVE ORDERS:	☐ Notice Only ■ Full Text
PROCLAMATIONS:	☐ Notice Only ☐ Full Text
STATE CONTRACTS:	☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only ■ Full Text
JUDICIAL ITEMS:	☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only ■ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only ☐ Full Text
OTHER MATERIALS:	☐ Notice Only ■ Full Text
OPEN MEETINGS:	■ Yes ☐ No
PUBLIC HEARINGS:	■ Yes ☐ No
INDEX:	■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:	
ANNOTATIONS:	☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:	■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes ■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes ■ No
OTHER STATEMENTS:	☐ Yes ■ No
MAPS:	■ Yes ☐ No
ILLUSTRATIONS:	■ Yes ☐ No
TABLES:	■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: R.S. 49:950 et seq.
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1975
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: Louisiana Register, Volume, Month, Year
OTHER REGISTER INFORMATION: NA

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: Maximum 120 days under certain circumstances
LAW PERTAINING TO RULEMAKING: R.S. 49:950 et seq.

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS:	■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	☐ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	■ Yes ☐ No

CLARIFICATIONS:

STATE: LOUISIANA
ADMINISTRATIVE CODE: Louisiana Administrative Code (LAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of the State Register
DIRECTOR: Eileen Menard, Director
ADDRESS: PO Box 94095
Baton Rouge, LA 70804-9095
PHONE: 225-342-5015 FAX: 225-342-1057
HOME PAGE URL: ***http://www.state.la.us/osr/osr.htm***
CONTACT PERSON: Vickie Moreau, State Register Editor (Code Editor)
CONTACT PHONE: 225-342-5018 FAX: 225-342-1057
E-MAIL ADDRESS: ***vmoreau@doa.state.la.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: executive branch, Division of Administration
TOTAL NUMBER OF EMPLOYEES (FTE): 5 (Full Time: 3 Part Time: 2)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES: not readily available
SUBSIDY RECEIVED: $294,416
AMOUNT RECEIVED FROM SUBSCRIPTIONS: NA
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: PDF) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: every 2 years
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: NA
YEAR ENTIRE CODE LAST PRINTED:
PAGES PER FULL SET:
AVERAGE PAGES PER VOLUME: varied
PAGES PER SUPPLEMENT (AVERAGE): NA
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS: 65
PRICE PER SET: $1,080
NUMBER OF VOLUMES PER SET: 71
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: per volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $1 – code books are priced at $0.25 per page. The cost of an individual book ranges from $1 to $168 each.
CODE SUPPLEMENTED: ☐ Yes ■ No
FREQUENCY: NA
FORMAT: NA
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ☐ Yes ■ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: NA
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH: NA
CODE IS AVAILABLE FROM: Office of the State Register; PO Box 94095; Baton Rouge, LA 70804-9095
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Notice in the LA Register and direct mail
METHOD USED FOR DISTRIBUTION: US Mail 2nd class and bulk

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE: free
CODE SUPPLEMENTED: ☐ Yes ■ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: NA
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.state.la.us/osr/lac/lac.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES: publication list on Internet
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ■ other: Division of Administration, Office of Information Services
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: IBM and Dell
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ■ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No with agency authority
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: R.S. 49:950 et seq.
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): alphabetical by subject
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ☐ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1986
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: LAC, Title, Part
OTHER CODE INFORMATION:
CLARIFICATIONS:

MAINE

STATE: MAINE
ADMINISTRATIVE REGISTER: *Maine does not publish a Register*
ISSN:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No (for most rules) ■ Action by the full legislature (for some rules) ■ action by a legislative committee (for some rules)
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 90 days except for major substantive rules
LAW PERTAINING TO RULEMAKING: 5 MRSA § 8001-11116

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
no register

CLARIFICATIONS: While Maine does not publish a register, Maine does offer a subscription at $52 per year ($1 per week) to photocopies of the rulemaking notices published in 5 daily Maine newspapers each week. These notices are also available free on the web at ***http://www.state.me.us/sos/cec/rcn/apa/weekly.htm***. There is a register published by a private company–Weil Publishing, 150 Capitol St., Augusta, ME 04330

STATE: MAINE
ADMINISTRATIVE CODE: Code of Maine Rules (CMR)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of the Secretary of State; Division of Rules, Commissions and Administration
DIRECTOR: Don Wismer, Administrative Rules Coordinator
ADDRESS: 101 State House Station
Augusta, ME 04333-0101
PHONE: 207-287-6381 FAX: 207-287-5874
HOME PAGE URL:
http://www.state.me.us/sos/cec/rcn/apa/apa.htm
CONTACT PERSON: Don Wismer, Administrative Rules Coordinator
CONTACT PHONE: 207-287-6381 FAX: 207-287-5874
E-MAIL ADDRESS:
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 2 (Full Time: 2 Part Time:)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ☐ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: Microsoft Word) ☐ Microfilm/microfiche ☐ other

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE: free
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.state.me.us/sos/cec/rcn/apa/depts.htm
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ☐ Yes ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION:
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED:
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ☐ No
CODE IS CITED AS:
OTHER CODE INFORMATION:
CLARIFICATIONS: The Code is "published" by the state only on the web. A private publisher–Weil Publishing–publishes an administrative code that is not certified by the state as a private enterprise

MARYLAND

STATE: MARYLAND
ADMINISTRATIVE REGISTER: Maryland Register
ISSN: 0360-2834

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Division of State Documents
DIRECTOR: Robert J. Colborn, Administrator
ADDRESS: PO Box 2249
11 Bladen St
Annapolis, MD 21404
PHONE: 410-974-2486 or 800-633-9657
FAX: 410-974-2546
HOME PAGE URL: ***http://www.sos.state.md.us/*** [Editor's note: the Division of State Documents' home page may be accessed directly at ***http://www.sos.state.md.us/sos/dsd/html/stdocs.html***]
CONTACT PERSON: Robert J. Colborn, Director
PHONE: 410-974-2486 or 800-633-9657
FAX: 410-974-2546
E-MAIL ADDRESS:
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 7 (Full Time: 6 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $245,000
PRINTING EXPENSES: $130,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED: 40%
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $138,000

PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS:
■ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ■ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 9 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1,150
NUMBER OF FREE SUBSCRIBERS: 300
PRICE PER ISSUE: $7
PRICE PER SUBSCRIPTION: $180 1st Class; $100 2nd Class
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Division of State Documents; PO Box 2249, 11 Bladen Street; Annapolis, MD 21404
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher (printer) ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail
METHOD USED FOR DISTRIBUTION: mail house contract
AVERAGE PAGES PER ISSUE: 80 pages (July 1997 - June 1998)
AVERAGE PAGES PER YEAR: 2,200 pages (July 1997- June 1998)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ■ Unix ■ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Various
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ■ Solaris ■ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	■ Notice Only	☐ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	■ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	■ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	■ Full Text
JUDICIAL ITEMS:	☐ Notice Only	■ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
synopsis		
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	■ Full Text
OTHER MATERIALS:	☐ Notice Only	☐ Full Text
OPEN MEETINGS:	■ Yes	☐ No
PUBLIC HEARINGS:	■ Yes	☐ No
INDEX:	■ Yes	☐ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	■ Yes	☐ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	■ Yes	☐ No
OTHER STATEMENTS:	■ Yes	☐ No
Comparison to Federal Standards, Statement of Purpose		
MAPS:	■ Yes	☐ No
ILLUSTRATIONS:	■ Yes	☐ No
TABLES:	■ Yes	☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: State Government Article Title 7, Subtitle 2 and Title 10, Subtitle 1, Annotated Code of Maryland
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED:
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: Volume: issue Md. R. page (e.g., 25:26 Md.R. 1901)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ■ other: attorney general review
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: as specified by legislative oversight committee
LAW PERTAINING TO RULEMAKING: State Government Article Title 7, Subtitle 2 and Title 10, Subtitle 1, Annotated Code of Maryland

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: MARYLAND
ADMINISTRATIVE CODE: Code of Maryland Regulations (COMAR)
ISSN/ISBN: NA

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Division of State Documents
DIRECTOR: Robert J. Colborn, Administrator
ADDRESS: PO Box 2249
11 Bladen St
Annapolis, MD 21404
PHONE: 410-974-2486 or 800-633-9657
FAX: 410-974-2546
HOME PAGE URL: ***http://www.sos.state.md.us/*** [Editor's note: the Division of State Documents' home page may be accessed directly at ***http://www.sos.state.md.us/sos/dsd/html/stdocs.html***]
CONTACT PERSON: Robert J. Colborn, Director
PHONE: 410-974-2486 or 800-633-9657
FAX: 410-974-2546
E-MAIL ADDRESS:
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 9 (Full Time: 7 Part Time: 2)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $305,000
PRINTING EXPENSES: $100,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED: 40%
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $282,000
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM (via Westlaw and LOIS) ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: NA
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: NA
YEAR ENTIRE CODE LAST PRINTED: NA
PAGES PER FULL SET: 22,000 pages (July 1997 - June 1998)
AVERAGE PAGES PER VOLUME: 800 pages (July 1997 - June 1998)
PAGES PER SUPPLEMENT (AVERAGE): 150 pages (July 1997 - June 1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ■ other: some popular sections - bound
DIMENSIONS OF CODE PAGES: 6" x 9"

COLUMNS PER PAGE: 1
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 285 full set; 6,000 partial set
NUMBER OF FREE SUBSCRIBERS: 52
PRICE PER SET: $950
NUMBER OF VOLUMES PER SET: 34
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: individual title or volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $7
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: yearly
FORMAT: looseleaf pages
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
to the end of the fiscal year
PRICE: $300
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Division of State Documents; PO Box 2249, 11 Bladen Street; Annapolis, MD 21404
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail
METHOD USED FOR DISTRIBUTION: UPS

CD-ROM EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: Marketing staff
METHOD USED FOR DISTRIBUTION: UPS

INTERNET EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: Marketing staff
METHOD USED FOR DISTRIBUTION: UPS

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Sun
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ■ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ■ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ☐ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: State Government Article Title 7, Subtitle 2 and Title 10, Subtitle 1, Annotated Code of Maryland

CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ■ the publisher (Division of State Documents) ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S):
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1977
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: COMAR (Title).(Subtitle).(Chapter).(Regulation) (e.g., COMAR 01.02.03.04
OTHER CODE INFORMATION:
CLARIFICATIONS:

MASSACHUSETTS

STATE: MASSACHUSETTS
ADMINISTRATIVE REGISTER: Massachusetts Register
ISSN: 0896-3681

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State, State Publications and Regulations Division
DIRECTOR: Steven P. Kfoury, Executive Director
ADDRESS: 1 Ashburton Place
Plaza Level, Rm 2A
Boston, MA 02108
PHONE: 617-727-2831 FAX: 617-742-4822
HOME PAGE URL:
http://www.magnet.state.ma.us/sec/spr/
CONTACT PERSON: Steven P. Kfoury, Executive Director
CONTACT PHONE: 617-727-2831 FAX: 617-742-4822
E-MAIL ADDRESS: ***skfoury@sec.state.ma.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 5 (Full Time: 4 Part Time: 1)
OFFICE HOURS: 8:45 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ■ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 1 (except Building Code)
TYPE POINT SIZE: 12 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 392
NUMBER OF FREE SUBSCRIBERS: 8
PRICE PER ISSUE: $10
PRICE PER SUBSCRIPTION: $300 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: State Bookstore; State Bookstore; State House, Room 116; Boston, MA 02133
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE: 250 (1998)
AVERAGE PAGES PER YEAR: 7,000 (1998)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ■ Notice Only ☐ Full Text
ADOPTED RULES: ☐ Notice Only ■ Full Text
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ☐ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
Central Register and Goods and Services Bulletin
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
other
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
Lists of Acts and Resolves
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ■ Full Text
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
Items of Interest
OPEN MEETINGS: ☐ Yes ■ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ☐ Yes ■ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
Fiscal & Small Business Impact
COST BENEFIT ANALYSIS STATEMENTS: ■ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
OTHER STATEMENTS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: Chapter 30 A
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1976
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: Ma.Reg.(130)CMR
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ■ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ■ other: Public, Local Government Advisory Commission
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 3 months
LAW PERTAINING TO RULEMAKING: Chapter 30A

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
if asked
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
if asked
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
not required, but recommended
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No

CLARIFICATIONS:

STATE: MASSACHUSETTS
ADMINISTRATIVE CODE: Code of Massachusetts Regulations (CMR)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Secretary of State, State Publications and Regulations Division
DIRECTOR: Steven P. Kfoury, Executive Director
ADDRESS: 1 Ashburton Place
Plaza Level, Rm 2A
Boston, MA 02108
PHONE: 617-727-2831 FAX: 617-742-4822
HOME PAGE URL:
http://www.magnet.state.ma.us/sec/spr/
CONTACT PERSON: Steven P. Kfoury, Executive Director
CONTACT PHONE: 617-727-2831 FAX: 617-742-4822
E-MAIL ADDRESS: ***skfoury@sec.state.ma.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 5 (Full Time: 4 Part Time: 1)
OFFICE HOURS: 8:45 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM (in process) ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE: Code is a live document which is updated and printed every two weeks
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: NA
YEAR ENTIRE CODE LAST PRINTED: see above
PAGES PER FULL SET: Entire CMR is over 20,000 pages (current period)
AVERAGE PAGES PER VOLUME: Not sold by volume, but by title and chapter
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ■ other: 3-hole punched and stapled
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 1 (except Building Code)
TYPE POINT SIZE: 12 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS: NA
PRICE PER SET: approx. $1,500
NUMBER OF VOLUMES PER SET: NA
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: by chapter
PRICE FOR SMALLEST AVAILABLE PURCHASE: $0.35
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:

FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: State Bookstore; State Bookstore; State House, Room 116; Boston, MA 02133
PRINTED: ■ in-house ■ by outside vendor (Building and Plumbing Codes) ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: bookstore catalog, web site
METHOD USED FOR DISTRIBUTION: Mail in-house via UPS or US Mail

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
currently working on this project
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
emergency regulations are available in the MA Register
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: M.G.L. c. 30A
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ☐ agency ■ other: Agency title number

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1976
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
CODE IS CITED AS: CMR (e.g., 130 CMR 2.00)
OTHER CODE INFORMATION:
CLARIFICATIONS:

MICHIGAN

STATE: MICHIGAN
ADMINISTRATIVE REGISTER: Michigan Register [*from 1998 Survey*]
[Editor's note: Michigan did not return the Register survey questionnaire in 1999. The data reflected for the Michigan Register was submitted for the 1997-1998 Survey.]
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Service Bureau
DIRECTOR: Eliott Smith, Director
ADDRESS: PO Box 30036
Lansing, MI 48909
PHONE: 517-373-0170 FAX: 517-373-0171
HOME PAGE URL:
http://www.milegislativecouncil.org/lsbf.html
CONTACT PERSON: Roger Peters, Legal Editing and Law Publication Division Director
CONTACT PHONE: 517-373-7342 FAX: 517-373-0171
E-MAIL ADDRESS: RPeters@LSB.state.mi.us
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 8.5 (Full Time: 6 Part Time: 4)
OFFICE HOURS: 8:30 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: 850
NUMBER OF FREE SUBSCRIBERS: 894
PRICE PER ISSUE: NA
PRICE PER SUBSCRIPTION: $110
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other: cost of publication
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ n/a
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Department of Management and Budget; Office Services Division; PO Box 30026; Lansing, MI 48909-7536; 517-322-5088
PRINTED: ■ in-house ☐ by outside vendor ☐ n/a
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ n/a
METHOD USED TO PROMOTE SALES: direct mail, advertising, seminars
METHOD USED FOR DISTRIBUTION: US Mail 1st class
AVERAGE PAGES PER ISSUE: 175 pages (1995)
AVERAGE PAGES PER YEAR: 2,100 pages (1995)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ■ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Apple
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: Quark Express

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
ADOPTED RULES: ☐ Notice Only ■ Full Text
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ☐ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ■ Notice Only ☐ Full Text
summary
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ■ Full Text
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
OPEN MEETINGS: ☐ Yes ■ No

PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ☐ No
OTHER STATEMENTS: ☐ Yes ☐ No
MAPS: ☐ Yes ☐ No
ILLUSTRATIONS: ☐ Yes ☐ No
TABLES: ☐ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION:
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1984
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: six months with a possible six-month extension
LAW PERTAINING TO RULEMAKING:

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: MICHIGAN
ADMINISTRATIVE CODE: Michigan Administrative Code
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Service Bureau
DIRECTOR: Eliott Smith, Director
ADDRESS: PO Box 30036
Lansing, MI 48909
PHONE: 517-373-0170 FAX: 517-373-0171
HOME PAGE URL:
http://www.milegislativecouncil.org/lsbf.html
CONTACT PERSON: Roger Peters, Legal Editing and Law Publication Division Director
CONTACT PHONE: 517-373-7342 FAX: 517-373-0171
E-MAIL ADDRESS: ***Rpeters@LSB.state.mi.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:30 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: NA
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: last edition, 1979; new edition in production, 1999
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: NA
YEAR ENTIRE CODE LAST PRINTED: 1979
PAGES PER FULL SET: 5,235 pages (1979-1998)
AVERAGE PAGES PER VOLUME: 1,750 pages (1979-1998)
PAGES PER SUPPLEMENT (AVERAGE): 1,200 pages (1979-1998)
FORMAT(S): ☐ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 6" x 10"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 10 point
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: as to the 1999 Code under production–not available
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: not yet available
NUMBER OF VOLUMES PER SET: not yet available
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: NA
PRICE FOR SMALLEST AVAILABLE PURCHASE: NA
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: annually
FORMAT: replacement volumes
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ n/a
SUBSCRIPTION LENGTH: variable
CODE IS AVAILABLE FROM: Conway Greene, Inc.; 1414 S Green St; South Euclid, OH 44121
PRINTED: ☐ in-house ■ by outside vendor ☐ n/a
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ n/a
METHOD USED TO PROMOTE SALES: direct mail; print advertisements; etc.
METHOD USED FOR DISTRIBUTION: variable

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: as to the 1999 Code under production–not available
NUMBER OF FREE SUBSCRIBERS: as to the 1999 Code under production–not available
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: annually
FORMAT: replacement CD
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ n/a
SUBSCRIPTION LENGTH: variable
CODE IS AVAILABLE FROM: Conway Greene, Inc.; 1414 S Green St.; South Euclid, OH 44121
PRODUCED: ☐ in-house ■ by outside vendor ☐ n/a
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ n/a
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other: Legislature ☐ n/a
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ■ other: free
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: daily–as rules go into effect
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: no cost
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ n/a
SUBSCRIPTION LENGTH: free
CODE IS AVAILABLE FROM: Office of Regulatory Reform – ***http://www.state.mi.us/execoff/admincode/***
PRODUCED: ☐ in-house ☐ by outside vendor ☐ n/a
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ n/a
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ■ Macintoshes ☐ RISC Based PCs ■ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: variable–Dell PCs
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ■ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ■ Macintosh 7.x or higher ■ other: Compos PTP
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: Quark Express FTP

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: MCL 24.201 et seq.
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject matter, agency, numeric
INDICES PREPARED: ■ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: first compilation–1944
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: 1979 AC, R408.41863; 1983 AACS, R 408.41863
OTHER CODE INFORMATION:
CLARIFICATIONS: The last complete compilation was in 1979. A new 1999 edition is being prepared under contract with Conway Greene, Inc. Under the contract, new print edition of Code will be produced along with electronic products (CD-ROM, etc., and free Internet access to public). SGML database of new edition will be posted on legislative website and hyperlinked to other legislative databases.

MINNESOTA

STATE: MINNESOTA
ADMINISTRATIVE REGISTER: Minnesota State Register
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Department of Administration, Communications Media Division
DIRECTOR: Mary K. Mikes, Director
ADDRESS: 117 University Ave St. Paul MN 55155
PHONE: 651-297-3979 FAX: 651-297-8260
HOME PAGE URL: ***http://www.comm.media.state.mn.us/***
CONTACT PERSON: Robin PanLener
CONTACT PHONE: 651-297-7963 FAX: 651-297-8260
E-MAIL ADDRESS: ***RpanLender@state.mn.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: Executive Branch, Department of Administration
TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $47,600
PRINTING EXPENSES: $150,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED: $20,000
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $300,000
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly (Contracts Supplement issued three times per week) ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: PDF) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: 11 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1,000
NUMBER OF FREE SUBSCRIBERS: 300
PRICE PER ISSUE: $5
PRICE PER SUBSCRIPTION: $165 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Minnesota's Bookstore; 117 University Ave; St. Paul, MN 55155; Phone 651-297-3000; Toll-free 1-800-657-3757
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail
METHOD USED FOR DISTRIBUTION: US Mail
AVERAGE PAGES PER ISSUE: 55 pages (Fiscal year 1999)
AVERAGE PAGES PER YEAR: 2,900 pages (Fiscal year 1999)

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: ***http://www.comm.media.state.mn.us/monmag/srmain.htm***
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ■ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
ADOPTED RULES: ☐ Notice Only ■ Full Text
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ■ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ■ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ■ Full Text

STATE CONTRACTS: ■ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ■ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
OPEN MEETINGS: ■ Yes ☐ No
some
PUBLIC HEARINGS: ■ Yes ☐ No
some
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ■ No
OTHER STATEMENTS: ☐ Yes ■ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: Chapter 14
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1980
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ■ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ☐ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR:
LAW PERTAINING TO RULEMAKING:

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ☐ Yes ■ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ☐ Yes ■ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: MINNESOTA
ADMINISTRATIVE CODE: Minnesota Rules
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of the Revisor of Statutes
DIRECTOR: Michele Timmons, Revisor of Statutes
ADDRESS: 700 State Office Building
100 Constitution Ave
St. Paul, MN 55155-1297
PHONE: 651-296-2868 FAX: 651-296-0569
HOME PAGE URL: ***http://www.revisor.leg.state.mn.us/***
CONTACT PERSON: Marcia Valencour, Deputy Revisor
CONTACT PHONE: 651-296-7147 FAX: 651-296-0569
E-MAIL ADDRESS:
marcia.valencour@revisor.leg.state.mn.us
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 62.5 work on statutes and rules (Full Time: 50.5 Part Time: 12)
OFFICE HOURS: 8:30 a.m. - 4:30 p.m. (Extended 8 to 5 and additional hours when legislature is in session
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $5.05 million (all staff; biennial)
PRINTING EXPENSES: $1.6 million (all publications; biennial)
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part: about 80%

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: every odd-numbered year
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 1,300
YEAR ENTIRE CODE LAST PRINTED: 1997
PAGES PER FULL SET: 14,500 pages (1998-1999)
AVERAGE PAGES PER VOLUME: 1,120 pages (1998-1999)
PAGES PER SUPPLEMENT (AVERAGE): 1,200 pages (1998-1999)
FORMAT(S): ☐ Loose-leaf ■ Paperback (supplement is pocket part) ■ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 6-3/4" x 9-13/16"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 10 point–text
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1,200
NUMBER OF FREE SUBSCRIBERS: 100
PRICE PER SET: $200
NUMBER OF VOLUMES PER SET: 13
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: individual volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $20 per volume
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: twice each even-numbered year
FORMAT: pocket parts
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ■ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
PRICE: NA
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: two years
CODE IS AVAILABLE FROM: Print Communications Division; Department of Administration; 117 University Ave; St. Paul, MN 55155
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ☐ NA
edited in-house; composition contracted out
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: through Department of Administration

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: NA
PRICE FOR SMALLEST AVAILABLE PURCHASE: free
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: as changes are adopted, on-line version is updated
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: free
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.revisor.leg.state.mn.us/arule/
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ■ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:

COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
■ other: Unix

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ■ other: custom text editing system designed in-house

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:

ANNOTATIONS:	☐ Yes ■ No
MAPS:	■ Yes ☐ No
ILLUSTRATIONS:	■ Yes ☐ No
TABLES:	■ Yes ☐ No
EMERGENCY RULES:	☐ Yes ☐ No
OTHER:	☐ Yes ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS:	■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS:	☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES:	■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE:	■ Yes ☐ No

LAW PERTAINING TO CODE PUBLICATION: Minnesota Statutes, Chapter 14

CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject; agency

INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1983

CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CODE IS CITED AS: Minnesota Rules 1997

OTHER CODE INFORMATION: Vendor does composition and printing; all editorial work is done in-house

CLARIFICATIONS:

MISSISSIPPI

STATE: MISSISSIPPI
ADMINISTRATIVE REGISTER: *Mississippi does not print a Register*
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State
DIRECTOR: Eric Clark, Secretary of State
ADDRESS: PO Box 136
Jackson, MS 39205-0136
PHONE: 601-359-6742 FAX: 601-359-1660
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THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other

TOTAL NUMBER OF EMPLOYEES (FTE): (Full Time: Part Time:)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ■ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other

LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee

STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR:
LAW PERTAINING TO RULEMAKING: Miss. Code Ann. Section 25-43-1 et seq.

