

FILING PERMANENT RULE DOCUMENTS - TIPS AND REMINDERS . . .

- A. **Taglines are not required in preambles . . .** When listing section numbers in the preamble, you don't have to include taglines --- if you do, however, they must be accurate and they must include any strikeouts and underscoring being used to amend those taglines.
- B. **Are there 30 or more sections/appendices???** When a rule document contains 30 or more sections and/or appendices, you don't have to list all the numbers in the preamble --- instead, you can simply identify the Chapter number and heading, and its status (i.e., [NEW], [AMENDED], or [REVOKED]). If you do elect to list all the affected sections/appendices, however, they must be accurate.
- C. **Did you include any applicable Subchapters/Parts???** When listing the affected rules under RULES in the preamble, include any applicable Subchapter and Part numbers and headings and, if a heading is being amended in the regulatory text, it must be shown with those same strikeouts and underscoring when listed in the preamble.
- D. **Are any emergency rules being superseded???** If any emergency rules will be superseded by the permanent rules, remember to include this information under SUPERSEDED EMERGENCY ACTIONS (and its four subheadings) in the preamble. It's critical for OAR and the public to know that the permanent rules will supersede emergency rules.
- E. **Is your formatting up-to-date???** If your agency has set up some kind of standard forms or templates to use when preparing rule document preambles (or any other filings for the OAR), and you've been using the same ones for a couple of years, please take the time to check them against the formatting in the most recent *Examples of Document Formats*. OAR staff spend a considerable amount of time correcting the formatting of filings, and since we try to rarely, if ever, reject a filing, we fix these problems for the agencies instead of calling or returning the filings. Here are some of the more common formatting errors:
1. *Information under headings* - Information supplied under a heading or a subheading in the preamble (as well as in notices) should begin under the heading or subheading (i.e., on the line below the heading/subheading), rather than on the same line - and only the first line of each block of information supplied under a heading/subheading should be indented.
 2. *Capitalization in rules listed* - Chapter, Subchapter, Part, and Appendix headings, when listed under RULES in a preamble or a notice, should be in initial caps, not all caps. And, unless usage requires otherwise, only the first word of a Section tagline is in initial caps. Statuses that follow headings and taglines (i.e., [AMENDED], [NEW], [REVOKED], etc.) should be in all caps.
 3. *Bolding in rules listed* - Chapter, Subchapter, Part, Section, and Appendix numbers and headings/taglines, when listed under RULES in a preamble or a notice, should not be bolded. Statuses should also not be bolded.
- F. **And, before you head out . . .** Before heading over to file your documents with the OAR . . .
1. Check the disk to make sure the files you've saved will actually open - it could save you another trip.
 2. Check to make sure you have everything you must file for each permanent rule document:
 - a. Two sets of paper copies of the following, and each set should be compiled in the following order:
 - i. the transmittal sheet, and
 - ii. the permanent rule document, which contains:
 - ? a document heading
 - ? a preamble
 - ? an enacting clause
 - ? the regulatory text
 - ? an attestation

[Note: The attestation in at least one of the sets must be an original, and the attestation cannot be signed prior to final adoption (i.e., the signature date must be on or after the final adoption date). Also, a letter identifying the person who signed the attestation as an authorized attestation officer must be on file with the OAR.]
 - b. A disk copy of the permanent rule document (without the attestation) - the document can be created in any version of WordPerfect or MS Word, as long as it can be saved to the disk in WordPerfect 6.1 or MS Word 2000 (or earlier).
 - c. The "red-marked pages" or "format-approved pages," as returned to the agency by the OAR during or soon after the gubernatorial review period. [**Note:** It's a good idea to retain a copy of the RMP's or FAP's for your rulemaking record.]