

A FEW SUGGESTIONS

1. **HAND-CARRY FILINGS FOR THE OAR** (as well as any other recipients of paper filings) **AND BRING AN EXTRA COPY** to be stamped by the receiving office for your records. If the document will be filed with more than one office, have all parties stamp the same copy.
2. **REVIEW YOUR "PROOF OF PUBLICATION" COPIES** as soon as possible after receipt. Some publication errors can be corrected and some cannot. However, even if an error can't be corrected, the sooner you know about it, the sooner you can assess the problem and take whatever steps may be necessary to correct it.
3. **REVIEW THE GOVERNOR'S WRITTEN APPROVAL** as soon as possible after receipt. If there are any errors or omissions, it's much better to find them right away than several weeks or months later.
4. After copying a filing to disk or cd, **TRY OPENING THE DOCUMENT FROM THE DISK/CD BEFORE SUBMITTING** it to the OAR. This could save you an additional trip to the OAR.
5. **KEEP TRACK OF ALL SECTION/APPENDIX NUMBERS IN RULEMAKING ACTIONS** being initiated by the agency --- this should help you avoid assigning duplicate numbers to new rules, and help ensure that different actions are not being initiated on the same rule.
6. If your agency appoints a **NEW LIAISON OR ATTESTATION OFFICER**, be sure to notify the OAR in writing as soon as possible. Written notification must be received before the OAR's official records can be changed and before correspondence/materials can be sent to the attention of the new liaison/attestation officer. Also, if you notice that the label used by the OAR to send materials to your agency's liaison is not accurate, contact the OAR. We'll check our records to determine the source of the source of the problem.
7. If you're not yet on our unofficial **EMAIL LIST**, give us a call and we'll be happy to get you signed up. Also, if you are on the list and your email address changes, please be sure to notify us.