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	☐ Yes ■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	☐ Yes ■ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS:	☐ Yes ■ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	☐ Yes ■ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	☐ Yes ■ No

CLARIFICATIONS:

STATE: MISSISSIPPI
ADMINISTRATIVE CODE: *Mississippi does not print an Administrative Code*
ISSN/ISBN:

MISSOURI

STATE: MISSOURI
ADMINISTRATIVE REGISTER: Missouri Register
ISSN: 0149-2942

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State
DIRECTOR: June Striegel Doughty, General Counsel
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Jefferson City, MO 65102
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HOME PAGE URL: ***http://mosl.sos.state.mo.us/***
CONTACT PERSON: June Striegel Doughty, General Counsel
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E-MAIL ADDRESS: ***jdoughty@mail.sos.state.mo.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 10 (Full Time: 5 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $143,800
PRINTING EXPENSES: $47,655 (FY 1998)
COMPUTER EXPENSES:
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $40,376
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ■ Semi-monthly (twice a month) ☐ Monthly ☐ other

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 9 point and 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 721
NUMBER OF FREE SUBSCRIBERS: 47
PRICE PER ISSUE: $5
PRICE PER SUBSCRIPTION: $56
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Missouri Secretary of State, Administrative Rules Division; 600 W Main, PO Box 778; Jefferson City, MO 65102
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: A & S in Register
METHOD USED FOR DISTRIBUTION: US Mail
AVERAGE PAGES PER ISSUE: 126 pages (1998)
AVERAGE PAGES PER YEAR: 3,000 pages (1998)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway 2000
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ■ other: Quark Express

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
ADOPTED RULES: ■ Notice Only ■ Full Text
changed sections are published, notice only if unchanged
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ☐ Full Text
PROCLAMATIONS: ☐ Notice Only ☐ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ■ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ■ No
OTHER STATEMENTS: ☐ Yes ☐ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: Chapter 536, RSMo
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1976
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: Volume + page number (e.g., 23 Mo Reg 3002)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ■ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ■ other: Secretary of State reviews emergency rules, as do the courts if challenged
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 180 days or 30 legislative days, whichever is longer
LAW PERTAINING TO RULEMAKING: Chapter 536, RSMo

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: MISSOURI
ADMINISTRATIVE CODE: Missouri Code of State Regulations
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Secretary of State
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Jefferson City, MO 65102
PHONE: 573-751-4015 FAX: 573-751-3032
HOME PAGE URL: ***http://mosl.sos.state.mo.us/***
CONTACT PERSON: June Striegel Doughty, General Counsel
CONTACT PHONE: 573-751-8731 FAX: 573-526-4903
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THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 10 (Full Time: 5 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $140,944
PRINTING EXPENSES: $90,000 (FY 1998)
COMPUTER EXPENSES:
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $32,956
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: PDF--in progress) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: twice in its history
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 1,500
YEAR ENTIRE CODE LAST PRINTED: 1987
PAGES PER FULL SET: 10,111 pages (November 1997 - November 1998)
AVERAGE PAGES PER VOLUME: 722.2 pages (November 1997 - November 1998)
PAGES PER SUPPLEMENT (AVERAGE): 415 pages (November 1997 - November 1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 3
TYPE POINT SIZE: 9 pt
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1,220
NUMBER OF FREE SUBSCRIBERS: 48
PRICE PER SET: $330
NUMBER OF VOLUMES PER SET: 14
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: by full title, some divisions, and per page
PRICE FOR SMALLEST AVAILABLE PURCHASE: $0.10 per page
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: loose-leaf
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ■ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: Lifetime
CODE IS AVAILABLE FROM: Missouri Secretary of State, Administrative Rules Division; 600 W Main, PO Box 778; Jefferson City, MO 65102
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: Interagency mail and UPS

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE: free
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: free
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH: NA
CODE IS AVAILABLE FROM:
http://mosl.sos.state.mo.us/csr/csr.htm
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other

ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other

ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other

COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other

TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other

BRAND OF COMPUTER EQUIPMENT USED: Gateway 2000

COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ■ other: Quark

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:

ANNOTATIONS: ■ Yes ☐ No
court cases and attorney general rulings

MAPS: ■ Yes ☐ No

ILLUSTRATIONS: ■ Yes ☐ No

TABLES: ■ Yes ☐ No

EMERGENCY RULES: ☐ Yes ■ No
while MO does not publish emergency rules, the history of an emergency rule is contained in the authority section of the rules

OTHER: ■ Yes ☐ No
forms

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No

AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No

CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No

CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No

LAW PERTAINING TO CODE PUBLICATION: Chapter 536, RSMo

CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): general index, changed rule numbers, RSMo references, CSR references

INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1976

CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CODE IS CITED AS: Title CRS Division, Chapter, Rule Number (e.g., 10 CSR 40-3.010)

OTHER CODE INFORMATION: portions, but not all, of the Code are available on diskette, but are not in a searchable database

CLARIFICATIONS:

MONTANA

STATE: MONTANA

ADMINISTRATIVE REGISTER: Montana Administrative Register (MAR)

ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Administrative Rules Bureau

DIRECTOR: Kathy Lubke, Deputy for Administrative Rules

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Helena, MT 59620-2801

PHONE: 406-444-2055 FAX: 406-444-5833

HOME PAGE URL: ***http://www.state.mt.us/sos/***

CONTACT PERSON: Kathy Lubke, Deputy for Administrative Rules

CONTACT PHONE: 406-444-2055 FAX: 406-444-5833

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THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other

TOTAL NUMBER OF EMPLOYEES (FTE): 2 (Full Time: 1 Part Time: 1)

OFFICE HOURS: 8:00 a.m. - 5:00 p.m.

DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $52,000

PRINTING EXPENSES: $23,998

COMPUTER EXPENSES: none specific to Register

SUBSIDY RECEIVED: $0

AMOUNT RECEIVED FROM SUBSCRIPTIONS: $41,000

PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ■ Semi-monthly (twice a month) ☐ Monthly ☐ other

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"

COLUMNS PER PAGE: one

TYPE POINT SIZE: 12 pt Courier font

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA

NUMBER OF PAID SUBSCRIBERS: 138

NUMBER OF FREE SUBSCRIBERS: 99

PRICE PER ISSUE: $12.50

PRICE PER SUBSCRIPTION: $300

PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other

PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA

LENGTH OF SUBSCRIPTION: calendar year

REGISTER IS AVAILABLE FROM: Administrative Rules Bureau; PO Box 202801; Helena, MT 59620-2801

PRINTED: ☐ in-house ■ by outside vendor ☐ NA

CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA

METHOD USED TO PROMOTE SALES:

METHOD USED FOR DISTRIBUTION: US Mail 1st class

AVERAGE PAGES PER ISSUE: 130 pages (1997)

AVERAGE PAGES PER YEAR: 2,329 pages (1997)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No

ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other

ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other

ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other

COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other

TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other

BRAND OF COMPUTER EQUIPMENT USED: Dell

COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text

ADOPTED RULES: ■ Notice Only ☐ Full Text

EMERGENCY RULES: ☐ Notice Only ■ Full Text

COURT ORDERED RULES: ☐ Notice Only ☐ Full Text

AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text

EXECUTIVE ORDERS: ☐ Notice Only ☐ Full Text

PROCLAMATIONS: ☐ Notice Only ☐ Full Text

STATE CONTRACTS: ☐ Notice Only ☐ Full Text

EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text

JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text

LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text

ATTORNEY GENERAL OPINIONS: ☐ Notice Only ■ Full Text

OTHER MATERIALS: ☐ Notice Only ☐ Full Text

OPEN MEETINGS: ☐ Yes ■ No

PUBLIC HEARINGS: ■ Yes ☐ No

INDEX: ☐ Yes ☐ No
Accumulative Table covering rulemaking action for past six months

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS: ☐ Yes ■ No

ECONOMIC IMPACT STATEMENTS: ☐ Yes ■ No

COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No

RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No

SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ■ No

OTHER STATEMENTS: ☐ Yes ☐ No

MAPS: ■ Yes ☐ No

ILLUSTRATIONS: ■ Yes ☐ No

TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No

AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No

REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No

REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No

LAW PERTAINING TO REGISTER PUBLICATION: Title 2, Chapter 4 Montana Code Annotated

YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1972

REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

REGISTER IS CITED AS: yyyy MAR p. XXXX
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No (assuming they had legislative rulemaking authority) ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING: Title 2, Chapter 4 generally, 2-4-303 and 2-4-306 specifically

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
not generally though
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
not generally though
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: MONTANA
ADMINISTRATIVE CODE: Administrative Rules of Montana
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Administrative Rules Bureau
DIRECTOR: Kathy Lubke, Deputy for Administrative Rules
ADDRESS: PO Box 202801
Helena, MT 59620-2801
PHONE: 406-444-2055 FAX: 406-444-5833
HOME PAGE URL: ***http://www.state.mt.us/sos/***
CONTACT PERSON: Kathy Lubke, Deputy for Administrative Rules
CONTACT PHONE: 406-444-2055 FAX: 406-444-5833
E-MAIL ADDRESS: ***klubke@state.mt.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 2 (Full Time: 1 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $52,000
PRINTING EXPENSES: $30,587
COMPUTER EXPENSES: none specific to Code
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $47,250
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE: once every ten years
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 80
YEAR ENTIRE CODE LAST PRINTED: 1988
PAGES PER FULL SET: 14,000 pages (1997)
AVERAGE PAGES PER VOLUME: 625 pages (1997)
PAGES PER SUPPLEMENT (AVERAGE): 685 (1997)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 5.5"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 12 pt Courier font
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 189
NUMBER OF FREE SUBSCRIBERS: 93
PRICE PER SET: $350
NUMBER OF VOLUMES PER SET: 22
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: Title
PRICE FOR SMALLEST AVAILABLE PURCHASE: $50
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT: loose-leaf
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $250
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: calendar year
CODE IS AVAILABLE FROM: Administrative Rules Bureau; PO Box 202801; Helena, MT 59620-2801
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: US Mail Special 4th class

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Dell
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ■ Yes ☐ No
Statute to Rule Number table; Repealed Rule table, and Old to New and New to Old Rule Number table

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: Title 2, Chapter 4 Montana Code
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): topical
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1972
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: ARM 24.13.1009
OTHER CODE INFORMATION:
CLARIFICATIONS:

NEBRASKA

STATE: NEBRASKA
ADMINISTRATIVE CODE: Nebraska Administrative Code

[Editor's note: The Nebraska Secretary of State's Office publishes the Nebraska Administrative Code. Nebraska did not return questionnaires for the 1998 Survey or this Survey. Therefore, detailed information about Nebraska's publications or rulemaking process is included in this Survey. Please note, the Nebraska Administrative Code is available on-line at ***http://www.nol.org/home/SOS/Rules/rules.htm***.]

NEVADA

STATE: NEVADA
ADMINISTRATIVE REGISTER: Register of Administrative Regulations
ISSN: none

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Counsel Bureau, Legal Division
DIRECTOR: Brenda J. Erdoes, Legislative Counsel
ADDRESS: Legislative Counsel Bureau
401 S Carson St
Carson City, NV 89701-4747
PHONE: 775-687-6830 FAX: 775-687-6761
HOME PAGE URL: ***http://www.leg.state.nv.us/law1.htm***
CONTACT PERSON: Anne Williams, Editor
CONTACT PHONE: 775-687-6830 FAX: 775-687-6761
E-MAIL ADDRESS: williams@lcb.state.nv.us
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: not accounted for separately
PRINTING EXPENSES: $10,800
COMPUTER EXPENSES: $0
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $2,600
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part: 2-5%

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 12 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 13
NUMBER OF FREE SUBSCRIBERS: 35
PRICE PER ISSUE: $20
PRICE PER SUBSCRIPTION: $200
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: annual
REGISTER IS AVAILABLE FROM: Legislative Counsel Bureau; 401 S Carson St; Carson City, NV 89701-4747
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail
METHOD USED FOR DISTRIBUTION: US Mail
AVERAGE PAGES PER ISSUE: 625 pages (1998)
AVERAGE PAGES PER YEAR: 7,500 pages (1998)

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://www.leg.state.nv.us/register/Index.html
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ■ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Digital
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only ■ Full Text
ADOPTED RULES:	☐ Notice Only ■ Full Text
EMERGENCY RULES:	☐ Notice Only ■ Full Text
COURT ORDERED RULES:	☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only ☐ Full Text
PROCLAMATIONS:	☐ Notice Only ☐ Full Text
STATE CONTRACTS:	☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only ☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only ☐ Full Text
OTHER MATERIALS:	☐ Notice Only ☐ Full Text
OPEN MEETINGS:	■ Yes ☐ No
PUBLIC HEARINGS:	■ Yes ☐ No
INDEX:	■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:	
ANNOTATIONS:	☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:	■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS:	■ Yes ☐ No
RISK ASSESSMENT STATEMENTS:	■ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS:	■ Yes ☐ No
OTHER STATEMENTS:	☐ Yes ■ No
MAPS:	☐ Yes ■ No
ILLUSTRATIONS:	☐ Yes ■ No
TABLES:	■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: NRS 233B.0653
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED:
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING: Chapter 233B of NRS

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	☐ Yes ■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	☐ Yes ■ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS:	☐ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	■ Yes ☐ No

CLARIFICATIONS:

STATE: NEVADA
ADMINISTRATIVE CODE: Nevada Administrative Code (NAC)
ISSN/ISBN: none

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Counsel Bureau, Legal Division
DIRECTOR: Brenda J. Erdoes, Legislative Counsel
ADDRESS: Legislative Counsel Bureau
401 S Carson St
Carson City, NV 89701-4747
PHONE: 775-687-6830 FAX: 775-687-6761
HOME PAGE URL: ***http://www.leg.state.nv.us/law1.htm***
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THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: not accounted for separately
PRINTING EXPENSES: approximately $6,200 per supplement
COMPUTER EXPENSES: $0
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $5,500 per supplement
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: as needed
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 25
YEAR ENTIRE CODE LAST PRINTED: 1998
PAGES PER FULL SET: approximately 3,000 pages (1998)
AVERAGE PAGES PER VOLUME: 250 double-sided pages (1998)
PAGES PER SUPPLEMENT (AVERAGE): 500 pages (1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 12 pt
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 339
NUMBER OF FREE SUBSCRIBERS: 40
PRICE PER SET: $175
NUMBER OF VOLUMES PER SET: 12
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: page or chapter
PRICE FOR SMALLEST AVAILABLE PURCHASE: $0.10 per page
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: every two months in non-session years
FORMAT: revised chapters
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ■ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $100 per year
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Legislative Counsel Bureau, Publications Unit; 401 S Carson St; Carson City, NV 89706-4747
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: direct mail
METHOD USED FOR DISTRIBUTION: US Mail and UPS

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS: 0
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: as chapters are revised
FORMAT: revised chapters
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: free
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.leg.state.nv.us/NAC/Index.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES: none
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Digital
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ■ Yes ☐ No
Table of Chapters, Index, Table of Repealed and Replaced Sections

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION: NRS 233B.062
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): topic
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ☐ agency ■ other: chapters by subject matter

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1977
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: NAC 000.000
OTHER CODE INFORMATION:
CLARIFICATIONS:

NEW HAMPSHIRE

STATE: NEW HAMPSHIRE
ADMINISTRATIVE REGISTER: New Hampshire Rulemaking Register
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Office of Legislative Services
DIRECTOR: Richard E. Amidon, Director of Legislative Services
ADDRESS: Division of Administrative Rules
Rm 219, 25 Capitol St
Concord, NH 03301-6312
PHONE: 603-271-3680 FAX: 603-271-7871
HOME PAGE URL:
http://www.state.nh.us/gencourt/ols/rules/
CONTACT PERSON: Scott F. Eaton, Administrative Rules Director
CONTACT PHONE: 603-271-3680 FAX: 603-271-7871
E-MAIL ADDRESS: ***scott.eaton@leg.state.nh.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0) Division has five full-time employees, of which three have duties that include compilation or editing of the Register
OFFICE HOURS: 8:00 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $103,410–salaries provided are for the three employees that have duties that include compilation or editing of the Register
PRINTING EXPENSES: $7,000 (1998)
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $8,251 (1998)
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 10 pt to 11 pt
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 135
NUMBER OF FREE SUBSCRIBERS: 222
PRICE PER ISSUE: $0.20 per page
PRICE PER SUBSCRIPTION: $65 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one fiscal year or monthly
REGISTER IS AVAILABLE FROM: Division of Administrative Rules; Rm 219 25 Capitol St; Concord, NH 03301-6312
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: none
METHOD USED FOR DISTRIBUTION: US Mail 1st class
AVERAGE PAGES PER ISSUE: 14 pages (1986-1997)
AVERAGE PAGES PER YEAR: 638 pages (1986-1997)

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: ***http://www.state.nh.us/gencourt/ols/rules/***
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Adobe Acrobat Reader 3.0
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ■ Notice Only ☐ Full Text
ADOPTED RULES: ■ Notice Only ☐ Full Text
EMERGENCY RULES: ■ Notice Only ☐ Full Text
COURT ORDERED RULES: ■ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
Division reviews are not published, but final objections of a legislative oversight committee, the Joint Legislative Committee on Administrative Rules (JLCAR) to agency rules are published in the Register. JLCAR staff are Division employees.
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ☐ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
legislative items include JLCAR meeting dates, agenda items, and final objections
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ■ Full Text
rulemaking opinions
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
Division reviews are not published, but final objections of a legislative oversight committee, the Joint Legislative Committee on Administrative Rules (JLCAR) to agency rules are published in the Register. JLCAR staff are Division employees.
OPEN MEETINGS: ☐ Yes ■ No
PUBLIC HEARINGS: ■ Yes ☐ No
agency rulemaking hearings and JLCAR
INDEX: ☐ Yes ■ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
rulemaking notices in Register include fiscal impact statements
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ■ No
OTHER STATEMENTS: ■ Yes ☐ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ☐ Yes ■ No
TABLES: ☐ Yes ■ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
corrections are limited to changes in the agency's rulemaking notices
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: NHRSA 541-A:9
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: October 1980
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: New Hampshire Rulemaking Register
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee
Proposed rules are subject to a review period during which the JLCAR may approve or object. But JLCAR approval is only required for interim rules, and there is no prior review by JLCAR of emergency rules
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING: NHRSA 541-A

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
manual was last adopted by the Director of Legislative Services, but authority over future amendments is shared with an executive agency and the JLCAR
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
Division performs an editorial review, but as staff of the JLCAR it also performs both a substantive and editorial review for the JLCAR prior to adoption.
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
Division performs an editorial review, but as staff of the JLCAR it also performs both a substantive and editorial review for the JLCAR.
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: NEW HAMPSHIRE
ADMINISTRATIVE CODE: New Hampshire Code of Administrative Rules
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of Legislative Services
DIRECTOR: Richard E. Amidon, Director of Legislative Services
ADDRESS: Division of Administrative Rules
Rm 219, 25 Capitol St
Concord, NH 03301-6312
PHONE: 603-271-3680 FAX: 603-271-7871
HOME PAGE URL:
http://www.state.nh.us/gencourt/ols/rules/
CONTACT PERSON: Scott F. Eaton, Administrative Rules Director
CONTACT PHONE: 603-271-3680 FAX: 603-271-7871
E-MAIL ADDRESS: *scott.eaton@leg.state.nh.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 5 (Full Time: 5 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $195,500 per year – two Division employees compile and edit the Code after adoption and prepare camera-ready copy for the rules each agency must publish. Three Division employees as JLCAR staff perform a substantive and editorial review prior to adoption.
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: none–there is no official publisher of the entire code
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED:
PAGES PER FULL SET:
AVERAGE PAGES PER VOLUME:
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 11 pt
PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ■ other: (see "Clarifications" item 1 below) ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: Frequency of supplementation depends on rule volume and agency, but, by law, adopted and effective rules must be certified by the agency within 120 days of receiving the first edited text from the Division of Administrative Rules.
FORMAT: loose-leaf pages
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: see "Clarifications" item 1 below
PRINTED: ■ in-house ☐ by outside vendor ☐ NA see "Clarifications" item 1 below
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: free
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE: free
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY:
FORMAT: HTML file updated
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.state.nh.us/gencourt/ols/rules/listagencies.html (see "Clarifications" item 1 below)
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
There are several vendors publishing rules as unofficial publishers, such as, but not limited to, Lexis Law Publishing, NILS Publishing Co., and RegScan, which publish selected rules, and Weil Publishing Co., which advertises a complete code. Vendors compile their codes from rules as filed and/or certified rules from the Division's database.
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ☐ Yes ■ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
Emergency rules are part of the Code but expire in 120 days, usually before they can be edited and certified for publication
OTHER: ☐ Yes ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: NHRSA 541-A:15
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1975 – selectively (see "Clarifications" item 1 below)
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
see "Clarifications" item 1 below
CODE IS CITED AS: N.H. Admin. Rules (agency letter, title, and number)
OTHER CODE INFORMATION:

CLARIFICATIONS:

1. Each agency is responsible for publishing its own rules. There is no official publisher of the entire Code. The Division assists agencies in preparing a publishable certified copy of the rules in the mandatory uniform format for publishing after the rules are filed with the Division and effective. The Division maintains a complete Code of all current effective rules. Rules on the Division's web site are the certified copy of rules.

NEW JERSEY

STATE: NEW JERSEY
ADMINISTRATIVE REGISTER: New Jersey Register (NJR)
ISSN: 0300-6069

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: New Jersey Office of Administrative Law
DIRECTOR: Barbara A. Harned, Director and Chief Administrative Law Judge
ADDRESS: PO Box 049
Trenton, NJ 08625-0049
PHONE: 609-588-6600 FAX: 609-588-3730
HOME PAGE URL:
CONTACT PERSON: Norman Olsson, Editor
CONTACT PHONE: 609-588-6609 FAX: 609-586-8878
E-MAIL ADDRESS: *olsson@oal.state.nj.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: independent agency in, but not of, Department of Treasury
TOTAL NUMBER OF EMPLOYEES (FTE): 10 (Full Time: 10 Part Time: 0)
OFFICE HOURS: 8:30 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: none
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED: none
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part: publication of Register is licensed to a private vendor

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ■ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ■ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: text: 8 pt and 8.5 pt
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 2,910
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: $15
PRICE PER SUBSCRIPTION: $139
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: annual
REGISTER IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: regional sales force; selected mailings; space advertising
METHOD USED FOR DISTRIBUTION: US Mail 2nd and 1st class mail
AVERAGE PAGES PER ISSUE: 213 pages (1995-1998)
AVERAGE PAGES PER YEAR: 5,109 pages (1995-1998)

ON-LINE SUBSCRIPTION SYSTEM EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: Westlaw service
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: hourly charge
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Westlaw service
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA not subject to OAL contract
METHOD USED TO PROMOTE SALES: regional sales force; selected mailings; space advertising
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: $151
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: annual
REGISTER IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Premise
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: regional sales force; selected mailings; space advertising
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION (VIA WEST LAW)
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: Westlaw.com service
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: transaction billing
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES: regional sales force; selected mailings; space advertising
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board ■ Internet ■ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board ■ Internet ■ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board ■ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ■ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Unisys
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
other		
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
other		
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	■ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	■ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	■ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	☐ Full Text
OTHER MATERIALS:	☐ Notice Only	☐ Full Text
OPEN MEETINGS:		☐ Yes ■ No
PUBLIC HEARINGS:		■ Yes ☐ No
INDEX:		■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:		
ANNOTATIONS:		☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:		■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS:		☐ Yes ■ No
RISK ASSESSMENT STATEMENTS:		☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS:		■ Yes ☐ No

OTHER STATEMENTS: ■ Yes ☐ No
Social, Jobs and Agriculture Industry Impacts; Federal Standards Statement
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: N.J.S.A. 52:14B-1 et seq.
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1969
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ■ other: New Jersey Office of Administrative Law
REGISTER IS CITED AS: (Volume) N.J.R. (Page)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ■ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ■ other: discretionary legislative review
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 60 days
LAW PERTAINING TO RULEMAKING: N.J.S.A 52:14B-1 et seq.

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: NEW JERSEY
ADMINISTRATIVE CODE: New Jersey Administrative Code (NJAC)
ISSN/ISBN: NA

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: New Jersey Office of Administrative Law
DIRECTOR: Barbara A. Harned, Director and Chief Administrative Law Judge
ADDRESS: PO Box 049
Trenton, NJ 08625-0049
PHONE: 609-588-6600 FAX: 609-588-3730
HOME PAGE URL:
CONTACT PERSON: Norman Olsson, Editor
CONTACT PHONE: 609-588-6609 FAX: 609-586-8878
E-MAIL ADDRESS: *olsson@oal.state.nj.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: independent agency in, but not of, Department of Treasury
TOTAL NUMBER OF EMPLOYEES (FTE): 10 (Full Time: 10 Part Time: 0)
OFFICE HOURS: 8:30 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: none
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED: none
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ■ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: not printed on a regular basis
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED: 1995 change of format from 6" x 9" to 8.5" x 11"
PAGES PER FULL SET: approximately 21,000 pages (1998)
AVERAGE PAGES PER VOLUME: varies according to agency title– 50 to 1,100 pages (1998)
PAGES PER SUPPLEMENT (AVERAGE): 600 pages (1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 9.5 point
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: $1,250
NUMBER OF VOLUMES PER SET: 33
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: agency title; selected chapters
PRICE FOR SMALLEST AVAILABLE PURCHASE: $62.50
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: semi-monthly
FORMAT: looseleaf replacement pages
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
for the first year
PRICE: $950
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: annual
CODE IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: regional sales force; selected mailings; space advertising
METHOD USED FOR DISTRIBUTION: US Mail special 4th class; UPS

ONLINE SUBSCRIPTION SYSTEM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: hourly charge
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: semi-monthly
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No NA
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: West Law service
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: regional sales force, selected mailings; space advertising
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: $816
NUMBER OF VOLUMES PER SET: 33
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT: new CD of entire code
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ■ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
PRICE: billed at $68 per month as part of total price
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: annual
CODE IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Premise
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: regional sales force, selected mailings; space advertising
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION (VIA WEST LAW)
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: by transaction (search)
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: semi-monthly
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
NA
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: via Westlaw .com
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES: regional sales force, selected mailings; space advertising
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE
SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board
■ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ■ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Unisys
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE
RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
rulemaking history; case notes; expiration date; effective date
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ■ Yes ☐ No
current page list; executive orders

LAW PERTAINING TO THE ADMINISTRATIVE CODE
AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: N.J.S.A. 52:14B-1 et seq.
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ■ other: New Jersey Office of Administrative Law

ADMINISTRATIVE CODE INDEXING
CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject matter; definitions; statute to rule; rule to statute
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT
ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION
YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1972
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: N.J.A.C.
OTHER CODE INFORMATION:
CLARIFICATIONS:

NEW MEXICO

STATE: NEW MEXICO
ADMINISTRATIVE REGISTER: New Mexico Register
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER
AGENCY: State Records Center and Archives
DIRECTOR: Elaine Olah, State Records Administrator
ADDRESS: 1205 Camino Carlos Rey
Santa Fe, NM 87505
PHONE: 505-476-7911 FAX: 505-476-7901
HOME PAGE URL: ***http://www.state.nm.us/cpr/***
CONTACT PERSON: Al Regensberg, State Rules Division Director
CONTACT PHONE: 505-476-7941 FAX: 505-476-7910
E-MAIL ADDRESS: ***aregensb@rain.state.nm.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ■ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3.5 (Full Time: 3.5 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER
SALARIES: $130,000
PRINTING EXPENSES: none
COMPUTER EXPENSES: none
SUBSIDY RECEIVED: none
AMOUNT RECEIVED FROM SUBSCRIPTIONS: none
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part

REGISTER CIRCULATION INFORMATION:
FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ■ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ■ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: two or three
TYPE POINT SIZE: 8 point Arial
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 139
NUMBER OF FREE SUBSCRIBERS: 0
PRICE PER ISSUE: $12
PRICE PER SUBSCRIPTION: $270 per year
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: yearly
REGISTER IS AVAILABLE FROM: LEXIS Law Publishing; PO Box 7587; Charlottesville, VA 22906-7587; Toll-free: 1-800-542-0957; http://www.lexislawpublishing.com/
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE: 65 pages (1997)
AVERAGE PAGES PER YEAR: 1,560 pages (1997)

ON-LINE SUBSCRIPTION SYSTEM EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER
SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ■ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ■ other

ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: NEC, Compaq, Digital
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ■ Notice Only ■ Full Text
full text optional
ADOPTED RULES: ☐ Notice Only ■ Full Text
synopses
EMERGENCY RULES: ☐ Notice Only ■ Full Text
synopses
COURT ORDERED RULES: ☐ Notice Only ■ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ■ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ☐ Full Text
PROCLAMATIONS: ☐ Notice Only ☐ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ■ No
OTHER STATEMENTS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: Section 14-4-7.1. NMSA 1978
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1990
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: New Mexico Register
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ■ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ■ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: As indicated by law
LAW PERTAINING TO RULEMAKING: Chapter 14 NMSA 1978

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ☐ Yes ■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No

CLARIFICATIONS:

STATE: NEW MEXICO
ADMINISTRATIVE CODE: New Mexico Administrative Code (NMAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: State Records Center and Archives
DIRECTOR: L. Elaine Olah, State Records Administrator
ADDRESS: 1205 Camino Carlos Rey
Santa Fe, NM 87505
PHONE: 505-476-7907 FAX: 505-476-7910
HOME PAGE URL: ***http://www.state.nm.us/cpr/***
CONTACT PERSON: Al Regensberg, State Rules Division Director
CONTACT PHONE: 505-476-7941 FAX: 505-476-7910
E-MAIL ADDRESS: ***aregensb@rain.state.nm.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ■ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3.5 (Full Time: 3 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $0. Code is produced, maintained by a contracted publisher
PRINTING EXPENSES: unknown–proprietary information
COMPUTER EXPENSES: unknown–proprietary information
SUBSIDY RECEIVED: none
AMOUNT RECEIVED FROM SUBSCRIPTIONS: unknown–proprietary information
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ☐ Paper ☐ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: unknown–proprietary information
NUMBER OF FREE SUBSCRIBERS: unknown–proprietary information
PRICE PER SET: $1,200 per year
NUMBER OF VOLUMES PER SET: four discs per year
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT: updated quarterly edition
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ n/a
SUBSCRIPTION LENGTH: yearly
CODE IS AVAILABLE FROM:
http://www.lexislawpublishing.com/
PRODUCED: ☐ in-house ■ by outside vendor ☐ n/a
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ n/a
METHOD USED TO PROMOTE SALES: unknown–proprietary information
METHOD USED FOR DISTRIBUTION: unknown–proprietary information

INTERNET EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other: Legislature ☐ n/a
NUMBER OF PAID SUBSCRIBERS: unknown–proprietary information
NUMBER OF FREE SUBSCRIBERS: unknown–proprietary information
PRICE PER SET: free
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: Internet accessible
PRICE FOR SMALLEST AVAILABLE PURCHASE: free–Internet accessible
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: unknown
FORMAT: updated edition
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ☐ Yes ■ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: free–Internet accessible
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ n/a
SUBSCRIPTION LENGTH:

CODE IS AVAILABLE FROM:
http://www.lexislawpublishing.com/ [Editor's note: the New Mexico Administrative Code is available at http://www.lexislawpublishing.com/sdCGI-BIN/om_isapi.dll?clientID=1200&infobase=nmac.NF0&softpage=browse_frame_pg]
PRODUCED: ☐ in-house ■ by outside vendor ☐ n/a
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ n/a
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ■ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ■ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: NEC, Digital, Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ■ Yes ☐ No
material adopted by reference

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION: Section 14-4-7.2 NMSA 1978
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ☐ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1995
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
CODE IS CITED AS: NMAC (New Mexico Administrative Code)
OTHER CODE INFORMATION:
CLARIFICATIONS:

NEW YORK

STATE: NEW YORK
ADMINISTRATIVE REGISTER: New York State Register
ISSN: 0197-2472

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Department of State, Division of Administrative Rules
DIRECTOR: Marilyn Miers, Publications Manager
ADDRESS: 41 State St Ste 330
Albany, NY 12231
PHONE: 518-474-6785 FAX: 518-473-9055
HOME PAGE URL: http://www.dos.state.ny.us/
CONTACT PERSON: Deborah Ritzko, Publication Production Supervisor
CONTACT PHONE: 518-474-6785 FAX: 518-473-9055
E-MAIL ADDRESS: dritzko@dos.state.ny.us
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 14.33 (Full Time: 13 Part Time: 3)
OFFICE HOURS: 8:30 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $50,000
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1,576
NUMBER OF FREE SUBSCRIBERS: 515
PRICE PER ISSUE: $1.50
PRICE PER SUBSCRIPTION: $80 — 1st class, $40 — periodical
PRICE SET BY: ■ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Department of State, Division of Administrative Rules; 41 State St Ste 330; Albany, NY 12231
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: US Mail 1st class, periodical; Interagency mail
AVERAGE PAGES PER ISSUE: 110 pages (1997)
AVERAGE PAGES PER YEAR: 5,800 pages (1997)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ■ other: publisher
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ■ other: publisher
BRAND OF COMPUTER EQUIPMENT USED: various
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
■ other: publisher
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ■ other: publisher

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text under 2,000 words only
ADOPTED RULES: ☐ Notice Only ■ Full Text under 2,000 words only
EMERGENCY RULES: ☐ Notice Only ■ Full Text under 2,000 words only
COURT ORDERED RULES: ☐ Notice Only ■ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ■ Notice Only ☐ Full Text
STATE CONTRACTS: ■ Notice Only ☐ Full Text selected—New York State has a Contract Reporter that carries the bulk of contract information
EXECUTIVE ITEMS: ☐ Notice Only ■ Full Text
JUDICIAL ITEMS: ☐ Notice Only ■ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ■ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ■ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
Regulatory Flexibility Analysis for Small Businesses and Local Governments
OTHER STATEMENTS: ■ Yes ☐ No
Job Impact Statements; Rural Area Flexibility Analysis
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: SAPA Section 202 and Executive Law Section 102
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1979 (formerly monthly Bulletin)
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 90 days for a first emergency rule, 60 days for subsequent emergencies
LAW PERTAINING TO RULEMAKING: State Administrative Procedures Act and Executive Law

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ☐ Yes ■ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: NEW YORK
ADMINISTRATIVE CODE: Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR)
ISSN/ISBN: NA

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Department of State, Division of Administrative Rules
DIRECTOR: Marilyn Miers, Publications Manager
ADDRESS: 41 State St Ste 330
Albany, NY 12231
PHONE: 518-474-6785 FAX: 518-473-9055
HOME PAGE URL: ***http://www.dos.state.ny.us/***
CONTACT PERSON: Deborah Ritzko, Publication Production Supervisor
CONTACT PHONE: 518-474-6785 FAX: 518-473-9055
E-MAIL ADDRESS: ***dritzko@dos.state.ny.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 14.33 (Full Time: 13 Part Time: 3)
OFFICE HOURS: 8:30 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: NA
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: NA
YEAR ENTIRE CODE LAST PRINTED: 1995
PAGES PER FULL SET: 56,000 pages (1997)
AVERAGE PAGES PER VOLUME: 500 pages (1997)
PAGES PER SUPPLEMENT (AVERAGE): 400 to 1,000 pages (1997)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 6" x 9.25"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 9 point
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: $1,895
NUMBER OF VOLUMES PER SET: 83 volumes plus 2 volume index
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $29+
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: semi-monthly
FORMAT: loose-leaf
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
only for the year in which purchased (per annum)
PRICE: $565+ for the full set; $24.35+ for each volume
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Contractor
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: re-issued quarterly in its entirety
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Contractor
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ■ other: publisher
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ■ other: publisher
BRAND OF COMPUTER EQUIPMENT USED: publisher
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ■ other: publisher

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: publisher

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:

ANNOTATIONS:	■ Yes	☐ No
MAPS:	■ Yes	☐ No
ILLUSTRATIONS:	■ Yes	☐ No
TABLES:	■ Yes	☐ No
EMERGENCY RULES:	■ Yes	☐ No
OTHER:	☐ Yes	■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION: Executive Law Section 102
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ■ other: historical notes and statutory authority–Secretary of State

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1945 hardbound; 1960 loose leaf
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
CODE IS CITED AS: Title NYCRR Subtitle Chapter Part Section
OTHER CODE INFORMATION:
CLARIFICATIONS:

NORTH CAROLINA

STATE: NORTH CAROLINA
ADMINISTRATIVE REGISTER: North Carolina Register (NCR)
ISSN: 1520-0604

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Office of Administrative Hearings
DIRECTOR: Molly Masich, Director of APA Services
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Raleigh, NC 27611-7447
PHONE: 919-733-2678 FAX: 919-733-3462
HOME PAGE URL: *http://www.oah.state.nc.us/*
CONTACT PERSON: Ruby Creech, Publications Coordinator
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E-MAIL ADDRESS: *mmasich@oah.state.nc.us* or *rcreech@oah.state.nc.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ■ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 5 (Full Time: 5 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $158,053 (last fiscal year)
PRINTING EXPENSES: $53,425 (last fiscal year)
COMPUTER EXPENSES:
SUBSIDY RECEIVED: $244,676 (last fiscal year)
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $65,713 (last fiscal year)
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ■ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 315
NUMBER OF FREE SUBSCRIBERS: 193
PRICE PER ISSUE: $10
PRICE PER SUBSCRIPTION: $190
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Office of Administrative Hearings; PO Drawer 27447; Raleigh, NC 27611-7447
PRINTED: ☐ in-house ■ by outside vendor (state print shop) ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: no marketing
METHOD USED FOR DISTRIBUTION: US Mail 2nd class
AVERAGE PAGES PER ISSUE: 100 pages (fiscal year 1997/1998)
AVERAGE PAGES PER YEAR: 1,200 pages (fiscal year 1997/1998)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Novell LAN, Compaq PCs
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	■ Notice Only	■ Full Text
notice only if same as proposed rule; full text if different from proposed rule		
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	■ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	☐ Full Text
OTHER MATERIALS:	☐ Notice Only	☐ Full Text
index to administrative laws judge decisions and selected full text		
OPEN MEETINGS:	☐ Yes	■ No
PUBLIC HEARINGS:	■ Yes	☐ No
INDEX:	■ Yes	☐ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	■ Yes	☐ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes	■ No
OTHER STATEMENTS:	☐ Yes	■ No
MAPS:	☐ Yes	■ No
ILLUSTRATIONS:	☐ Yes	■ No
TABLES:	☐ Yes	■ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: G.S. 150B
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1986
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: volume:issue NCR page number(s)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ■ other: independent commission review with legislative authority to disapprove

LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ■ Action by the full legislature (must be before legislative session for 30 days – rule O.K. if bill is not introduced to disapprove) ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 270 days–longer if permanent rule is approved by rules review within the 270 days
LAW PERTAINING TO RULEMAKING: G.S. 150B

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
adopted as rules for filing
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
rules review will if requested by agency
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
five copies are given to the state library for this purpose

CLARIFICATIONS:

STATE: NORTH CAROLINA
ADMINISTRATIVE CODE: North Carolina Administrative Code (NCAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of Administrative Hearings
DIRECTOR: Molly Masich, Director of APA Services
ADDRESS: PO Drawer 27447
Raleigh, NC 27611-7447
PHONE: 919-733-2678 FAX: 919-733-3462
HOME PAGE URL: ***http://www.oah.state.nc.us/***
CONTACT PERSON: Molly Masich, Director of APA Services
CONTACT PHONE: 919-733-2678 FAX: 919-733-3462
E-MAIL ADDRESS: ***mmasich@oah.state.nc.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ■ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 5 (Full Time: 5 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $158,053
PRINTING EXPENSES: West Group
COMPUTER EXPENSES: West Group
SUBSIDY RECEIVED: West Group
AMOUNT RECEIVED FROM SUBSCRIPTIONS: West Group
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part
West Group

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE:
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED: 1998
PAGES PER FULL SET:
AVERAGE PAGES PER VOLUME: 400 pages
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES:
COLUMNS PER PAGE: 2
TYPE POINT SIZE:
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: $495 per set
NUMBER OF VOLUMES PER SET: 23
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other: publisher
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $50
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT: update volume
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRINTED: ☐ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: West Group; 610 Opperman Dr; PO Box 64526; St. Paul, MN 55164-0526
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Novell LAN, Compaq PCs
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
history notes compiled by OAH
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ■ Yes ☐ No
just starting
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: NCGS 150B
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ■ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): keyword, authority
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1976
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
state library
CODE IS CITED AS: (Title) NCAC (chapter/subchapter) (section/rule)
OTHER CODE INFORMATION:
CLARIFICATIONS: The official Administrative Code is published by West Group and subscription information, software specifications, CD ROM, etc. should be obtained by contacting West Group.

NORTH DAKOTA

STATE: NORTH DAKOTA
ADMINISTRATIVE REGISTER: *North Dakota does not publish a Register*
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Council
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Bismarck, ND 58505-0360
PHONE: 701-328-2916 FAX: 701-328-3615
HOME PAGE URL:
http://www.state.nd.us/lr/council.html
CONTACT PERSON: John Walstad, Code Revisor
CONTACT PHONE: 701-328-2916 FAX: 701-328-3615
E-MAIL ADDRESS: ***jwalstad@state.nd.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): (Full Time: Part Time:)
OFFICE HOURS:
DAYS OF OPERATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 180 days
LAW PERTAINING TO RULEMAKING: NDCC Chp. 28-32

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: NORTH DAKOTA
ADMINISTRATIVE CODE: North Dakota Administrative Code (NDAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Council
DIRECTOR: John D. Olsrud, Director
ADDRESS: 600 E Boulevard Ave
Bismarck, ND 58505-0360
PHONE: 701-328-2916 FAX: 701-328-3615
HOME PAGE URL:
http://www.state.nd.us/lr/council.html
CONTACT PERSON: John Walstad, Code Revisor
CONTACT PHONE: 701-328-2916 FAX: 701-328-3615
E-MAIL ADDRESS: ***jwalstad@state.nd.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): none are assigned only to this function (Full Time: Part Time:)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: unknown--no employees are assigned only to this function
PRINTING EXPENSES: $71,000 per biennium
COMPUTER EXPENSES: $50,000 per biennium
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $48,000 per biennium
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part: 35%

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE:
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED:
PAGES PER FULL SET:
AVERAGE PAGES PER VOLUME:
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 6-7/8" x 10"
COLUMNS PER PAGE: one
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 100
NUMBER OF FREE SUBSCRIBERS: 100
PRICE PER SET: $690
NUMBER OF VOLUMES PER SET: 20
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: complete set only
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: replacement pages
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
for one year
PRICE: $250 per year
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: Secretary of State; 600 E Boulevard Ave; Bismarck, ND 58505
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: unknown
NUMBER OF FREE SUBSCRIBERS: 172
PRICE PER SET: unknown
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT: replacement disc
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: LEXIS Law Publishing; PO Box 7587; Charlottesville, VA 22906-7587; Toll-free: 1-800-542-0957
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ■ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:

COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
■ other: ATMS

TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: ATMS

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:

ANNOTATIONS:	☐ Yes ■ No
MAPS:	■ Yes ☐ No
ILLUSTRATIONS:	■ Yes ☐ No
TABLES:	■ Yes ☐ No
EMERGENCY RULES:	■ Yes ☐ No
OTHER:	☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
if it is clearly an error
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: North Dakota Century Code Chapter 28-32
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S):
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1998
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: NDAC
OTHER CODE INFORMATION:
CLARIFICATIONS:

OHIO

STATE: OHIO
ADMINISTRATIVE REGISTER: Ohio Monthly Record
Note: Ohio does not itself publish its Register. It is published by private publishers, voluntarily. Agencies file rules with the Legislative Service Commission (LSC). LSC ensures the rules are correct as to form, and forwards them to the several private publishers. There is no contractual relationship.
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Ohio Legislative Service Commission
DIRECTOR: Robert M. Shapiro, Director
ADDRESS: Vern Riffe Center
77 S High St 9th Flr
Columbus, OH 43266-0342
PHONE: 614-466-3615 FAX: 614-644-1721
HOME PAGE URL: http://www.lsc.state.oh.us/
CONTACT PERSON: Vicky McMahan, Rules Codification Administrator
CONTACT PHONE: 614-466-7572 FAX: 614-644-1721
E-MAIL ADDRESS: vmcmahan@lsc.state.oh.us
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ■ other: Ohio does not itself publish its Register. It is published by private publishers, voluntarily. Agencies file rules with the Legislative Service Commission (LSC). LSC ensures the rules are correct as to form, and forwards them to the several private publishers. There is no contractual relationship. ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: LSC provides only paper copies to the several publishers. West group; 6611 Oak Tree Blvd; Independence, OH 44131. Conway Greene; 1414 S Green Rd; South Euclid, OH 44121. Regulatory Resource Center; PO Box 1785; Washington, NC 27889
PRINTED: ☐ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE:
AVERAGE PAGES PER YEAR:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only ☐ Full Text
ADOPTED RULES:	■ Notice Only ■ Full Text

Some rules are published by reference only. Generally, these are rules not having general, statewide operation.

EMERGENCY RULES:	☐ Notice Only ■ Full Text
COURT ORDERED RULES:	☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only ☐ Full Text
PROCLAMATIONS:	☐ Notice Only ☐ Full Text
STATE CONTRACTS:	☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only ☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only ☐ Full Text
OTHER MATERIALS:	☐ Notice Only ☐ Full Text
OPEN MEETINGS:	☐ Yes ■ No
PUBLIC HEARINGS:	■ Yes ☐ No
INDEX:	■ Yes ☐ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes ■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes ■ No
OTHER STATEMENTS:	☐ Yes ■ No
MAPS:	☐ Yes ■ No
ILLUSTRATIONS:	■ Yes ☐ No
TABLES:	■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ☐ No
uncertain
LAW PERTAINING TO REGISTER PUBLICATION: Ohio Rev. Code 103.05
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1977

REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: OMR
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 90 days
LAW PERTAINING TO RULEMAKING: Ohio Rev. Code 111.15 and 119.01 to 119.032

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No

CLARIFICATIONS:

STATE: OHIO
ADMINISTRATIVE CODE: Ohio Administrative Code
NOTE: Ohio does not itself publish the Ohio Administrative Code. It is published by private publishers, voluntarily. Agencies file rules with Legislative Services Commission (LSC). We ensure the rules are correct as to form, and forward them to the several private publishers. There is no contractual relationship. LSC has answered questions for which LSC has information.
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Ohio Legislative Service Commission
DIRECTOR: Robert M. Shapiro, Director
ADDRESS: Vern Riffe Center
77 S High St 9th Flr
Columbus, OH 43266-0342
PHONE: 614-466-3615 FAX: 614-644-1721
HOME PAGE URL: ***http://www.lsc.state.oh.us/***
CONTACT PERSON: Vicky McMahan, Rules Codification Administrator
CONTACT PHONE: 614-466-7572 FAX: 614-644-1721
E-MAIL ADDRESS: ***vmcmahan@lsc.state.oh.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ☐ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE:
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED:
PAGES PER FULL SET:
AVERAGE PAGES PER VOLUME:
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ☐ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: LSC provides only paper copies to the several publishers. West Group; 6611 Oak Tree Blvd; Independence, OH 44131. Conway Greene; 1414 S Green Rd; South Euclid, OH 44121. Regulatory Resource Center; PO Box 1785; Washington, NC 27889.
PRINTED: ☐ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ☐ Yes ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ☐ No uncertain
LAW PERTAINING TO CODE PUBLICATION: Ohio Rev. Code 103.05
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1977
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
CODE IS CITED AS: Ohio Admin. Code or O.A.C.
OTHER CODE INFORMATION:
CLARIFICATIONS:

OKLAHOMA

STATE: OKLAHOMA
ADMINISTRATIVE REGISTER: Oklahoma Register
ISSN: 0030-1728

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State
DIRECTOR: Mike Hunter, Secretary of State
ADDRESS: 101 State Capitol
2300 N Lincoln Blvd
Oklahoma City, OK 73105-4897
PHONE: 405-521-3911 FAX: 405-521-3771
HOME PAGE URL: *http://www.state.ok.us/~sos/*
CONTACT PERSON: Peggy Coe, Managing Editor
CONTACT PHONE: 405-521-4911 FAX: 405-521-3555
E-MAIL ADDRESS: *peggy.coe@oklaosf.state.ok.us*
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 5– both Register and Code (Full Time: 5 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $143,400 (both Register and Code)
PRINTING EXPENSES: $97,440 (both Register and Code)
COMPUTER EXPENSES: $30,931 (both Register and Code)
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $33,194 (Register only)
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ■ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ■ other: FTP Server for Vendor Subscribers

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point; 8.9 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 147
NUMBER OF FREE SUBSCRIBERS: 74
PRICE PER ISSUE: $7 plus postage
PRICE PER SUBSCRIPTION: $150 book rate; $200 1st class
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: year
REGISTER IS AVAILABLE FROM: Office of Administrative Rules; Secretary of State; PO Box 53390; Oklahoma City, OK 73152-3390
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: US Mail and Interagency mail
AVERAGE PAGES PER ISSUE: 180 pages (1998)
AVERAGE PAGES PER YEAR: 4,320 pages (1998)

OTHER EDITION: FTP SERVER

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1
NUMBER OF FREE SUBSCRIBERS: 0
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: $4,000
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: year
REGISTER IS AVAILABLE FROM: Office of Administrative Rules; Secretary of State; PO Box 53390; Oklahoma City, OK 73152-3390
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: FTP Server

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway and Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ■ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ■ other: Unix
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ■ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only	☐ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	☐ Full Text
OTHER MATERIALS:	■ Notice Only	☐ Full Text

local project funding announcements

OPEN MEETINGS: ☐ Yes ■ No
PUBLIC HEARINGS: ☐ Yes ■ No
INDEX: ☐ Yes ■ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes	■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes	■ No
OTHER STATEMENTS:	☐ Yes	■ No
MAPS: if rules	■ Yes	☐ No
ILLUSTRATIONS: if rules	■ Yes	☐ No
TABLES: if rules	■ Yes	☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: 75 OS 250 et seq.
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1962
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: 15 Ok Reg 333 (vol OK reg page number)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ■ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: through July 14 following next legislative session
LAW PERTAINING TO RULEMAKING: 75 OS 250 et seq.

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	■ Yes	☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	☐ Yes	■ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	■ Yes	☐ No
THE AGENCY PROVIDES CONSULTATIONS:	■ Yes	☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	☐ Yes	■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	■ Yes	☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	■ Yes	☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	■ Yes	☐ No

CLARIFICATIONS:

STATE: OKLAHOMA
ADMINISTRATIVE CODE: Oklahoma Administrative Code (OAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Secretary of State
DIRECTOR: Mike Hunter, Secretary of State

ADDRESS: 101 State Capitol
2300 N Lincoln Blvd
Oklahoma City, OK 73105-4897
PHONE: 405-521-3911 FAX: 405-521-3771
HOME PAGE URL: ***http://www.state.ok.us/~sos/***
CONTACT PERSON: Peggy Coe, Managing Editor
CONTACT PHONE: 405-521-4911 FAX: 405-521-3555
E-MAIL ADDRESS: ***peggy.coe@oklaosf.state.ok.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 5– both Register and Code (Full Time: 5 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $143,400 (Register and Code)
PRINTING EXPENSES: $97,440 (Register and Code)
COMPUTER EXPENSES: $30,931 (Register and Code)
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $61,001 (Code only)
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ■ other: FTP Server

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: not yet determined
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 130
YEAR ENTIRE CODE LAST PRINTED: 1996
PAGES PER FULL SET: 12,000 pages (1997 and 1998)
AVERAGE PAGES PER VOLUME: 630 pages (1997 and 1998)
PAGES PER SUPPLEMENT (AVERAGE): 4,000 pages (1997 and 1998)
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 30
NUMBER OF FREE SUBSCRIBERS: 100
PRICE PER SET: $975
NUMBER OF VOLUMES PER SET: 19
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: title (agency)
PRICE FOR SMALLEST AVAILABLE PURCHASE: $2
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: annual
FORMAT: paper bound
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: $400
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: year
CODE IS AVAILABLE FROM: Office of Administrative Rules; Secretary of State; PO Box 53390; Oklahoma City, OK 73152-3390
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: US Mail, UPS or other ground delivery

OTHER EDITION: FTP SERVER

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 1
NUMBER OF FREE SUBSCRIBERS: 0
PRICE PER SET: $20,000
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: title (agency)
PRICE FOR SMALLEST AVAILABLE PURCHASE: $250 per rule
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: annual
FORMAT: FTP
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
yes, but one year only
PRICE: $2 per rule
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: year
CODE IS AVAILABLE FROM: Office of Administrative Rules; Secretary of State; PO Box 53390; Oklahoma City, OK 73152-3390
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: FTP

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway and Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ■ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ■ other: Unix
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ■ Interleaf ☐ FrameMaker ☐Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
source notes, authority notes, agency notes, editor's notes
MAPS: ■ Yes ☐ No
if rules
ILLUSTRATIONS: ■ Yes ☐ No
if rules
TABLES: ■ Yes ☐ No
if rules
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: 75 O.S. 250 et seq.
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject
INDICES PREPARED: ☐ in-house by staff ☐ by the publisher ■ other: by contract

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1996
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: OAC 355; OAC 355:10; OAC 355:10-7; OAC 355:10-7-1
OTHER CODE INFORMATION:
CLARIFICATIONS:

OREGON

STATE: OREGON
ADMINISTRATIVE REGISTER: Oregon Bulletin
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State, Archives Division
DIRECTOR: Roy Turnbaugh, State Archivist
ADDRESS: 300 Summer St NE
Salem, OR 97310
PHONE: 503-373-0701 FAX: 503-373-0953
HOME PAGE URL: ***http://arcweb.sos.state.or.us/***
CONTACT PERSON: Julie Yamaka, Administrative Rules Supervisor
CONTACT PHONE: 503-373-0701 x240 FAX: 503-373-0953
E-MAIL ADDRESS: ***julie.a.yamaka@state.or.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 2 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER
SALARIES: $77,362 annually
PRINTING EXPENSES: $22,825 (annual through April 1999)
COMPUTER EXPENSES:
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $25,950
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS:
■ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:
FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 313 to 346 monthly
NUMBER OF FREE SUBSCRIBERS: 32
PRICE PER ISSUE: $7 per issue
PRICE PER SUBSCRIPTION: $75 per year
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year–January through December
REGISTER IS AVAILABLE FROM: Administrative Rules Unit; Oregon State Archives; 800 Summer St NE; Salem, OR 97310
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: order forms to previous subscribers
METHOD USED FOR DISTRIBUTION: state printer prints and distributes
AVERAGE PAGES PER ISSUE: 250 to 300 pages (1998-1999)
AVERAGE PAGES PER YEAR: 2,800 to 3,300 pages (1998-1999)

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: free
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://arcweb.sos.state.or.us/rules/bulletin_default.html
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER
SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ■ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ■ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ■ other: Quark Filemaker Pro

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only	☐ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	■ Full Text
AGENCY RULE REVIEWS:	■ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	■ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	■ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	☐ Full Text
OTHER MATERIALS:	☐ Notice Only	☐ Full Text
OPEN MEETINGS:	☐ Yes	■ No
PUBLIC HEARINGS:	■ Yes	☐ No
INDEX:	☐ Yes	■ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	■ Yes	☐ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	■ Yes	☐ No
OTHER STATEMENTS:	■ Yes	☐ No
MAPS:	☐ Yes	☐ No
ILLUSTRATIONS:	☐ Yes	☐ No
TABLES:	☐ Yes	☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS:	■ Yes	☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS:	☐ Yes	■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES:	☐ Yes	■ No
REGISTER RECEIVES JUDICIAL NOTICE:	☐ Yes	■ No

LAW PERTAINING TO REGISTER PUBLICATION: ORS 183.360(3)
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1970s
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS
TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 180 days
LAW PERTAINING TO RULEMAKING: ORS 183.310(8)

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	☐ Yes	■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	☐ Yes	■ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	☐ Yes	■ No
THE AGENCY PROVIDES CONSULTATIONS:	■ Yes	☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	■ Yes	☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	■ Yes	☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	■ Yes	☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	■ Yes	☐ No

CLARIFICATIONS:

STATE: OREGON
ADMINISTRATIVE CODE: Oregon Administrative Rules Compilation
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE
AGENCY: Secretary of State, Archives Division
DIRECTOR: Roy Turnbaugh, State Archivist
ADDRESS: 300 Summer St NE
Salem, OR 97310
PHONE: 503-373-0701 FAX: 503-373-0953
HOME PAGE URL: *http://arcweb.sos.state.or.us/*
CONTACT PERSON: Julie Yamaka, Administrative Rules Supervisor
CONTACT PHONE: 503-373-0701 x240 FAX: 503-373-0953
E-MAIL ADDRESS: *julie.a.yamaka@state.or.us*
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 2 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE
SALARIES: $77,362 annually
PRINTING EXPENSES: $40,766
COMPUTER EXPENSES:
SUBSIDY RECEIVED: $0
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $54,700

PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: annually
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 260
YEAR ENTIRE CODE LAST PRINTED: 1999
PAGES PER FULL SET:
AVERAGE PAGES PER VOLUME:
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ■ Loose-leaf ■ Paperback ☐ hardbound ☐ other
it is a paperback publication that is 3-hole punched and stapled
DIMENSIONS OF CODE PAGES:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 197
NUMBER OF FREE SUBSCRIBERS: 32
PRICE PER SET: $300
NUMBER OF VOLUMES PER SET: 16
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: single volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: $30
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: updates to the Code are included in the monthly Oregon Bulletin
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
can order both for one $350 fee
PRICE: $75
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Administrative Rules Unit; Oregon State Archives; 800 Summer St NE; Salem, OR 97310
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: list of previous subscribers, list of agencies
METHOD USED FOR DISTRIBUTION: printer mail

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: free
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://arcweb.sos.state.or.us/rules/OAR_default.html
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ■ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ■ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ■ other: Quark, Filemaker Pro

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ☐ Yes ☐ No
ILLUSTRATIONS: ☐ Yes ☐ No
TABLES: ☐ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION: ORS 183.360(3)
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED:
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS:
OTHER CODE INFORMATION:
CLARIFICATIONS:

PENNSYLVANIA

STATE: PENNSYLVANIA
ADMINISTRATIVE REGISTER: Pennsylvania Bulletin
ISSN: (ISBN) 0-8182-0004-9

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Reference Bureau
DIRECTOR: Gary R. Hoffman, Director
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Harrisburg, PA 17120-0033
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HOME PAGE URL: to be announced July 1, 1999
CONTACT PERSON: Gary R. Hoffman, Director
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THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 6–both Code and Bulletin (Full Time: 6 Part Time: 0)
OFFICE HOURS: 8:45 a.m. - 4:45 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ■ On-line subscription system ☐ CD-ROM ■ Internet (HTML–to be announced July 1, 1999) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 9 point generally
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA

NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: $2.50
PRICE PER SUBSCRIPTION: $82 per year
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: yearly
REGISTER IS AVAILABLE FROM: Fry Communications; 800 W Church Rd; Mechanicsburg, PA 17055-3198
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies (artwork, maps, graphs, etc.; otherwise, the contractor) ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: US Mail 2nd class
AVERAGE PAGES PER ISSUE: 140 pages (1998)
AVERAGE PAGES PER YEAR: 7,280 pages (1998)

ON-LINE SUBSCRIPTION SYSTEM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: $82 per year
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: yearly
REGISTER IS AVAILABLE FROM: Fry Communications; 800 W Church Rd; Mechanicsburg, PA 17055-3198
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: to be announced July 1, 1999
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: to be announced July 1, 1999
REGISTER IS AVAILABLE FROM: Fry Communications; 800 W Church Rd; Mechanicsburg, PA 17055-3198
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA to be announced July 1, 1999
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other to be announced July 1, 1999
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other to be announced July 1, 1999
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other to be announced July 1, 1999
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES: few	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	■ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	■ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	■ Full Text
LEGISLATIVE ITEMS:	■ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	■ Full Text
OTHER MATERIALS:	☐ Notice Only	☐ Full Text
OPEN MEETINGS:	■ Yes	☐ No
PUBLIC HEARINGS:	■ Yes	☐ No
INDEX:	■ Yes	☐ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS: rules are not annotated with court cases	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	■ Yes	☐ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes	■ No
OTHER STATEMENTS: history, background, discussion of comments, review agency order text	■ Yes	☐ No
MAPS:	■ Yes	☐ No
ILLUSTRATIONS:	■ Yes	☐ No
TABLES:	■ Yes	☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS:	■ Yes	☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS:	☐ Yes	■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES:	■ Yes	☐ No
REGISTER RECEIVES JUDICIAL NOTICE:	■ Yes	☐ No

LAW PERTAINING TO REGISTER PUBLICATION: Commonwealth Documents Law–45 Pa.C.S. § 501 et seq.; Regulatory Review Act–71 P.S. § 745.1 et seq.; Commonwealth Attorneys Act–71 P.S. § 731-1 et seq.; Fiscal notes–71 P.S. § 612
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1970
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: 29 (volume) Pa.B. 1 (page)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ■ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING: Commonwealth Documents Law–45 Pa.C.S. § 501 et seq.; Regulatory Review Act–71 P.S. § 745.1 et seq.; Commonwealth Attorneys Act–71 P.S. § 731-1 et seq.; Fiscal notes–71 P.S. § 612

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	■ Yes	☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	■ Yes	☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	☐ Yes	☐ No
THE AGENCY PROVIDES CONSULTATIONS:	■ Yes	☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	☐ Yes	■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	■ Yes	☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	■ Yes	☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	■ Yes	☐ No

CLARIFICATIONS:

STATE: PENNSYLVANIA
ADMINISTRATIVE CODE: Pennsylvania Code
ISSN/ISBN: USPS 540-270

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Reference Bureau
DIRECTOR: Gary R. Hoffman, Director
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HOME PAGE URL: to be announced July 1, 1999
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E-MAIL ADDRESS: *lrb42@legis.state.pa.us*
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TOTAL NUMBER OF EMPLOYEES (FTE): 6–Code and Bulletin (Full Time: 6 Part Time: 0)
OFFICE HOURS: 8:45 a.m. - 4:45 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ■ Internet (HTML–to be announced July 1, 1999) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: monthly updates–supplement form
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED:
PAGES PER FULL SET: 35,000 pages (1998)
AVERAGE PAGES PER VOLUME: 580 pages (1998)
PAGES PER SUPPLEMENT (AVERAGE): 600 pages (1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 6" x 9"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: 9 point generally
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: $809
NUMBER OF VOLUMES PER SET: 60
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: single title (or even single pages)
PRICE FOR SMALLEST AVAILABLE PURCHASE: $26
CODE SUPPLEMENTED: ■ Yes ☐ No
- FREQUENCY: monthly
- FORMAT: looseleaf
- AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No first year
- SEPARATE SUBSCRIPTION: ■ Yes ☐ No after first year
- INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No first year
- PRICE: $508

PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: year
CODE IS AVAILABLE FROM: Fry Communications; 800 W Church Rd; Mechanicsburg, PA 17055-3198
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies (artwork, graphs, maps, etc.; otherwise contractor) ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: US Mail 2nd class

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
- FREQUENCY: quarterly
- FORMAT: new disc
- AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
- SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
- INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
- PRICE:

PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: year
CODE IS AVAILABLE FROM: Michie-Lexis
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other to be announced July 1, 1999
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other to be announced July 1, 1999
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other to be announced July 1, 1999
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ■ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
- ANNOTATIONS: ■ Yes ☐ No
- MAPS: ■ Yes ☐ No
- ILLUSTRATIONS: ■ Yes ☐ No
- TABLES: ■ Yes ☐ No
- EMERGENCY RULES: ■ Yes ☐ No few
- OTHER: ■ Yes ☐ No source notes, authority notes, cross-references

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: 45 Pa.C.S. § 501 et seq.
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ☐ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1970
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: 1 (title) Pa. Code § 1.1 (section)
OTHER CODE INFORMATION:
CLARIFICATIONS: Internet availability of all products may change on July 1, 1999

RHODE ISLAND

STATE: RHODE ISLAND
ADMINISTRATIVE REGISTER: Rhode Island Government Register (published by private publisher)
ISSN: 1071-3395

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State, State Library
DIRECTOR:
ADDRESS: State House
Providence, RI 02903-1105
PHONE: FAX: 401-331-6430
HOME PAGE URL:
CONTACT PERSON: Thomas Evans
CONTACT PHONE: 401-222-2473 FAX:
E-MAIL ADDRESS: *tevans@sec.state.ri.us*
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 4.5 (Full Time: 4 Part Time: 1)
OFFICE HOURS: 8:30 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ■ other: fax service for copies of rules

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2 to 4
TYPE POINT SIZE:
PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ■ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: $330 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: 12 months
REGISTER IS AVAILABLE FROM: Weil Publishing; PO Box 1990; Augusta, ME 04332-1990
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE: 130 pages (1998)
AVERAGE PAGES PER YEAR: 1,600 pages (1998)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only ☐ Full Text
ADOPTED RULES:	☐ Notice Only ■ Full Text
EMERGENCY RULES:	☐ Notice Only ■ Full Text
COURT ORDERED RULES:	☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only ■ Full Text
EXECUTIVE ORDERS:	☐ Notice Only ■ Full Text
PROCLAMATIONS:	☐ Notice Only ☐ Full Text
STATE CONTRACTS:	☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only ■ Full Text
JUDICIAL ITEMS:	☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS:	■ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only ■ Full Text
OTHER MATERIALS:	☐ Notice Only ■ Full Text
OPEN MEETINGS:	■ Yes ☐ No
PUBLIC HEARINGS:	■ Yes ☐ No
INDEX:	■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:	
ANNOTATIONS:	☐ Yes ☐ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes ☐ No
RISK ASSESSMENT STATEMENTS:	☐ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes ☐ No
OTHER STATEMENTS:	☐ Yes ☐ No
MAPS:	☐ Yes ■ No
ILLUSTRATIONS:	☐ Yes ■ No
TABLES:	■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: Rhode Island General Law 42-8.2
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1992
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ■ the publisher ☐ other
REGISTER IS CITED AS: we do not cite it
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ■ other: promulgating agency review; judicial review
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 210 days
LAW PERTAINING TO RULEMAKING: RIGL 42-35

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ☐ Yes ■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ☐ Yes ■ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ☐ Yes ■ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No

CLARIFICATIONS:

STATE: RHODE ISLAND
ADMINISTRATIVE CODE: Code of Rhode Island Rules
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of the Secretary of State
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Providence, RI 02903
PHONE: 401-222-4984 FAX: 401-222-1404
HOME PAGE URL: ***http://www.state.ri.us/***
CONTACT PERSON: Donald D. Deignan, Director of Administrative Records
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E-MAIL ADDRESS: ***ddeignan@sec.state.ri.us***
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SALARIES: Produced by Weil Publishing Co. for Secretary of State
PRINTING EXPENSES:
COMPUTER EXPENSES:
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AMOUNT RECEIVED FROM SUBSCRIPTIONS:
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PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: updated (sections) monthly
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED: contact Weil
PAGES PER FULL SET: contact Weil
AVERAGE PAGES PER VOLUME: contact Weil
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ■ Loose-leaf ☐ Paperback ■ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: contact Weil
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: contact Weil
NUMBER OF FREE SUBSCRIBERS: contact Weil
PRICE PER SET: contact Weil
NUMBER OF VOLUMES PER SET: 22
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: individual regulations
PRICE FOR SMALLEST AVAILABLE PURCHASE: $0.15 per page
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: loose paper
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No

PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
contact Weil
SUBSCRIPTION LENGTH: contact Weil
CODE IS AVAILABLE FROM: Weil Publishing; PO Box 1990; Augusta, ME 04332-1990
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ■ other: NA
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ■ other: NA
BRAND OF COMPUTER EQUIPMENT USED: NA
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
■ other: NA
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf
☐ FrameMaker ☐ Microsoft Word ■ other: NA

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
only if part of rules and regulations
ILLUSTRATIONS: ■ Yes ☐ No
only if part of rules and regulations
TABLES: ■ Yes ☐ No
only if part of rules and regulations
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ☐ No
contact Weil
LAW PERTAINING TO CODE PUBLICATION: RIGL 42-35-1
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ■ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): subject
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1988
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ☐ No
contact Weil
CODE IS CITED AS: Code of RI Rules
OTHER CODE INFORMATION:
CLARIFICATIONS:

SOUTH CAROLINA

STATE: SOUTH CAROLINA
ADMINISTRATIVE REGISTER: South Carolina State Register
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Council
DIRECTOR: Stephen T. Draffin, Code Commissioner
ADDRESS: PO Box 11489
Columbia, SC 29211
PHONE: 803-734-2145 FAX: 803-734-2425
HOME PAGE URL: ***http://www.lpitr.state.sc.us/***
CONTACT PERSON: Lynn P. Bartlett, Editor
CONTACT PHONE: 803-734-2145 FAX: 803-734-2425
E-MAIL ADDRESS: ***LPB@legis.lpitr.state.sc.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 2 (Full Time: 1 Part Time: 2)
OFFICE HOURS: 8:30 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: included in Legislative Council budget
PRINTING EXPENSES:
COMPUTER EXPENSES: none
SUBSIDY RECEIVED: none
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $29,450
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: 11 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 310
NUMBER OF FREE SUBSCRIBERS: 255
PRICE PER ISSUE: $8
PRICE PER SUBSCRIPTION: $95
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Legislative Council; PO Box 11489; Columbia, SC 29211
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ■ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: US Mail, interagency mail
AVERAGE PAGES PER ISSUE: 150 pages (1998)
AVERAGE PAGES PER YEAR: 1,790 pages (1998)

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://www.lpitr.state.sc.us/register.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Microsoft Word or Microsoft Word Viewer
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
Web page contains a link from which users can obtain Microsoft Word Viewer
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ■ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Hewlett Packard
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf
☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
paper synopsis
ADOPTED RULES: ☐ Notice Only ■ Full Text
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ☐ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ■ Full Text
notices
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ■ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ■ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
OTHER STATEMENTS: ☐ Yes ☐ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: Art. 1, Chap. 23, 1976 Code
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1977
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: SC State Register Vol. #, Issue # (e.g., SR 22-1)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ■ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 90 days renewable once if original filing during interim
LAW PERTAINING TO RULEMAKING: Art. 1, Chapter 23, 1976 Code

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS: All documents are submitted on diskette and hard copy

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STATE: SOUTH CAROLINA
ADMINISTRATIVE CODE: Code of Laws of South Carolina [Editor's note: the administrative rules of South Carolina are contained in the Code of Laws of South Carolina]
ISSN/ISBN: Library of Congress Number 76-40676

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Council of General Assembly
DIRECTOR: Stephen T. Draffin, Code Commissioner
ADDRESS: PO Box 11489
Columbia, SC 29211
PHONE: 803-734-2145 FAX: 803-734-2425
HOME PAGE URL: ***http://www.lpitr.state.sc.us/***
CONTACT PERSON: Stephen T. Draffin, Code Commissioner
CONTACT PHONE: 803-734-2145 FAX: 803-734-2425
E-MAIL ADDRESS: ***cou@legis.lpitr.state.sc.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): NA (Full Time: 33 Part Time: 12)
OFFICE HOURS: 8:30 a.m. - 5:00 p.m.–extended hours when the legislature is in session
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: included in budget (general funds) Legislative Services
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: continuous
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 1,750; other sets sold by publisher
YEAR ENTIRE CODE LAST PRINTED: 1980-1989
PAGES PER FULL SET: varies
AVERAGE PAGES PER VOLUME: varies
PAGES PER SUPPLEMENT (AVERAGE): varies
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 7" x 10"
COLUMNS PER PAGE: 2
TYPE POINT SIZE:
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS: 1,650
PRICE PER SET: NA
NUMBER OF VOLUMES PER SET: 8
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: single volume
PRICE FOR SMALLEST AVAILABLE PURCHASE: NA
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: annual
FORMAT: pamphlet
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ■ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: set by publisher
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: annual
CODE IS AVAILABLE FROM: agency publisher
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: NA

INTERNET EDITION

PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.lpitr.state.sc.us/coderegs/statmast.htm
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other

ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house
☐ computer services agency ☐ private vendor
☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
■ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway 2000
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ■ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf
☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:

ANNOTATIONS:	■ Yes ☐ No
MAPS:	☐ Yes ■ No
ILLUSTRATIONS:	☐ Yes ■ No
TABLES:	■ Yes ☐ No
EMERGENCY RULES:	☐ Yes ☐ No
OTHER:	■ Yes ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION: Code of South Carolina Regulations
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted
■ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): agency
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject
■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1937
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE:
■ Yes ☐ No
CODE IS CITED AS: Code of SC Regulations
OTHER CODE INFORMATION:
CLARIFICATIONS:

SOUTH DAKOTA

STATE: SOUTH DAKOTA
ADMINISTRATIVE REGISTER: Register
ISSN: 0191-1104

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Legislative Research Council
DIRECTOR: Terry C. Anderson, Director
ADDRESS: 500 E Capitol
Pierre, SD 52501-5070
PHONE: 605-773-3251 FAX: 605-773-4576
HOME PAGE URL:
http://www.state.sd.us/state/legis/lrc.htm
CONTACT PERSON: Doug Decker, Code Counsel
CONTACT PHONE: 605-773-3251 FAX: 605-773-4576
E-MAIL ADDRESS: *doug.decker@state.sd.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature
☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS:
■ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week)
☐ Semi-monthly (twice a month) ☐ Monthly
☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system
☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche
☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other
☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION: $20
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Legislative Research Council; 500 E Capitol; Pierre, SD 52501-5070
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: do not
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE: 4 pages
AVERAGE PAGES PER YEAR: 208 pages

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other
☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://www.state.sd.us/state/legis/lrc/rules/register.htm
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house
☐ computer services agency ☐ private vendor
☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf
☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only ☐ Full Text
ADOPTED RULES:	■ Notice Only ☐ Full Text
EMERGENCY RULES:	■ Notice Only ☐ Full Text
COURT ORDERED RULES:	■ Notice Only ☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS:	■ Notice Only ☐ Full Text
PROCLAMATIONS:	■ Notice Only ☐ Full Text
STATE CONTRACTS:	☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS:	■ Notice Only ☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS:	■ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only ☐ Full Text
OTHER MATERIALS:	☐ Notice Only ☐ Full Text
OPEN MEETINGS:	☐ Yes ■ No
PUBLIC HEARINGS:	■ Yes ☐ No
INDEX:	■ Yes ☐ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes ■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes ■ No
OTHER STATEMENTS:	☐ Yes ■ No
MAPS:	☐ Yes ■ No
ILLUSTRATIONS:	☐ Yes ■ No
TABLES:	☐ Yes ■ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: SDCL 1-26A-1
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1974
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: 25 SDR 141
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 90 days
LAW PERTAINING TO RULEMAKING: SDCL 1-26

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: SOUTH DAKOTA
ADMINISTRATIVE CODE: Administrative Rules of South Dakota (ARSD)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Legislative Research Council
DIRECTOR: Terry C. Anderson, Director
ADDRESS: 500 E Capitol
Pierre, SD 52501-5070
PHONE: 605-773-3251 FAX: 605-773-4576
HOME PAGE URL:
http://www.state.sd.us/state/legis/lrc.htm
CONTACT PERSON: Doug Decker, Code Counsel
CONTACT PHONE: 605-773-3251 FAX: 605-773-4576
E-MAIL ADDRESS: *doug.decker@state.sd.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES:
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ■ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE:
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED:
PAGES PER FULL SET:
AVERAGE PAGES PER VOLUME:
PAGES PER SUPPLEMENT (AVERAGE):
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: $250
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: one article
PRICE FOR SMALLEST AVAILABLE PURCHASE: $0.09
CODE SUPPLEMENTED: ☐ Yes ■ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM:
PRINTED: ☐ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.state.sd.us/state/legis/lrc/rules/rulelist.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection; Microsoft Word is optional
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

MICROFILM/MICROFICHE EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:

PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Gateway
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ☐ Yes ☐ No
ILLUSTRATIONS: ☐ Yes ☐ No
TABLES: ☐ Yes ☐ No
EMERGENCY RULES: ■ Yes ☐ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: SDCL 1-26A
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1974
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: ARSD
OTHER CODE INFORMATION:
CLARIFICATIONS:

TENNESSEE

STATE: TENNESSEE
ADMINISTRATIVE REGISTER: Tennessee Administrative Register (TAR)
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State
DIRECTOR: Richard Arnold, Director of Publications
ADDRESS: James K Polk Bldg Ste 1700
Nashville, TN 37243
PHONE: 615-741-2650 FAX: 615-741-1278
HOME PAGE URL: ***http://www.state.tn.us/sos/***
CONTACT PERSON: Shawna Gaw, Assistant Director of Publications
CONTACT PHONE: 615-741-2650 FAX: 615-741-1278
E-MAIL ADDRESS: ***sgaw@mail.state.tn.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 4 (Full Time: 4 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: ± $150,000
PRINTING EXPENSES: $17,500
COMPUTER EXPENSES: $2,500
SUBSIDY RECEIVED: 100%
AMOUNT RECEIVED FROM SUBSCRIPTIONS: ± $12,000
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ■ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 1
TYPE POINT SIZE: 10
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 530
NUMBER OF FREE SUBSCRIBERS: 13
PRICE PER ISSUE: ± $1.50
PRICE PER SUBSCRIPTION: $50 per year
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Division of Publications; Ste 1700, James K Polk Bldg; Nashville, TN 37243-0310; Phone 615-741-2650
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: NA
AVERAGE PAGES PER ISSUE: ± 70 pages (1998)
AVERAGE PAGES PER YEAR: 840 pages (1998)

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ■ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
full text or summary
ADOPTED RULES: ☐ Notice Only ☐ Full Text
EMERGENCY RULES: ☐ Notice Only ■ Full Text
full text or summary
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ☐ Full Text
PROCLAMATIONS: ☐ Notice Only ■ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
some legislative items
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ☐ Full Text
OPEN MEETINGS: ☐ Yes ■ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ☐ Yes ■ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ☐ Yes ■ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ■ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ■ No
OTHER STATEMENTS: ☐ Yes ☐ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ☐ Yes ■ No

TABLES: ☐ Yes ■ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: 4-5-220 Tennessee Code Annotated
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1976
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS:
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review (no veto power) ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 165 days
LAW PERTAINING TO RULEMAKING: 4-5-220 Tennessee Code Annotated

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ☐ Yes ■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ☐ Yes ■ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: TENNESSEE
ADMINISTRATIVE CODE: Official Compilation of Rules and Regulations of the State of Tennessee
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Secretary of State
DIRECTOR: Richard Arnold, Director of Publications
ADDRESS: James K Polk Bldg Ste 1700
Nashville, TN 37243
PHONE: 615-741-2650 FAX: 615-741-1278
HOME PAGE URL: ***http://www.state.tn.us/sos/***
CONTACT PERSON: Shawna Gaw, Assistant Director of Publications
CONTACT PHONE: 615-741-2650 FAX: 615-741-1278
E-MAIL ADDRESS: ***sgaw@mail.state.tn.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 4 (Full Time: 4 Part Time: 0)

OFFICE HOURS: 8:00 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: ± $150,000
PRINTING EXPENSES: ± $90,000
COMPUTER EXPENSES: ± $10,000
SUBSIDY RECEIVED: 100%
AMOUNT RECEIVED FROM SUBSCRIPTIONS: ± $45,000
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: two to three years
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 200
YEAR ENTIRE CODE LAST PRINTED: 1996
PAGES PER FULL SET: ± 12,000 pages (1998)
AVERAGE PAGES PER VOLUME: 500 pages (1998)
PAGES PER SUPPLEMENT (AVERAGE): 300 pages (1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 306
NUMBER OF FREE SUBSCRIBERS: 13
PRICE PER SET: $995
NUMBER OF VOLUMES PER SET: 23
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: NA
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: replacement pages
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No for one year
PRICE: $150 after first year
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Division of Publications; Ste 1700, James K Polk Bldg; Nashville, TN 37243-0310; Phone (615) 741-2650
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: free
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.state.tn.us/sos/rules/rules.htm
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ■ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: Adobe Acrobat

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ☐ Yes ■ No
TABLES: ☐ Yes ■ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION: T.C.A. Title 4 Chapter 5

CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1976
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS:
OTHER CODE INFORMATION:
CLARIFICATIONS:

TEXAS

STATE: TEXAS
ADMINISTRATIVE REGISTER: Texas Register
ISSN: 0362-4781

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Office of the Secretary of State, Texas Register Section
DIRECTOR: Dan Procter, Director
ADDRESS: PO Box 13824
Austin, TX 78711
PHONE: 512-463-5561 FAX: 512-463-5569
HOME PAGE URL: ***http://www.sos.state.tx.us/***
CONTACT PERSON: Dan Procter, Director
CONTACT PHONE: 512-463-5561 FAX: 512-463-5569
E-MAIL ADDRESS: ***dprocter@sos.state.tx.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 10 (Full Time: 10 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $269,632
PRINTING EXPENSES: $220,000
COMPUTER EXPENSES: $15,000
SUBSIDY RECEIVED: $357,000
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $262,865
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part: 35%

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ■ On-line subscription system ■ CD-ROM ■ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 9 point or 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 2,267
NUMBER OF FREE SUBSCRIBERS: 318
PRICE PER ISSUE: $7
PRICE PER SUBSCRIPTION: $95
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: six months and one year
REGISTER IS AVAILABLE FROM: Texas Register Section; PO Box 13824; Austin, TX 78711
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Direct mail; attend conferences
METHOD USED FOR DISTRIBUTION: by contract vendor
AVERAGE PAGES PER ISSUE: 290 pages (9/1/1997 through 8/31/1998)
AVERAGE PAGES PER YEAR: 15,104 pages (9/1/1997 through 8/31/1998)

ON-LINE SUBSCRIPTION SYSTEM EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ■ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 225--the on-line subscription services were discontinued in September 1998
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: $7 per diskette
PRICE PER SUBSCRIPTION: $200
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: six months and one year
REGISTER IS AVAILABLE FROM: Texas Register Section; PO Box 13824; Austin, TX 78711
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: any software that will accept ASCII format
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ■ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: outside vendor
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION

PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ■ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ■ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM: ***http://www.sos.state.tx.us/texreg/***
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection; Adobe Acrobat Reader is optional
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board ■ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Dell PCs and Sun Microsystem Unix Systems
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ■ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ■ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: Arbortext Editor's and Publisher

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	■ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	■ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	■ Notice Only	☐ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text

LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ■ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ■ Full Text
Ethics Commission Opinions; miscellaneous information submitted by agencies
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ■ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
OTHER STATEMENTS: ■ Yes ☐ No
cross index to statutes, statutory authority
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION: Government Code, 2002.011
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1976
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: "Volume" TexReg "page #"
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ■ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days, renewable for 60 days
LAW PERTAINING TO RULEMAKING:

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS: The Texas Register sells an electronic version of the Register to outside vendors. These vendors may reproduce this information without permission from the Texas Register.

STATE: TEXAS
ADMINISTRATIVE CODE: Texas Administrative Code (TAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Office of the Secretary of State, Texas Register Section
DIRECTOR: Dan Procter, Director
ADDRESS: P.O Box 13824
Austin, TX 78711
PHONE: 512-463-5562 FAX: 512-463-5569
HOME PAGE URL: ***http://www.sos.state.tx.us/***
CONTACT PERSON: Dan Procter, Director
CONTACT PHONE: 512-463-5562 FAX: 512-463-5569
E-MAIL ADDRESS: ***dprocter@sos.state.tx.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $118,000
PRINTING EXPENSES: NA
COMPUTER EXPENSES: $15,000 annually
SUBSIDY RECEIVED: NA
AMOUNT RECEIVED FROM SUBSCRIPTIONS: NA
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ■ On-line subscription system ■ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: annually
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 16
YEAR ENTIRE CODE LAST PRINTED: 1998
PAGES PER FULL SET: 19,203 pages (9/1/97 - 8/31/98)
AVERAGE PAGES PER VOLUME: 1,200 pages (9/1/97 - 8/31/98)
PAGES PER SUPPLEMENT (AVERAGE): NA
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 7.25" x 10"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS: NA
PRICE PER SET: Contact West Publishing
NUMBER OF VOLUMES PER SET: 16
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: contact West Publishing
PRICE FOR SMALLEST AVAILABLE PURCHASE: contact West Publishing
CODE SUPPLEMENTED: ☐ Yes ■ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: West Publishing
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ■ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

ON-LINE SUBSCRIPTION SYSTEM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: West Publishing
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: West software
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION

PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ■ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: West Publishing
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: West software

SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ■ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed (for access to version available from West Publishing) ☐ subscribers pay in advance ■ NA (version available from the Texas Register is free)
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.sos.state.tx.us/tac/index.html and from West Publishing
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board ☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ■ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Officesmith
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ■ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION:
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ☐ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1977
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ☐ No
CODE IS CITED AS: "Title" TAC "rule number" (e.g., 1 TAC § 91.1)
OTHER CODE INFORMATION:
CLARIFICATIONS: As of December 31, 1998, the state of Texas no longer has an official publisher of the Texas Administrative Code. The state will sell outside vendors electronic copies of the database for their use.

UTAH

STATE: UTAH
ADMINISTRATIVE REGISTER: Utah State Bulletin
ISSN: 0882-4738

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Division of Administrative Rules
DIRECTOR: Kenneth A. Hansen, Director
ADDRESS: 4120 State Office Bldg
PO Box 141007
Salt Lake City, UT 84114-1007
PHONE: 801-538-3218 FAX: 801-538-1773
HOME PAGE URL: ***http://www.rules.state.ut.us/***
CONTACT PERSON: Nancy Lancaster, Publications Editor
CONTACT PHONE: 801-538-3218 FAX: 801-538-1773
E-MAIL ADDRESS: ***asitmain.nlancast@email.state.ut.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: executive branch, Department of Administrative Services
TOTAL NUMBER OF EMPLOYEES (FTE): 1.5 (Full Time: 1 Part Time: 1)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $46,241 (July 1997 - June 1998)
PRINTING EXPENSES: contracted to printer–Division only pays for subscriptions it is required to purchase
COMPUTER EXPENSES: $11,930 (July 1997 - June 1998) total computing expenses–not separated by publication
SUBSIDY RECEIVED: the Division of Administrative Rules is an appropriated agency
AMOUNT RECEIVED FROM SUBSCRIPTIONS: unknown
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ■ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 9 point Arial and 9 point Times New Roman
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 89 (July 1998)
NUMBER OF FREE SUBSCRIBERS: 37 (July 1998)
PRICE PER ISSUE: $7 effective July 1, 1999
PRICE PER SUBSCRIPTION: $160 effective July 1, 1999
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year–July 1 through June 30
REGISTER IS AVAILABLE FROM: Office of Legislative Printing; PO Box 140107; Salt Lake City, UT 84114-0107; 801-538-1103; Fax 801-538-1728
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: Internet
METHOD USED FOR DISTRIBUTION: US Mail bulk rate
AVERAGE PAGES PER ISSUE: 149 pages (July 1997 - June 1998)
AVERAGE PAGES PER YEAR: 3,582 pages (July 1997 - June 1998)

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS: NA
PRICE PER ISSUE: free
PRICE PER SUBSCRIPTION: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION: NA
REGISTER IS AVAILABLE FROM:
http://www.rules.state.ut.us/publicat/bulletin.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection. Adobe Acrobat Reader or WordPerfect 6.x or later with PKUnzip optional.

SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: Internet

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house
■ computer services agency ☐ private vendor
☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe
PageMaker ■ Corel WordPerfect ☐ Interleaf
☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	☐ Notice Only	■ Full Text
ADOPTED RULES:	■ Notice Only	☐ Full Text
EMERGENCY RULES:	☐ Notice Only	■ Full Text
COURT ORDERED RULES:	☐ Notice Only	■ Full Text
AGENCY RULE REVIEWS:	■ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	☐ Notice Only	■ Full Text
PROCLAMATIONS:	☐ Notice Only	■ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	☐ Notice Only	■ Full Text
JUDICIAL ITEMS:	☐ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	☐ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	■ Full Text
OTHER MATERIALS:	☐ Notice Only	■ Full Text

indexes of effective rules

OPEN MEETINGS: ■ Yes ☐ No
when provided by the agencies
PUBLIC HEARINGS: ■ Yes ☐ No
when provided by the agencies
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes	■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes	■ No
OTHER STATEMENTS:	■ Yes	☐ No

anticipated cost or savings and compliance costs

MAPS:	☐ Yes	■ No
ILLUSTRATIONS:	☐ Yes	■ No
TABLES:	■ Yes	☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
nonsubstantive errors can be corrected before publication after notifying the agency
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: Utah Code Ann. Sections 63-46a-4 and 63-46a-10
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1973
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: Rule R622-2, UT Bull 99-9, p 84 (5/1/99)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review
■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING: Utah Code Ann. Title 63, Chapter 46a

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES:	■ Yes	☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION:	☐ Yes	■ No
THE AGENCY CONDUCTS TRAINING SEMINARS:	■ Yes	☐ No
THE AGENCY PROVIDES CONSULTATIONS:	■ Yes	☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW:	☐ Yes	■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW:	■ Yes	☐ No

upon request

THE AGENCY REQUIRES LIAISON REPRESENTATIVES:	☐ Yes	■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE:	■ Yes	☐ No

CLARIFICATIONS: The Division also publishes a notice-only register or summary of the Bulletin called the Utah State Digest. The Digest is available from the Office of Legislative Printing (see above) for $35 per year–ISSN 0884-6421. The Digest is also available at ***http://www.rules.state.ut.us/publicat/digest.htm*** in ASCII text format for the current year and ASCII text format compressed with PKZip 2.04g for the years 1994 through 1998.

The Division is aware of one private publisher that provides searchable access to the Utah State Bulletin over the Internet–Code-Co Law Publishers.

STATE: UTAH
ADMINISTRATIVE CODE: Utah Administrative Code (UAC)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Division of Administrative Rules
DIRECTOR: Kenneth A. Hansen, Director
ADDRESS: 4120 State Office Bldg
PO Box 141007
Salt Lake City, UT 84114-1007
PHONE: 801-538-3218 FAX: 801-538-1773
HOME PAGE URL: ***http://www.rules.state.ut.us/***
CONTACT PERSON: Michael G. Broschinsky
CONTACT PHONE: 801-538-3003 FAX: 801-538-1773
E-MAIL ADDRESS: ***asitmain.mbroschi@email.state.ut.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ■ Other: executive branch, Department of Administrative Services
TOTAL NUMBER OF EMPLOYEES (FTE): 1 (Full Time: 1 Part Time: 0)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $43,590
PRINTING EXPENSES: currently NA–see "Clarifications"
COMPUTER EXPENSES: $11,930 (July 1997 - June 1998) total computing expenses–not separated by publication
SUBSIDY RECEIVED: the Division of Administrative Rules is an appropriated agency
AMOUNT RECEIVED FROM SUBSCRIPTIONS: NA
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ■ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ☐ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ■ Internet (proprietary format: PDF, WordPerfect files compressed with PK Zip 2.04g) ☐ Microfilm/microfiche ☐ other

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS: NA
NUMBER OF FREE SUBSCRIBERS: NA
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: NA
PRICE FOR SMALLEST AVAILABLE PURCHASE: free
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: HTML files are replaced monthly; PDF and compressed WordPerfect update files are posted monthly

AUTOMATICALLY SENT TO SUBSCRIBERS:	☐ Yes	■ No
SEPARATE SUBSCRIPTION:	☐ Yes	■ No
INCLUDED IN PURCHASE PRICE:	■ Yes	☐ No

PRICE: free
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
SUBSCRIPTION LENGTH: NA
CODE IS AVAILABLE FROM:
http://www.rules.state.ut.us/publicat/code.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection. Update files require Adobe Acrobat Reader, or WordPerfect and PKUnzip 2.04g or a compatible extractor.
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: monthly posting by Division to Internet website–no notification

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house
■ computer services agency ☐ private vendor
☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs
☐ Unix ☐ Macintoshes ☐ RISC Based PCs
☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Compaq, Hewlett Packard, NEC and Compaq monitors
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf
☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ☐ Yes ■ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ■ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: Utah Code Ann. Sections 63-46a-10 and 63-46a-16
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted
☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ☐ Yes ■ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject
■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1987
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: Utah Admin. Code Rtt-rr-ss (mmm dd, yyyy) where tt is the one to three digit title number, rr is the rule number, and ss is the section number; mmm dd, yyyy is the date of last substantive amendment.
OTHER CODE INFORMATION:
CLARIFICATIONS: As far as the Division is aware, several publishers provide access to the complete administrative code. LEXIS Law Publishing produces Utah Law on Disc, a CD-ROM product, which includes the Utah Administrative Code Annotated. LEXIS Law Publishing also makes the same data available over the Internet. The Utah Administrative Code is also available on-line from Code-Co Law Publishers, LEXIS/NEXIS and Westlaw.

The Division of Administrative Rules contracted for the printing of an administrative code from 1987 through 1997. In 1997, the contract expired. On May 18, 1999, the Division issued a Request for Proposals (RFP) for publication of an administrative code. Unless offerors are able to demonstrate that specific access criteria are satisfied with an electronic-only product, the Division anticipates that the RFP will result in a printed Administrative Code.

VERMONT

STATE: VERMONT
ADMINISTRATIVE REGISTER: *Vermont does not publish a Register*
NOTE: There is an employee in the Elections Division who spends .3 of her time on rules. The office sends all rules to Weil Publishing; Attn: Susan Watts; PO Box 1990; Augusta, ME 04332. They publish them and produce a register.

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State
DIRECTOR: Deborah L. Markowitz, Secretary of State
ADDRESS: 109 State St
Montpelier, VT 05609-1101
PHONE: 802-828-2363 FAX: 802-828-5171
HOME PAGE URL: ***http://www.sec.state.vt.us/***
CONTACT PERSON: Ellen H. Tofferi, Director of Elections
CONTACT PHONE: 802-828-2363 FAX: 802-828-5171
E-MAIL ADDRESS: ***etofferi@sec.state.vt.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature
☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): (Full Time: Part Time:)
OFFICE HOURS:
DAYS OF OPERATION:

NOTE: Vermont did not submit an Administrative Code questionnaire.

VIRGINIA

STATE: VIRGINIA
ADMINISTRATIVE REGISTER: Virginia Register of Regulations
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Virginia Code Commission
DIRECTOR: Jane D. Chaffin, Registrar of Regulations
ADDRESS: General Assembly Bldg, 2nd Flr
910 Capitol St
Richmond, VA 23219
PHONE: 804-786-3591 FAX: 804-692-0625
HOME PAGE URL:
http://legis.state.va.us/codecomm/codhome.htm
CONTACT PERSON: Jane D. Chaffin, Registrar of Regulations
CONTACT PHONE: 804-786-3591 FAX: 804-692-0625
E-MAIL ADDRESS: ***jchaffin@leg.state.va.us***
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature
☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 5--one additional person produces a quarterly index (Full Time: 4 Part Time: 1)
OFFICE HOURS: 8:15 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES: $66,443.60 (10/97 - 10/98)
COMPUTER EXPENSES: NA
SUBSIDY RECEIVED: NA
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $51,000
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ■ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: PDF) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 9 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 517
NUMBER OF FREE SUBSCRIBERS: 104
PRICE PER ISSUE: $4
PRICE PER SUBSCRIPTION: $100
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other: VA Code Commission is authorized by statute to set price
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: 12 months
REGISTER IS AVAILABLE FROM: VA Code Commission; General Assembly Bldg 2nd Flr; 910 Capitol St; Richmond, VA 23219
PRINTED: ☐ in-house ■ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES: weekly mailings of brochure
METHOD USED FOR DISTRIBUTION: US Mail periodical rate postage
AVERAGE PAGES PER ISSUE: 174 pages (10/97 through 9/98)
AVERAGE PAGES PER YEAR: 4,000 pages (10/97 through 9/98)

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: no subscription required

NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ■ NA
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://legis.state.va.us/codecomm/register/regindex.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Dell
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ■ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
summary only if over 100 pages
ADOPTED RULES: ☐ Notice Only ■ Full Text
may refer to proposed rule if not changed
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ■ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ■ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ■ Full Text
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ☐ Full Text
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ☐ Notice Only ☐ Full Text
OTHER MATERIALS: ☐ Notice Only ■ Full Text
general notices
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ■ Yes ☐ No
INDEX: ■ Yes ☐ No
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ■ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ■ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS: ■ Yes ☐ No
OTHER STATEMENTS: ☐ Yes ■ No
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
VA Code § 8.01-388
LAW PERTAINING TO REGISTER PUBLICATION: § 9-6.14:22 of the Code of Virginia
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1984
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: 15:3 V.A.R. 313 10/26/98
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 12 months
LAW PERTAINING TO RULEMAKING: § 9-6.14:4.1 C 5

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: VIRGINIA
ADMINISTRATIVE CODE: Virginia Administrative Code
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Virginia Code Commission
DIRECTOR: Jane D. Chaffin, Registrar of Regulations
ADDRESS: General Assembly Bldg, 2nd Flr
910 Capitol St
Richmond, VA 23219
PHONE: 804-786-3591 FAX: 804-692-0625
HOME PAGE URL:
http://legis.state.va.us/codecomm/codhome.htm
CONTACT PERSON: Jane D. Chaffin, Registrar of Regulations
CONTACT PHONE: 804-786-3591 FAX: 804-692-0625
E-MAIL ADDRESS: *jchaffin@leg.state.va.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 2 (Full Time: 1 Part Time: 1)
OFFICE HOURS: 8:15 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES: NA
COMPUTER EXPENSES: NA
SUBSIDY RECEIVED: NA
AMOUNT RECEIVED FROM SUBSCRIPTIONS: NA
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part
NA

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ■ On-line subscription system ■ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION

FREQUENCY OF PRINTING ENTIRE CODE: replacement volumes as directed by the Code Commission
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: NA
YEAR ENTIRE CODE LAST PRINTED: 1996
PAGES PER FULL SET: over 20,000 pages (Fall 1998 Supplement)
AVERAGE PAGES PER VOLUME: 1,000 pages (Fall 1998 Supplement)
PAGES PER SUPPLEMENT (AVERAGE): 293 pages (Fall 1998 Supplement)
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 6" x 9"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 10 point–text; 9 point–annotations
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: unknown
NUMBER OF FREE SUBSCRIBERS: 196–this number accounts for both print and CD free subscriptions
PRICE PER SET: State--$140; Public–$250
NUMBER OF VOLUMES PER SET: 19
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: individual volumes
PRICE FOR SMALLEST AVAILABLE PURCHASE: State–$18; Public–$21
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: semi-annually
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: State–$35; Public–$60
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: West Group; PO Box 64526; St Paul, MN 55164-0526

PRINTED: ☐ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

CD-ROM EDITION
PUBLISHED BY: ☐ agency listed above ■ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: unknown
NUMBER OF FREE SUBSCRIBERS: 196–this number accounts for both print and CD free subscriptions
PRICE PER SET: State–$245; Public–$405
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ■ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: State–$80; Public–$135
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
PRODUCED: ☐ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: free
NUMBER OF VOLUMES PER SET: free
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: quarterly
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: free
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://leg1.state.va.us/000/srr.htm
PRODUCED: ☐ in-house ■ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED:
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
historical notes, statutory authority
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ■ Yes ☐ No
summary of agency powers

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION: 9-77.7 of the Code of Virginia
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction ☐ the publisher ■ other: the publisher has exclusive marketing license

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S):
INDICES PREPARED: ☐ in-house by staff ■ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1996
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: 18 V.A.C. 90-20-130
OTHER CODE INFORMATION:
CLARIFICATIONS: The Virginia Code Commission provides the text to the publisher in Standard Generalized Markup Language (SGML)

WASHINGTON

STATE: WASHINGTON
ADMINISTRATIVE REGISTER: Washington State Register (WSR) [*from 1998 Survey*]
[Editor's note: Washington did not return survey questionnaires in 1999. The data reflected for Washington was submitted for the 1997-1998 Survey.]
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Code Reviser's Office
DIRECTOR:
ADDRESS: PO Box 40551
Olympia, WA 98504-0551
PHONE: 360-786-6777 FAX: 360-586-6480
HOME PAGE URL: http://slc.leg.wa.gov/default.htm
CONTACT PERSON: Gary Reid
CONTACT PHONE: 360-786-6777 FAX: 360-586-6480
E-MAIL ADDRESS: reid_ga@wa.leg.gov
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 8.35 (Full Time: 7 Part Time: 4)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $326,592
PRINTING EXPENSES: $123,890
COMPUTER EXPENSES:
SUBSIDY RECEIVED: $342,445
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $108,037
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ■ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE:
COLUMNS PER PAGE:
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: 651
NUMBER OF FREE SUBSCRIBERS: 77
PRICE PER ISSUE: $7.50
PRICE PER SUBSCRIPTION: $175
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other: cover printing costs
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ n/a
LENGTH OF SUBSCRIPTION: one year–24 issues
REGISTER IS AVAILABLE FROM: Subscription Clerk; Code Reviser's Office; PO Box 40551; Olympia, WA 98504-0551
PRINTED: ☐ in-house ■ by outside vendor ☐ n/a

CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ n/a
METHOD USED TO PROMOTE SALES: ads in Bar Association Journal, other legal journals
METHOD USED FOR DISTRIBUTION: US mail 2nd class
AVERAGE PAGES PER ISSUE: 368 pages (1997)
AVERAGE PAGES PER YEAR: 8,820 pages (1997)

INTERNET EDITION
PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ n/a
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://slc.leg.wa.gov/wsr/register.htm
PRODUCED: ☐ in-house ☐ by outside vendor ☐ n/a
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, and an Internet connection
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ n/a
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
■ Diskette ■ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ■ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ■ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: DEC VAX 9000 and 4000
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES: ☐ Notice Only ■ Full Text
ADOPTED RULES: ☐ Notice Only ■ Full Text
EMERGENCY RULES: ☐ Notice Only ■ Full Text
COURT ORDERED RULES: ☐ Notice Only ☐ Full Text
AGENCY RULE REVIEWS: ☐ Notice Only ☐ Full Text
EXECUTIVE ORDERS: ☐ Notice Only ■ Full Text
PROCLAMATIONS: ☐ Notice Only ■ Full Text
governor's proclamations of emergency
STATE CONTRACTS: ☐ Notice Only ☐ Full Text
EXECUTIVE ITEMS: ☐ Notice Only ☐ Full Text
JUDICIAL ITEMS: ☐ Notice Only ■ Full Text
supreme court rules
LEGISLATIVE ITEMS: ☐ Notice Only ☐ Full Text
ATTORNEY GENERAL OPINIONS: ■ Notice Only ☐ Full Text
synopsis
OTHER MATERIALS: ☐ Notice Only ■ Full Text
juvenile disposition standards, max. interest rates (n.o.)
OPEN MEETINGS: ■ Yes ☐ No
PUBLIC HEARINGS: ☐ Yes ■ No
INDEX: ■ Yes ☐ No
cumulative throughout year
RULES PUBLISHED IN THE REGISTER INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
ECONOMIC IMPACT STATEMENTS: ■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS: ☐ Yes ☐ No
RISK ASSESSMENT STATEMENTS: ☐ Yes ☐ No
SMALL BUSINESS IMPACT STATEMENTS: ☐ Yes ☐ No
OTHER STATEMENTS: ☐ Yes ☐ No
MAPS: ☐ Yes ☐ No
ILLUSTRATIONS: ☐ Yes ☐ No
TABLES: ☐ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ■ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION:
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: January 1978
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: year, issue, filing number (e.g., WSR 90-17-083)
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days–one time only
LAW PERTAINING TO RULEMAKING:

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ☐ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: WASHINGTON
ADMINISTRATIVE CODE: Washington Administrative Code (WAC) [*from 1998 Survey*]
[Editor's note: Washington did not return survey questionnaires in 1999. The data reflected for Washington was submitted for the 1997-1998 Survey.]
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Code Reviser's Office
DIRECTOR:
ADDRESS: PO Box 40551
Olympia, WA 98504-0551
PHONE: 360-786-6777 FAX: 360-586-6480
HOME PAGE URL: *http://slc.leg.wa.gov/default.htm*
CONTACT PERSON: Gary Reid
CONTACT PHONE: 360-786-6777 FAX: 360-586-6480
E-MAIL ADDRESS: *reid_ga@wa.leg.gov*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 8.35 (Full Time: 7 Part Time: 4)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $143,208 (includes benefits of approx. 20%)
PRINTING EXPENSES: $187,856
COMPUTER EXPENSES:
SUBSIDY RECEIVED: $118,546
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $211,918
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ■ Internet (HTML) ☐ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE: two years
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: 2,200
YEAR ENTIRE CODE LAST PRINTED: 1997
PAGES PER FULL SET: 14,400 pages (1997)
AVERAGE PAGES PER VOLUME: 1,200 pages (1997)
PAGES PER SUPPLEMENT (AVERAGE): 1,800 pages (1997)
FORMAT(S): ☐ Loose-leaf ■ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: two
TYPE POINT SIZE:
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: 1,750
NUMBER OF FREE SUBSCRIBERS: 109
PRICE PER SET: $360 per set (including 1998 supplement)
NUMBER OF VOLUMES PER SET: 12, anticipate 2 volumes for 1998 supplement
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: NA
PRICE FOR SMALLEST AVAILABLE PURCHASE: NA
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: annual

FORMAT: bound volume
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ■ subscribers pay in advance ☐ n/a
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: Subscription Clerk; Code Reviser's Office; PO Box 40551; Olympia, WA 98504-0551
PRINTED: ☐ in-house ■ by outside vendor ☐ n/a
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ☐ n/a
METHOD USED TO PROMOTE SALES: mail to RCW, register, and previous subscribers; ads in State Bar Journal, legal publications
METHOD USED FOR DISTRIBUTION: UPS from our own shipping department

INTERNET EDITION
PUBLISHED BY: ☐ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ n/a
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ☐ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ n/a
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://slc.leg.wa.gov/wacbytitle.htm
PRODUCED: ☐ in-house ☐ by outside vendor ☐ n/a
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ■ n/a
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ■ Yes ☐ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ■ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ■ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ■ Yes ☐ No
■ Diskette ■ On-Line ■ Bulletin Board
☐ Internet ■ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ☐ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: DEC VAX 9000 and 4000
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
☐ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: Computer Power-group STATUS for search purposes, Cindex for index maintenance and publication

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
MAPS: ☐ Yes ☐ No
ILLUSTRATIONS: ☐ Yes ☐ No
TABLES: ☐ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ☐ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ☐ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION:
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ■ the state/jurisdiction (partial–history notes and reviser's notes only) ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): agency name and subject matter–to chapter level only
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ☐ other

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1960; first full set in 1966
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: Title - Chapter - Section (e.g., WAC 296-52-020)
OTHER CODE INFORMATION: WAC changed from loose-leaf to paperback in 1977
CLARIFICATIONS:

WEST VIRGINIA

STATE: WEST VIRGINIA
ADMINISTRATIVE REGISTER: West Virginia Register
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Administrative Law Division
DIRECTOR: Judy Cooper, Director
ADDRESS: Bldg 1 Ste 187K
1900 Kanawha Blvd E
Charleston WV 25305-0770
PHONE: 304-558-6000 FAX: 304-558-0900
HOME PAGE URL: http://www.state.wv.us/sos/
CONTACT PERSON: Judy Cooper, Director
CONTACT PHONE: 304-558-6000 FAX: 304-558-0900
E-MAIL ADDRESS: jcooper@secretary.state.wv.us
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:30 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES: $80,000
PRINTING EXPENSES: $35,000
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $35,000–the Administrative Law Division is not funded by the WV Legislature. The regular office funding has helped this division–one employee salary, copying equipment, and computer equipment.
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ■ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ■ On-line subscription system (very soon) ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: WordPerfect–no later than 7/1/99) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: one
TYPE POINT SIZE: 9 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 140
NUMBER OF FREE SUBSCRIBERS: 30
PRICE PER ISSUE: $7.50
PRICE PER SUBSCRIPTION: $250
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: Administrative Law Division; Secretary of State; Bldg 1 Ste 157-K; 1900 Kanawha Blvd. E; Charleston, WV 25305-0770
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: US Mail
AVERAGE PAGES PER ISSUE: 50 pages (1998)
AVERAGE PAGES PER YEAR: 2,500 pages (1998)

ON-LINE SUBSCRIPTION SYSTEM EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: will be free no later than July 1, 1999

PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year–January through December
REGISTER IS AVAILABLE FROM:
http://www.state.wv.us/sos/adlaw/alfront.htm
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE: will be free no later than July 1, 1999
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ NA
LENGTH OF SUBSCRIPTION: one year–January through December
REGISTER IS AVAILABLE FROM:
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
not yet–working on it
ACCESSIBLE TO PUBLIC: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Dell and Hewlett Packard
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ■ other: Water mark, Access, SQL Server

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only	☐ Full Text
ADOPTED RULES:	■ Notice Only	☐ Full Text
EMERGENCY RULES:	■ Notice Only	☐ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	■ Notice Only	☐ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	■ Notice Only	☐ Full Text
JUDICIAL ITEMS:	■ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	■ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	☐ Full Text
OTHER MATERIALS:	☐ Notice Only	☐ Full Text
OPEN MEETINGS:	■ Yes	☐ No
PUBLIC HEARINGS:	■ Yes	☐ No
INDEX:	■ Yes	☐ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes	■ No
ECONOMIC IMPACT STATEMENTS:	☐ Yes	■ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes	■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes	■ No
SMALL BUSINESS IMPACT STATEMENTS:	☐ Yes	■ No
OTHER STATEMENTS:	☐ Yes	■ No
MAPS:	☐ Yes	■ No
ILLUSTRATIONS:	☐ Yes	■ No
TABLES:	☐ Yes	■ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
REGISTER RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO REGISTER PUBLICATION: § 29A et seq. WV Code
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1985
REGISTER COPYRIGHT CLAIMED BY: ☐ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: West Virginia Register
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ■ Action by the full legislature ■ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: maximum of 15 months
LAW PERTAINING TO RULEMAKING: § 29A-3-15, 15a, 15b

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
if requested
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: WEST VIRGINIA
ADMINISTRATIVE CODE: West Virginia Code of State Rules (WVCSR)
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Administrative Law Division
DIRECTOR: Judy Cooper, Director
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1900 Kanawha Blvd E
Charleston WV 25305-0770
PHONE: 304-558-6000 FAX: 304-558-0900
HOME PAGE URL: ***http://www.state.wv.us/sos/***
CONTACT PERSON: Judy Cooper, Director
CONTACT PHONE: 304-558-6000 FAX: 304-558-0900
E-MAIL ADDRESS: ***jcooper@secretary.state.wv.us***
THIS OFFICE IS UNDER: ■ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 8:30 a.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES: $80,000
PRINTING EXPENSES: $600 each
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS:
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ■ Yes ☐ No ☐ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ■ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE: as needed
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION:
YEAR ENTIRE CODE LAST PRINTED: 1999
PAGES PER FULL SET: 4,500 pages (1999)
AVERAGE PAGES PER VOLUME: 375 pages (1999)
PAGES PER SUPPLEMENT (AVERAGE): 150 pages (1999)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 10 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS: 130
NUMBER OF FREE SUBSCRIBERS: 2
PRICE PER SET: $635
NUMBER OF VOLUMES PER SET: 12
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: by volume or by subject

PRICE FOR SMALLEST AVAILABLE PURCHASE: varies
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: loose-leaf pages
AUTOMATICALLY SENT TO SUBSCRIBERS: ■ Yes ☐ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
annual update
INCLUDED IN PURCHASE PRICE: ■ Yes ☐ No
for one year
PRICE:
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: Administrative Law Division; Secretary of State; Bldg 1 Ste 157-K; 1900 Kanawha Blvd. E; Charleston, WV 25305-0770
PRINTED: ■ in-house ☐ by outside vendor ☐ NA
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION: US mail, UPS

ON-LINE SUBSCRIPTION SYSTEM EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ NA
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM: Administrative Law Division; Secretary of State; Bldg 1 Ste 157-K; 1900 Kanawha Blvd. E; Charleston, WV 25305-0770
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA:
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ NA
NUMBER OF PAID SUBSCRIBERS: 19
NUMBER OF FREE SUBSCRIBERS: 24
PRICE PER SET: will be free no later than July 1, 1999
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ■ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: Internet
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE: NA
PAYMENT: ■ subscribers billed ■ subscribers pay in advance ☐ NA
free after July 1, 1999
SUBSCRIPTION LENGTH: one year–January through December
CODE IS AVAILABLE FROM:
PRODUCED: ■ in-house ☐ by outside vendor ☐ NA
SOFTWARE REQUIRED TO ACCESS DATA: Corel WordPerfect Viewer–plugin is available for downloading from http://www.corel.com/
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ☐ No ☐ NA
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ☐ No
full search will be available in the future
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
■ Diskette (WordPerfect; Word) ■ On-Line
☐ Bulletin Board ■ Internet (WordPerfect)
☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette (WordPerfect; Word) ■ On-Line
☐ Bulletin Board ■ Internet (WordPerfect)
☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ☐ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: Dell, Hewlett Packard
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ■ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ■ Microsoft Word ■ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ☐ Yes ■ No
MAPS: ☐ Yes ■ No
ILLUSTRATIONS: ☐ Yes ■ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ■ Yes ☐ No
index to the CSR

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ☐ Yes ■ No
LAW PERTAINING TO CODE PUBLICATION:
CODE COPYRIGHT CLAIMED BY: ☐ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ■ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S): index by title number, agency name, and rule name
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ☐ subject ■ agency ■ other: title number

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1987
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No
CODE IS CITED AS: CSR
OTHER CODE INFORMATION:
CLARIFICATIONS:

WISCONSIN

STATE: WISCONSIN
ADMINISTRATIVE REGISTER: Wisconsin Administrative Register
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Revisor of Statutes Bureau (RSB)
DIRECTOR: Bruce Munson, Revisor of Statutes
ADDRESS: Ste 800
131 W Wilson St
Madison, WI 53703-3233
PHONE: 608-266-2011 FAX: 608-264-6978
HOME PAGE URL: *http://www.legis.state.wi.us/rsb/*
CONTACT PERSON: Gary L. Poulson, Deputy Revisor of Statutes and and Assistant Revisor, Administrative Code
CONTACT PHONE: 608-266-7275 FAX: 608-264-6978
E-MAIL ADDRESS: *gary.poulson@legis.state.wi.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 3 (Full Time: 3 Part Time: 0)
OFFICE HOURS: 7:45 a.m. - 11:45 a.m. and 12:30 p.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR REGISTER

SALARIES:
PRINTING EXPENSES: $78,360
COMPUTER EXPENSES:
SUBSIDY RECEIVED:
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $5,000
PRODUCTION OF THE REGISTER SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part
The cost of the Register is defrayed by the cost of the upkeep service for the Code.

REGISTER CIRCULATION INFORMATION:

FREQUENCY OF ISSUE: ☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ■ Semi-monthly (twice a month) ☐ Monthly ☐ other
FORMAT(S): ■ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: PDF) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
DIMENSIONS OF REGISTER PAGE: 8.5" x 11"
COLUMNS PER PAGE: 2--most of the time
TYPE POINT SIZE: 9 point--most of the time
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: 100
NUMBER OF FREE SUBSCRIBERS: 36
PRICE PER ISSUE: $2.50
PRICE PER SUBSCRIPTION: $50
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ n/a
LENGTH OF SUBSCRIPTION: one year
REGISTER IS AVAILABLE FROM: WI Department of Administration; Document Sales & Distribution Section; 202 S Thornton Ave; PO Box 7840; Madison, WI 53707-7840
PRINTED: ■ in-house ☐ by outside vendor ☐ n/a
CAMERA-READY COPY IS GENERATED: ■ in-house ☐ the publisher ☐ the agencies ☐ n/a
The RSB does not normally generate camera-ready copy for the Register. It is electronically sent to the printer, but we do have the capability to produce camera-ready copy if we need to do so.
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:
AVERAGE PAGES PER ISSUE: 42 pages (1998)
AVERAGE PAGES PER YEAR: 1,000 pages (1998)

INTERNET EDITION
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER ISSUE:
PRICE PER SUBSCRIPTION:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ n/a
LENGTH OF SUBSCRIPTION:
REGISTER IS AVAILABLE FROM:
http://www.legis.state.wi.us/rsb/code/register/
PRODUCED: ☐ in-house ☐ by outside vendor ☐ n/a
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ☐ Yes ■ No ☐ n/a
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF REGISTER

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ■ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ■ Yes ☐ No
■ Diskette ☐ On-Line ☐ Bulletin Board
■ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ■ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ■ other: Exceed
BRAND OF COMPUTER EQUIPMENT USED: NEC
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS: ☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Macintosh 7.x or higher ☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ■ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF REGISTER

PROPOSED RULES:	■ Notice Only	■ Full Text
full text is optional		
ADOPTED RULES:	☐ Notice Only	■ Full Text
EMERGENCY RULES:	■ Notice Only	☐ Full Text
COURT ORDERED RULES:	☐ Notice Only	☐ Full Text
AGENCY RULE REVIEWS:	☐ Notice Only	☐ Full Text
EXECUTIVE ORDERS:	■ Notice Only	☐ Full Text
PROCLAMATIONS:	☐ Notice Only	☐ Full Text
STATE CONTRACTS:	☐ Notice Only	☐ Full Text
EXECUTIVE ITEMS:	■ Notice Only	☐ Full Text
JUDICIAL ITEMS:	■ Notice Only	☐ Full Text
LEGISLATIVE ITEMS:	■ Notice Only	☐ Full Text
ATTORNEY GENERAL OPINIONS:	☐ Notice Only	☐ Full Text
OTHER MATERIALS:	☐ Notice Only	☐ Full Text
OPEN MEETINGS:		☐ Yes ■ No
PUBLIC HEARINGS:		■ Yes ☐ No
INDEX:		☐ Yes ■ No

RULES PUBLISHED IN THE REGISTER INCLUDE:

ANNOTATIONS:	☐ Yes ■ No
ECONOMIC IMPACT STATEMENTS:	■ Yes ☐ No
COST BENEFIT ANALYSIS STATEMENTS:	☐ Yes ■ No
RISK ASSESSMENT STATEMENTS:	☐ Yes ■ No
SMALL BUSINESS IMPACT STATEMENTS:	■ Yes ☐ No
OTHER STATEMENTS: environmental	■ Yes ☐ No
MAPS:	■ Yes ☐ No
ILLUSTRATIONS:	■ Yes ☐ No
TABLES:	■ Yes ☐ No

LAW PERTAINING TO THE REGISTER

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ■ Yes ☐ No
REGISTER CONTAINS THE OFFICIAL TEXT OF RULES: ☐ Yes ■ No
REGISTER RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO REGISTER PUBLICATION:
YEAR IN WHICH REGISTER WAS FIRST PUBLISHED: 1956
REGISTER COPYRIGHT CLAIMED BY: ■ the Register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other
REGISTER IS CITED AS: Wis. Adm. Register
OTHER REGISTER INFORMATION:

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ■ Legislative branch review ☐ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ☐ No ☐ Action by the full legislature ■ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 150 days with up to 120 days extension
LAW PERTAINING TO RULEMAKING: Ch. 227, Stats.; s. 19.93 (2m)(b), Stats.; s. 35.93, Stats

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ☐ Yes ■ No
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ■ Yes ☐ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ■ Yes ☐ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ☐ Yes ■ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No

CLARIFICATIONS:

STATE: WISCONSIN
ADMINISTRATIVE CODE: Wisconsin Administrative Code
ISSN/ISBN:

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

AGENCY: Revisor of Statutes Bureau (RSB)
DIRECTOR: Bruce Munson, Revisor of Statutes
ADDRESS: Ste 800
131 W Wilson St
Madison, WI 53703-3233
PHONE: 608-266-2011 FAX: 608-264-6978
HOME PAGE URL: *http://www.legis.state.wi.us/rsb/*
CONTACT PERSON: Gary L. Poulson, Deputy Revisor of Statutes and and Assistant Revisor, Administrative Code
CONTACT PHONE: 608-266-7275 FAX: 608-264-6978
E-MAIL ADDRESS: *gary.poulson@legis.state.wi.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ■ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other
TOTAL NUMBER OF EMPLOYEES (FTE): 5 (Full Time: 3 Part Time: 2)
OFFICE HOURS: 7:45 a.m. - 11:45 a.m. and 12:30 p.m. - 4:30 p.m.
DAYS OF OPERATION: Monday - Friday

BUDGET FOR THE ADMINISTRATIVE CODE

SALARIES:
PRINTING EXPENSES: $899,535
COMPUTER EXPENSES:
SUBSIDY RECEIVED: $52,000
AMOUNT RECEIVED FROM SUBSCRIPTIONS: $847,612
PRODUCTION OF THE CODE SUPPORTED BY SUBSCRIPTIONS: ☐ Yes ☐ No ■ In part

ADMINISTRATIVE CODE CIRCULATION

FORMAT(S): ■ Paper ☐ On-line subscription system ■ CD-ROM ☐ Internet (HTML) ■ Internet (proprietary format: PDF) ☐ Microfilm/microfiche ☐ other

PAPER EDITION
FREQUENCY OF PRINTING ENTIRE CODE: loose leaf system--has never been reprinted in total
NUMBER OF SETS PRINTED IN LAST COMPLETE PUBLICATION: NA

YEAR ENTIRE CODE LAST PRINTED: first issued in 1956
PAGES PER FULL SET: 1,300 pages (1998)
AVERAGE PAGES PER VOLUME: 700 pages (1998)
PAGES PER SUPPLEMENT (AVERAGE): 352 pages (1998)
FORMAT(S): ■ Loose-leaf ☐ Paperback ☐ hardbound ☐ other
DIMENSIONS OF CODE PAGES: 8.5" x 11"
COLUMNS PER PAGE: 2
TYPE POINT SIZE: 9 point
PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS: 14,297–there are 850 subscribers to the complete Code and 12,000 + subscriptions to one or more individual codes
NUMBER OF FREE SUBSCRIBERS: 214
PRICE PER SET: $410
NUMBER OF VOLUMES PER SET: 18
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ■ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED: individual code book
PRICE FOR SMALLEST AVAILABLE PURCHASE: $7
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: monthly
FORMAT: loose-leaf pages to be inserted
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ■ No
SEPARATE SUBSCRIPTION: ■ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ■ No
PRICE: equal to cost of subscription–if subscription is to complete Code, the cost is $410; if subscription is to a $7 book, then upkeep cost is $7, etc.
PAYMENT: ■ subscribers billed ☐ subscribers pay in advance ☐ n/a
SUBSCRIPTION LENGTH: one year
CODE IS AVAILABLE FROM: WI Department of Administration; Document Sales & Distribution Section; 202 S Thornton Ave; PO Box 7840; Madison, WI 53707-7840
PRINTED: ■ in-house ☐ by outside vendor ☐ n/a
CAMERA-READY COPY IS GENERATED: ☐ in-house ☐ the publisher ☐ the agencies ■ n/a
METHOD USED TO PROMOTE SALES: NA
METHOD USED FOR DISTRIBUTION: NA

CD-ROM EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other ☐ n/a
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET: A 12-month subscription plus a license for no more than one simultaneous user costs $99. A 12-month subscription plus a license for no more than 4 simultaneous users costs $149. A 12-month subscription plus a license for no more than 10 simultaneous users costs $199. Unless exempt by law, all sales are subject to 5% state sales tax, 0.5% county sales tax and 0.1% stadium tax, where applicable.
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY: several times a year
FORMAT: replacement disc
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ n/a
SUBSCRIPTION LENGTH: 12 months
CODE IS AVAILABLE FROM: WI Department of Administration; Document Sales & Distribution Section; 202 S Thornton Ave; PO Box 7840; Madison, WI 53707-7840
PRODUCED: ☐ in-house ☐ by outside vendor ☐ n/a
SOFTWARE REQUIRED TO ACCESS DATA: Folio Views 3.1
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ n/a
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

INTERNET EDITION

PUBLISHED BY: ■ agency listed above ☐ private vendor(s) under contract with agency ☐ other: Legislature ☐ n/a
NUMBER OF PAID SUBSCRIBERS:
NUMBER OF FREE SUBSCRIBERS:
PRICE PER SET:
NUMBER OF VOLUMES PER SET:
PRICE SET BY: ☐ statute ☐ rule ☐ contract/competitive bid ☐ other
SMALLEST LEVEL AT WHICH CODE MAY BE PURCHASED:
PRICE FOR SMALLEST AVAILABLE PURCHASE:
CODE SUPPLEMENTED: ■ Yes ☐ No
FREQUENCY:
FORMAT:
AUTOMATICALLY SENT TO SUBSCRIBERS: ☐ Yes ☐ No
SEPARATE SUBSCRIPTION: ☐ Yes ☐ No
INCLUDED IN PURCHASE PRICE: ☐ Yes ☐ No
PRICE:
PAYMENT: ☐ subscribers billed ☐ subscribers pay in advance ☐ n/a
SUBSCRIPTION LENGTH:
CODE IS AVAILABLE FROM:
http://www.legis.state.wi.us/rsb/code/
PRODUCED: ☐ in-house ☐ by outside vendor ☐ n/a
SOFTWARE REQUIRED TO ACCESS DATA: Internet browser, an Internet connection, and Adobe Acrobat Reader
SOFTWARE VIEWER LICENSE PROVIDED: ■ Yes ☐ No ☐ n/a
METHOD USED TO PROMOTE SALES:
METHOD USED FOR DISTRIBUTION:

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

SEARCHABLE DATABASE: ☐ Yes ■ No
ACCESSIBLE TO PUBLIC: ☐ Yes ■ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE TO STATE AGENCIES: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
ACCESSIBLE THROUGH OUTSIDE VENDOR: ☐ Yes ☐ No
☐ Diskette ☐ On-Line ☐ Bulletin Board
☐ Internet ☐ CD ☐ other
COMPUTER SERVICES AND SUPPORT OBTAINED FROM: ■ in-house ■ computer services agency ☐ private vendor ☐ other
TYPE OF COMPUTER EQUIPMENT USED: ■ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ other
BRAND OF COMPUTER EQUIPMENT USED: NEC
COMPUTER OPERATING SYSTEM ON WHICH EQUIPMENT RUNS:
☐ Windows 3.x ☐ Windows 95 ☐ Windows 98
■ Windows NT 3.x or 4.x ☐ DOS 3.3 or higher
☐ OS/2 ☐ Solaris ☐ Macintosh 7:x or higher
☐ other
TYPE/BRAND OF SOFTWARE USED FOR COMPOSITION: ☐ Adobe PageMaker ☐ Corel WordPerfect ■ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ other

CONTENT OF ADMINISTRATIVE CODE

RULES PUBLISHED IN THE CODE INCLUDE:
ANNOTATIONS: ■ Yes ☐ No
court cases
MAPS: ■ Yes ☐ No
ILLUSTRATIONS: ■ Yes ☐ No
TABLES: ■ Yes ☐ No
EMERGENCY RULES: ☐ Yes ■ No
OTHER: ☐ Yes ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

AGENCY MAY CORRECT NONSUBSTANTIVE ERRORS: ■ Yes ☐ No
AGENCY MAY CORRECT SUBSTANTIVE ERRORS: ☐ Yes ■ No
CODE CONTAINS THE OFFICIAL TEXT OF RULES: ■ Yes ☐ No
CODE RECEIVES JUDICIAL NOTICE: ■ Yes ☐ No
LAW PERTAINING TO CODE PUBLICATION:
CODE COPYRIGHT CLAIMED BY: ■ the Code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other

ADMINISTRATIVE CODE INDEXING

CODE CONTAINS ONE OR MORE INDICES: ■ Yes ☐ No
TYPE(S):
INDICES PREPARED: ■ in-house by staff ☐ by the publisher

ADMINISTRATIVE CODE ARRANGEMENT

ARRANGEMENT OF ADMINISTRATIVE CODE: ■ subject ■ agency ■ other: specific program

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

YEAR IN WHICH CODE WAS FIRST PUBLISHED: 1956
CODE DISTRIBUTED TO DEPOSITORY LIBRARIES FREE OF CHARGE: ■ Yes ☐ No
CODE IS CITED AS: Wis. Adm. Code
OTHER CODE INFORMATION:
CLARIFICATIONS:

WYOMING

STATE: WYOMING
ADMINISTRATIVE REGISTER: *Wyoming does not publish a Register*
ISSN:

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

AGENCY: Secretary of State's Office
DIRECTOR: Joseph B. Meyer, Secretary of State
ADDRESS: The Capitol Building; Room B-10
200 W 24th St
Cheyenne, WY 82002-0020
PHONE: 307-777-7378 FAX: 307-777-6217
HOME PAGE URL: *http://soswy.state.wy.us/*
CONTACT PERSON: Jeri Melsness
CONTACT PHONE: 307-777-5407 FAX: 307-777-7640
E-MAIL ADDRESS: *jmelsn@missc.state.wy.us*
THIS OFFICE IS UNDER: ☐ Secretary of State ☐ Legislature ☐ Judiciary ☐ Independent Agency ☐ Other

TOTAL NUMBER OF EMPLOYEES (FTE): (Full Time: Part Time:)
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.
DAYS OF OPERATION: Monday - Friday

OTHER RULEMAKING REQUIREMENTS

TYPE OF RULES REVIEW: ☐ no formal review ☐ Executive branch review ☐ Legislative branch review ■ Executive and Legislative review ☐ Independent commission review ☐ Executive, Legislative, and Independent review ☐ other
LEGISLATIVE ACTION REQUIRED BEFORE A RULE MAY BE MADE EFFECTIVE: ■ No ☐ Action by the full legislature ☐ action by a legislative committee
STATUTE PERMITS EMERGENCY RULES: ■ Yes ☐ No
EMERGENCY RULES MAY REMAIN IN EFFECT FOR: 120 days
LAW PERTAINING TO RULEMAKING: W.S. 16-3-101 et seq.

MISCELLANEOUS INFORMATION

THE AGENCY PREPARES EDITORIAL STANDARDS MANUAL OR GUIDELINES: ■ Yes ☐ No
Wyoming has "rules on rules" for state agencies which outlines the rule-making and formatting process.
THE AGENCY PROVIDES DRAFTING INSTRUCTION: ■ Yes ☐ No
THE AGENCY CONDUCTS TRAINING SEMINARS: ☐ Yes ■ No
THE AGENCY PROVIDES CONSULTATIONS: ■ Yes ☐ No
Agency staff meets with agency representatives on an individual basis to answer any questions regarding the rule-making process.
THE AGENCY PERFORMS SUBSTANTIVE PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY PERFORMS AN EDITORIAL (NONSUBSTANTIVE) PREPUBLICATION REVIEW: ☐ Yes ■ No
THE AGENCY REQUIRES LIAISON REPRESENTATIVES: ■ Yes ☐ No
THE AGENCY DISTRIBUTES THE REGISTER TO DEPOSITORY LIBRARIES FREE OF CHARGE: ☐ Yes ■ No

CLARIFICATIONS:

STATE: WYOMING
ADMINISTRATIVE CODE: *Wyoming does not publish an Administrative Code*

[Editor's note: Wyoming's web site includes access to Wyoming administrative rules in a searchable database. The database serves documents in HTML, WordPerfect, or Adobe Acrobat formats. The database is available at ***http://soswy.state.wy.us/rules/search.htm***]

APPENDIX A: SURVEY QUESTIONNAIRES

National Association of Secretaries of State
Administrative Codes and Registers Section

ADMINISTRATIVE REGISTER

SURVEY QUESTIONNAIRE

SUBMITTER'S INFORMATION

1. Name:	
2. E-mail address:	
3. Name of State or jurisdiction:	
4. Does your state/jurisdiction publish an administrative register (sometimes referred to as a bulletin or journal)?	☐ Yes ☐ No
IF YOU ANSWERED "NO" TO QUESTION #4, PLEASE SKIP TO QUESTION #67 AND FINISH THE SURVEY.	
If you answered "YES" to question #4 , please answer the remaining questions to the best of your ability.	

ADMINISTRATIVE REGISTER SURVEY

5. What is the title of your state's/jurisdiction's administrative register?	
6. What is its ISSN (if one has been assigned)?	

AGENCY AND STAFF RESPONSIBLE FOR REGISTER

7. Agency:	
8. Name of agency director:	
9. Title:	
10. Mailing address:	
11. Agency Phone (xxx-xxx-xxxx):	
12. Agency Fax (xxx-xxx-xxxx):	
13. Agency home page (URL):	
14. Contact person (if other than director):	
15. Contact person's title:	
16. Contact person's phone (xxx-xxx-xxxx):	
17. Contact person's fax (xxx-xxx-xxxx):	
18. Contact person's E-mail address:	
19 This agency is under:	☐ the Secretary of State ☐ the Legislature ☐ the Judiciary ☐ an executive branch agency other than the Secretary of State ☐ an independent agency ☐ Other (specify): _____
20. Total number of full-time equivalent (FTE) employees assigned to produce the register:	
20a. Of these, how many are full time?	
20b. How many are part time?	
21. What are your agency's hours of operation?	

BUDGET FOR THE REGISTER

22. Total salary expenses paid by your agency for persons who produce (compile, edit, index, typeset, print, or any combination of these or related tasks) the register:	
23. Register printing expenses:	
24. Register-related computer expenses:	
25. Register subsidy received:	
26. Amount received from register subscriptions:	
27. Is production of the register supported by subscriptions to the register?	☐ Yes ☐ No ☐ In Part (specify percentage) _____

REGISTER CIRCULATION INFORMATION

NOTE: Please answer the questions in this section in relation to activities taken by your agency, or activities taken by others under the direction of your agency (e.g, a vendor by contract with your agency).

28. Frequency of issue:	☐ Daily ☐ Semi-weekly (twice a week) ☐ Weekly ☐ Bi-weekly (every other week) ☐ Semi-monthly (twice a month) ☐ Monthly ☐ Other:
29. Format (check all that apply):	☐ Paper ☐ On-line subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (a proprietary format i.e., Folio, PDF, Word, WordPerfect, etc.) ☐ Microfilm/microfiche ☐ Other (specify): _____
30. If you checked "paper" above:	
30a. What are the dimensions of a register page (e.g., 8-1/2" x 11")?	
30b. How many columns on a page?	
30c. What is the point size of the type used?	

NOTE: Please answer the questions in this section in relation to activities taken by your agency, or activities taken by others under the direction of your agency (e.g, a vendor by contract with your agency).

	Paper	On-line Subscription System	CD-ROM	Internet	Microfilm/ fiche	Other
31. Published by:	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A
32. Number of paid register subscribers:						
33. Number of free register subscribers (paid by your agency; a direct appropriation, etc.):						
34. Price per issue:						

NOTE: Please answer the questions in this section in relation to activities taken by your agency, or activities taken by others under the direction of your agency (e.g, a vendor by contract with your agency).

	Paper	On-line Subscription System	CD-ROM	Internet	Microfilm/ fiche	Other
35. Price per subscription:						
36. The subscription and/or single issue price is set:	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other
37. Subscribers:	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A
38. Length of subscription:						
39. The register is available from (agency or company, mailing address; or Internet URL):						
40. The register is printed:	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A
41. Camera-ready copy is generated by:	☐ your agency ☐ the publisher ☐ the agencies ☐ N/A	N/A	N/A	N/A	N/A	N/A
42. What software must someone have to access the data?	N/A				N/A	
43. Do you provide a viewer license for the software?	N/A	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	N/A	☐ Yes ☐ No
44. How does the publisher promote sales?						
45. How does the publisher distribute / mail?						

VOLUME OF REGISTER

46. Average pages per issue:	
47. Average pages per year:	
48. On what period are these figures based (e.g., 1997)?	

COMPUTER COMPOSITION OF REGISTER

49. Does your agency create a searchable database?	☐ Yes ☐ No (if "no," please skip questions 49a through 49c)

	Diskette	On-line subscription system	Bulletin board system (BBS)	Internet	CD-ROM	Other
49a. Is the database your agency created accessible to public? ☐ Yes ☐ No (if yes, what formats?)	☐	☐	☐	☐	☐	☐
49b. Is the database your agency created accessible to other agencies? ☐ Yes ☐ No (if yes, what formats?)	☐	☐	☐	☐	☐	☐
49c. Is the database your agency created accessible through an outside vendor? ☐ Yes ☐ No (if yes, what formats?)	☐	☐	☐	☐	☐	☐

50. Computer services and support obtained:	☐ in-house ☐ from a computer services agency outside your agency ☐ from a private vendor ☐ other (specify): _____
51. What type of computer equipment do you use? (check all that apply)	☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ Other:
52. What brand of computer equipment do you use?	
53. What computer operating system does your equipment run? (check all that apply)	☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ WindowsNT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Mac 7.x ☐ Other:
54. What brand of software do you use for composition? (check all that apply)	☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ Other:

CONTENT OF REGISTER

55. Does the register contain:

	No, not published	Notice only	Full Text	Other (specify)
55a. proposed rules?	☐	☐	☐	☐
55b. adopted rules?	☐	☐	☐	☐
55c. emergency rules?	☐	☐	☐	☐
55d. court ordered rules?	☐	☐	☐	☐
55e. agency rule reviews?	☐	☐	☐	☐
55f. executive orders?	☐	☐	☐	☐
55g. proclamations?	☐	☐	☐	☐
55h. state contracts?	☐	☐	☐	☐
55i. executive items?	☐	☐	☐	☐
55j. judicial items?	☐	☐	☐	☐
55k. legislative items?	☐	☐	☐	☐
55l. attorney general opinions?	☐	☐	☐	☐

	No, not published	Notice only	Full Text	Other (specify)
55m. other materials (specify):	☐	☐	☐	☐

56. Does the register contain:	
56a. open meetings notices?	☐ Yes ☐ No
56b. public hearing notices?	☐ Yes ☐ No
56c. an index?	☐ Yes ☐ No
57. Do rules published in the register include:	
57a. annotations?	☐ Yes (specify): _____ ☐ No
57b. economic impact statements?	☐ Yes ☐ No
57c. cost-benefit analysis statements?	☐ Yes ☐ No
57d. risk assessment statements?	☐ Yes ☐ No
57e. small business impact statements?	☐ Yes ☐ No
57f. other statements?	☐ Yes (specify) _____ ☐ No
57g. the following types of data (check all that apply)?	☐ maps ☐ illustrations ☐ tables

LAW PERTAINING TO THE REGISTER

58. May your agency correct nonsubstantive errors?	☐ Yes ☐ No
59. May your agency correct substantive errors?	☐ Yes ☐ No
60. Does your register contain the official text of administrative rules?	☐ Yes ☐ No
61. Does the register receive judicial notice?	☐ Yes ☐ No
62. The law pertaining to register publication may be found at the following citation:	
63. In what year was your state's/jurisdiction's register first published?	
64. If the register is copyrighted, who claims the copyright?	☐ the register is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other (specify): _____
65. How do you cite your register?	
66. Other pertinent information about your register not asked in any of the questions above:	

OTHER RULEMAKING REQUIREMENTS

67. What type of rules review does your state/jurisdiction have?	☐ No formal review ☐ Executive branch review only ☐ Legislative branch review only ☐ Executive and Legislative review ☐ Independent Commission review only ☐ Executive, Legislative, and Independent review ☐ Other (specify) _____
68. Is legislative action required before a rule may be made effective/adopted?	☐ No ☐ Action by the full legislature ☐ Action by a legislative committee
69. Does statute permit agencies to file emergency rules?	☐ Yes ☐ No
70. For how long may an emergency rule remain in effect?	

71. The law pertaining to rulemaking in your state/jurisdiction may be found at the following citation:	

MISCELLANEOUS INFORMATION

72. Does your agency:	
72a. prepare an editorial standards manual or guidelines?	☐ Yes ☐ No
72b. provide instruction in regulation drafting?	☐ Yes ☐ No
72c. conduct training seminars?	☐ Yes ☐ No
72d. provide consultations?	☐ Yes ☐ No
72e. perform a substantive prepublication review?	☐ Yes ☐ No
72f. perform an editorial (nonsubstantive) prepublication review?	☐ Yes ☐ No
72g. require agencies to appoint a liaison representative?	☐ Yes ☐ No
72h. distribute the register to depository libraries in your state/jurisdiction free of charge?	☐ Yes ☐ No

73. Clarification to your responses to questions above (question number followed by comment):

National Association of Secretaries of State
Administrative Codes and Registers Section

ADMINISTRATIVE CODE
SURVEY QUESTIONNAIRE

NOTE: If your response to any of the general questions below (# 7 through #19, and #21) are identical to the same question on the Register Survey, you may write "SAME" and the information will be copied from your response to the Administrative Register Survey.

SUBMITTER'S INFORMATION

1. Name:	
2. E-mail address:	
3. Name of State or jurisdiction:	
4. Does your state/jurisdiction publish an administrative code?	☐ Yes ☐ No
IF YOU ANSWERED "NO" TO QUESTION #4, YOU ARE FINISHED WITH THE ADMINISTRATIVE CODE SURVEY. PLEASE RETURN THE FIRST PAGE OF THIS SURVEY QUESTIONNAIRE.	
If you answered "YES" to question #4 , please answer the remaining questions to the best of your ability.	

ADMINISTRATIVE CODE SURVEY

5. What is the title of your state's/jurisdiction's administrative code?	
6. What is its ISSN or ISBN (if one has been assigned)?	☐ ISSN ☐ ISBN Number _____

AGENCY AND STAFF RESPONSIBLE FOR ADMINISTRATIVE CODE

7. Agency:	
8. Name of agency director:	
9. Title:	
10. Mailing address:	
11. Agency Phone (xxx-xxx-xxxx):	
12. Agency Fax (xxx-xxx-xxxx):	
13. Agency home page (URL):	
14. Contact person (if other than director):	
15. Contact person's title:	
16. Contact person's phone (xxx-xxx-xxxx):	
17. Contact person's fax (xxx-xxx-xxxx):	
18. Contact person's E-mail address:	
19 This agency is under:	☐ the Secretary of State ☐ the Legislature ☐ the Judiciary ☐ an executive branch agency other than the Secretary of State ☐ an independent agency ☐ Other (specify):
20. Total number of full-time equivalent (FTE) employees assigned to produce the code:	
20a. Of these, how many are full time?	
20b. How many are part time?	
21. What are your agency's hours of operation?	

BUDGET FOR THE ADMINISTRATIVE CODE

22. Total salary expenses paid by your agency for persons who produce (codify, compile, edit, index, typeset, print, or any combination of these or related tasks) the code:	
23. Code printing expenses:	
24. Code-related computer expenses:	
25. Code subsidy received:	
26. Amount received from code subscriptions:	
27. Is production of the code supported by subscriptions to the code?	☐ Yes ☐ No ☐ In Part (specify percentage) _____

ADMINISTRATIVE CODE CIRCULATION

NOTE: Please answer the questions in this section in relation to activities taken by your agency, or activities taken by others under the direction of your agency (e.g, a vendor by contract with your agency).

28. Format (check all that apply):	☐ Paper ☐ Online subscription system ☐ CD-ROM ☐ Internet (HTML) ☐ Internet (a proprietary format i.e., Folio, PDF, Word, WordPerfect, etc.) ☐ Microfilm/microfiche ☐ Other (specify): _____
29. If you checked "paper" above:	
29a. Frequency of printing entire code:	
29b. Number of sets printed in last complete printing:	
29c. Year entire code last printed:	
29d. Pages per full set:	
29e. Average pages per volume:	
29f. Pages per supplement (average):	
29g. On what period are these figures based (e.g, 1997)?	
29h. What paper formats are available (check all that apply)?	☐ loose-leaf ☐ paperback ☐ hardbound ☐ other (specify): _____
29i. What are the dimensions of a code page (e.g., 8-1/2" x 11")?	
29j. How many columns on a page?	
29k. What is the point size of the type used?	

NOTE: Please answer the questions in this section in relation to activities taken by your agency, or activities taken by others under the direction of your agency (e.g, a vendor by contract with your agency).

	Paper	Online Subscription System	CD-ROM	Internet	Microfilm/ fiche	Other
30. Published by:	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A	☐ your agency ☐ private vendor(s) under contract with your agency ☐ other ☐ N/A
31. Number of paid code subscribers:						

NOTE: Please answer the questions in this section in relation to activities taken by your agency, or activities taken by others under the direction of your agency (e.g, a vendor by contract with your agency).

	Paper	Online Subscription System	CD-ROM	Internet	Microfilm/ fiche	Other
32. Number of free code subscribers (paid by your agency; a direct appropriation, etc.):						
33. Price per set:						
34. Number of volumes per set:		N/A		N/A		
35. The subscription and/or single volume price is set:	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other	☐ by statute ☐ by rule ☐ by contract or competitive bid ☐ other
36. If sold by less than entire set, what is the smallest level at which it may be purchased?						
37. What is the price for the smallest available purchase?						
38. Is the code supplemented?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
39. What is the frequency of supplementation?						
40. What is the form of supplementation?						
41. Is supplement automatically sent to subscribers of the entire code?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
42. If not, is there a separate subscription for the code supplement?						
43. Is supplementation covered by original price of entire code?						
44. If not, please indicate price for supplement.						
45. Subscribers:	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A	☐ are billed ☐ pay in advance ☐ N/A
46. Length of subscription:						

NOTE: Please answer the questions in this section in relation to activities taken by your agency, or activities taken by others under the direction of your agency (e.g, a vendor by contract with your agency).

	Paper	Online Subscription System	CD-ROM	Internet	Microfilm/ fiche	Other
47. The code is available from (agency or company, mailing address; or Internet URL):						
48. The code is printed:	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A	☐ in-house ☐ by outside vendor ☐ N/A
49. Camera-ready copy is generated by:	☐ your agency ☐ the publisher ☐ the agencies ☐ N/A	N/A	N/A	N/A	N/A	N/A
50. What software must someone have to access the data?	N/A				N/A	
51. Does the publisher provide a viewer license for the software?	N/A	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	N/A	☐ Yes ☐ No
52. How does the publisher promote sales?						
53. How does the publisher distribute / mail?						

COMPUTER COMPOSITION OF ADMINISTRATIVE CODE

54. Does your agency create a searchable database?	☐ Yes ☐ No (if "no," please skip questions 54 a through 54 c)					
	Diskette	On-line subscription system	Bulletin board system (BBS)	Internet	CD-ROM	Other
54a. Is the database your agency created accessible to public? ☐ Yes ☐ No (if yes, what formats?)	☐	☐	☐	☐	☐	☐
54b. Is the database your agency created accessible to other agencies? ☐ Yes ☐ No (if yes, what formats?)	☐	☐	☐	☐	☐	☐
54c. Is the database your agency created accessible through an outside vendor? ☐ Yes ☐ No (if yes, what formats?)	☐	☐	☐	☐	☐	☐
55. Computer services and support obtained:	☐ in-house ☐ from a computer services agency outside your agency ☐ from a private vendor ☐ other (specify): _____					

56. What type of computer equipment do you use? (check all that apply)	☐ Intel Based PCs ☐ Unix ☐ Macintoshes ☐ RISC Based PCs ☐ Mainframe ☐ Other (specify): _____
57. What brand of computer equipment do you use?	
58. What computer operating system does your equipment run? (check all that apply)	☐ Windows 3.x ☐ Windows 95 ☐ Windows 98 ☐ WindowsNT 3.x or 4.x ☐ DOS 3.3 or higher ☐ OS/2 ☐ Solaris ☐ Mac 7.x ☐ Other (specify): _____
59. What brand of software do you use for composition? (check all that apply)	☐ Adobe PageMaker ☐ Corel WordPerfect ☐ Interleaf ☐ FrameMaker ☐ Microsoft Word ☐ Other (specify): _____

CONTENT OF ADMINISTRATIVE CODE

60. Does the code include annotations?	☐ Yes (specify): _____ ☐ No
61. Does the code include (check all that apply)?	☐ maps ☐ illustrations ☐ tables
62. Does the code contain emergency rules?	☐ Yes ☐ No
63. Does the code contain other information?	☐ Yes (specify): _____ ☐ No

LAW PERTAINING TO THE ADMINISTRATIVE CODE

64. May your agency correct nonsubstantive errors?	☐ Yes ☐ No
65. May your agency correct substantive errors?	☐ Yes ☐ No
66. Does the code contain the official text of administrative rules?	☐ Yes ☐ No
67. Does the code receive judicial notice?	☐ Yes ☐ No
68. The law pertaining to code publication may be found at the following citation:	
69. If the code is copyrighted, who claims the copyright?	☐ the code is not copyrighted ☐ the state/jurisdiction ☐ the publisher ☐ other (specify): _____

ADMINISTRATIVE CODE INDEXING

70. Does the code contain one or more indices?	☐ Yes ☐ No
71. If yes, please specify type(s)?	
72. Indices are prepared:	☐ In-house by staff ☐ By the publisher

ADMINISTRATIVE CODE ARRANGEMENT

73. What is the arrangement of the administrative code?	☐ subject ☐ agency ☐ other (specify): _____

MISCELLANEOUS ADMINISTRATIVE CODE INFORMATION

74. In what year did your state begin publishing an administrative code?	
75. Is the administrative code distributed to depository libraries free of charge?	☐ Yes ☐ No
76. How do you cite the administrative code?	
77. Other pertinent information about the administrative code not asked in any of the questions above:	
78. Clarification to your responses to questions above (question number followed by comment):	

APPENDIX B: INTERNET ACCESS TO ADMINISTRATIVE RULES

Definitions vary among the jurisdictions. In the following table, "Home Page" refers to the main page for the agency directly responsible for receiving rule filings, publishing rules, or both. This may be a bureau or an office several layers down in an organization. When that agency does not have a home page, then an Internet address (Uniform Resource Locator or URL) may not be listed, or the URL may point to the agency next up in line in the organization chart. "Register" refers to publications like the FEDERAL REGISTER which may contain notice and/or full text of proposed and adopted rules, and/or other types of government notices. The use of the term Register includes similar publications which, in some jurisdictions, may be called Bulletin or Journal. "Administrative Code" refers to publications like the CODE OF FEDERAL REGULATIONS which contain all effective administrative rules. "Manual" refers to the guidance document produced to assist rulewriting agencies.

Each jurisdiction is listed below. If a URL appears in the columns across from the name of the jurisdiction, information is available on the Internet. If a URL does not appear, that means that ACR is unaware of information on-line for the jurisdiction.

Current Internet access information is available on-line on the Administrative Codes and Registers Section's web site at ***http://www.nass.org/ acr/acrdir.htm***.

Table begins on the following page.

STATE	HOME PAGE	REGISTER	ADMINISTRATIVE CODE	MANUAL
Alabama				
Alaska	http://www.gov.state.ak.us/ltgov/	http://www.legis.state.ak.us/cgi-bin/folioisa.dll/adjr?	http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac?	
American Samoa				
Arizona	http://www.sosaz.com/		http://www.sosaz.com/Rules_and_Regulations.htm	
Arkansas	http://sos.state.ar.us/	http://sos.state.ar.us/ar_register.html		
California	http://www.oal.ca.gov/	http://www.osp.ca.gov/html/ztoc.html [Editor's note: table of contents only]	http://ccr.oal.ca.gov/	
Colorado				
Connecticut	http://www.jud.state.ct.us/colp/ColpDefault.htm			
Delaware	http://www.state.de.us/research/dor/research.htm	http://www.state.de.us/research/dor/register.htm		
District of Columbia	[Editor's note: DC does not currently maintain a rules home page. A former employee has created an unofficial page with information about DC rules at http://pw2.netcom.com/~aflowers/index.html.]			
Federal Government	http://www.nara.gov/fedreg/	http://www.access.gpo.gov/su_docs/aces/aces140.html	http://www.access.gpo.gov/nara/cfr/index.html	http://www.nara.gov/fedreg/draftres.html#top
Florida	http://election.dos.state.fl.us/	http://election.dos.state.fl.us/faw/issues.htm		http://election.dos.state.fl.us/faw/index.htm [Editor's note: follow the link to "Rulemaking Handbook"]
Georgia	http://www.sos.state.ga.us/		http://www.ganet.org/rules/	
Guam	http://www.justice.gov.gu/dol/agcom1.htm			
Hawaii	http://www.hawaii.gov/lrb/			
Idaho	Office of Administrative Rules– http://www.state.id.us/adm/adminrules/index.htm; Department of Administration– http://www.state.id.us/adm/	http://www.state.id.us/adm/adminrules/bulletin/mstrtoc.htm	http://www.state.id.us/adm/adminrules/rules/AGYINDEX.HTM	http://www.state.id.us/adm/adminrules/ruledrafters/cover.htm
Illinois	Department of Index– http://www.sos.state.il.us/depts/index/division.html Secretary of State–	http://www.sos.state.il.us/depts/index/register/register.html [Editor's note: table of contents only]	http://www.sos.state.il.us/depts/index/code/title.html [Editor's note: table of contents only]	
Indiana	http://www.state.in.us/legislative/		http://www.ai.org/legislative/iac/ [Editor's note: the IAC is also available from http://www.conwaygreene.com/iac.htm.]	
Iowa	http://www.legis.state.ia.us/	http://www.legis.state.ia.us/Rules/1999/Bulletin/	http://iac.legis.state.ia.us/ileaf/	
Kansas	http://www.kssos.org/	http://www.ink.org/ink/legislative/registers/ [Editor's note: subscription required–see http://www.ink.org/public/about-ink/subscribe.html for more information]	http://www.ink.org/ink/kar/kar.html [Editor's note: subscription required–see http://www.ink.org/public/about-ink/subscribe.html for more information]	

STATE	HOME PAGE	REGISTER	ADMINISTRATIVE CODE	MANUAL
Kentucky	http://www.lrc.state.ky.us/		http://www.lrc.state.ky.us/kar/frntpage.htm	
Louisiana	http://www.state.la.us/osr/osr.htm	http://www.state.la.us/osr/reg/register.htm	http://www.state.la.us/osr/lac/lac.htm	
Maine	http://www.state.me.us/sos/cec/rcn/apa/apa.htm		http://www.state.me.us/sos/cec/rcn/apa/depts.htm	
Maryland	Division of State Documents– http://www.sos.state.md.us/sos/dsd/html/stdocs.html Secretary of State– http://www.sos.state.md.us/			
Massachusetts	http://www.magnet.state.ma.us/sec/spr/			
Michigan	Legislative Service Bureau– http://www.milegislativecouncil.org/lsbf.html Office of Regulatory Reform– http://www.migov.state.mi.us/rules/orr/		http://www.state.mi.us/execoff/admincode/	
Minnesota	Department of Administration, Operations Management Bureau, Communications Media– http://www.comm.media.state.mn.us/ Office of the Revisor of Statutes– http://www.revisor.leg.state.mn.us/revisor.html	http://www.comm.media.state.mn.us/monmag/srmain.htm	http://www.revisor.leg.state.mn.us/arule/	
Mississippi	http://www.sos.state.ms.us/index.html			
Missouri	http://mosl.sos.state.mo.us/		http://mosl.sos.state.mo.us/csr/csr.htm	
Montana	http://www.state.mt.us/sos/			
Nebraska	http://www.nol.org/home/SOS/index.htm		http://www.nol.org/home/SOS/Rules/rules.htm	
Nevada	Legislative Counsel Bureau– http://www.leg.state.nv.us/lcb/lcb.htm Nevada Law page– http://www.leg.state.nv.us/law1.htm	http://www.leg.state.nv.us/register/Index.html (browse) or http://www.leg.state.nv.us/search?NS-query=&NS-query-pat=/text/register-query.pat (search)	http://www.leg.state.nv.us/NAC/Index.htm (browse), http://www.leg.state.nv.us/search?NS-query=&NS-query-pat=/text/NAC-query.pat (search), or http://www.leg.state.nv.us/indexes/nac/NAC.HTML (index)	
New Hampshire	http://www.state.nh.us/gencourt/ols/rules/	http://www.state.nh.us/gencourt/ols/rules/1999issues.html	http://www.state.nh.us/gencourt/ols/rules/listagencies.html	
New Jersey				
New Mexico	http://www.state.nm.us/cpr/		http://www.lexislawpublishing.com/sdCGI-BIN/om_isapi.dll?clientID=1200&infobase=nmac.NFO&softpage=browse_frame_pg	
New York	http://www.dos.state.ny.us/			
North Carolina	Rules Division– http://www.oah.state.nc.us/rules/rules.htm Office of Administrative Hearings– http://www.oah.state.nc.us/			
North Dakota	http://www.state.nd.us/lr/council.html			

STATE	HOME PAGE	REGISTER	ADMINISTRATIVE CODE	MANUAL
Northern Mariana Islands	http://cnmilaw.org/			
Ohio	http://www.lsc.state.oh.us/		http://www.conwaygreene.com/oac.htm	http://www.lsc.state.oh.us/rules/index.html
Oklahoma	Office of Administrative Rules– http://www.state.ok.us/~sos/functions/functions.htm [Editor's note: follow the link to "Office of Administrative Rules"] Secretary of State's Office– http://www.state.ok.us/~sos/			
Oregon	http://arcweb.sos.state.or.us/	http://arcweb.sos.state.or.us/rules/bulletin_default.html	http://arcweb.sos.state.or.us/rules/OAR_default.html	
Pennsylvania		http://www.pabulletin.com/ -- [Editor's Note: subscription required]		
Puerto Rico				
Rhode Island	http://www.state.ri.us/ [Editor's note: state home page]			
South Carolina	http://www.lpitr.state.sc.us/	http://www.lpitr.state.sc.us/register.htm	http://www.lpitr.state.sc.us/coderegs/statmast.htm	
South Dakota	http://www.state.sd.us/state/legis/lrc.htm	http://www.state.sd.us/state/legis/lrc/rules/register.htm	http://www.state.sd.us/state/legis/lrc/rules/rulelist.htm	http://www.state.sd.us/state/legis/lrc/rules/manuals.htm
Tennessee	Administrative Procedures Division– http://www.state.tn.us/sos/procede.htm Secretary of State's Office– http://www.state.tn.us/sos/		http://www.state.tn.us/sos/rules/rules.htm	
Texas	http://www.sos.state.tx.us/	http://www.sos.state.tx.us/texreg/	http://www.sos.state.tx.us/tac/index.html	
Utah	http://www.rules.state.ut.us/	http://www.rules.state.ut.us/publicat/bulletin.htm	http://www.rules.state.ut.us/publicat/code.htm	http://www.rules.state.ut.us/agncinfo/manual.htm
Vermont				
Virginia	http://legis.state.va.us/codecomm/codhome.htm	http://legis.state.va.us/codecomm/register/regindex.htm	http://leg1.state.va.us/000/srr.htm	
Virgin Islands				
Washington	http://slc.leg.wa.gov/default.htm	http://slc.leg.wa.gov/wsr/register.htm or http://search.leg.wa.gov/ (searchable)	http://slc.leg.wa.gov/wacbytitle.htm, or http://search.leg.wa.gov/ (searchable)	
West Virginia	Administrative Law Division– http://www.state.wv.us/sos/adlaw/alfront.htm Secretary of State's Office– http://www.state.wv.us/sos/		Index– http://www.state.wv.us/sos/adlaw/rules/Index/titles.htm Code of State Rules– http://www.state.wv.us/sos/adlaw/indxcsr.htm#csr [Editor's note: subscription required]	
Wisconsin	http://www.legis.state.wi.us/rsb/	http://www.legis.state.wi.us/rsb/code/register/	http://www.legis.state.wi.us/rsb/code/	
Wyoming	http://soswy.state.wy.us/		http://soswy.state.wy.us/rules/search.htm	

Updated May 1999

APPENDIX C: ADMINISTRATIVE RULES REVIEW INFORMATION ON THE INTERNET

Arizona Governor's Regulatory Review Council -- *http://www.grrc.state.az.us/*

Connecticut Legislative Regulation Review Committee -- *http://www.cga.state.ct.us/rr/*

Iowa Administrative Rules Review Committee -- *http://www.legis.state.ia.us/GA/77GA/Interim/1998/comminfo/arrc.htm*

Michigan Office of Regulatory Reform – *http://www.state.mi.us/execoff/admincode/orr.htm*

New York Governor's Office of Regulatory Reform (GORR) -- *http://www.state.ny.us/gorr/*

Ohio Joint Committee on Agency Rules Review (JCARR) -- *http://www.jcarr.state.oh.us/weekly/*

Pennsylvania Independent Regulatory Review Commission (IRRC) -- *http://www.irrc.state.pa.us/*

Utah Administrative Rules Review Committee (ARRC) -- *http://www.rules.state.ut.us/arrc/arrc.htm*
Utah Governor's Office of Planning and Budget, Resource Planning and Legal Review Section, Administrative Rules Review -- *http://www.governor.state.ut.us/rplr/admrulerev.htm*

Washington Joint Administrative Rules Review Committee (JARRC) – *http://wsl.leg.wa.gov/senate/scs/jarrc/homepage.htm*

Current Internet access information is available on-line on the Administrative Codes and Registers Section's web site at *http://www.nass.org/acr/acrlinks.htm#Rules Review Links*.