



COLE JESTER

ARKANSAS SECRETARY OF STATE

Dear State Agency, Board, or Commission,

When adopting, amending, or repealing of a rule, Arkansas Code § 25-15-204(e) requires the following to be filed with the Secretary of State and the Legislative Council:

- Copy of each rule, including without limitation an emergency rule, proposed by the agency;
- Financial impact statement for the proposed rule;
- Notice for the adoption, amendment, or repeal of any rule required to be published on the internet under this section;
- Statement setting forth the reason for the proposed rule; and Summary of the proposed rule.

These items may be submitted to ArkansasRegister@sos.arkansas.gov in order to satisfy the requirement that they be filed with the Secretary of State. Notice/Proposed rules should include a completed Proposed Rule Cover Sheet, available at <https://www.sos.arkansas.gov/rules-regulations>. All emailed electronic files should be submitted using Adobe PDF or Microsoft Word.

Rule Notices - Rule notices will be required to be published in a newspaper of general daily circulation for three consecutive days. The dates these notices appear should be provided on the Proposed Rule Cover Sheet. This notice will be posted on the Secretary of State's website.

Format - Proposed rules should be submitted in "mark-up" (strikethrough, underline, etc.) form if the rule is an amendment to an existing rule. For a new rule, a "clean copy" should be submitted. Also, a summary of the rule should be included with the filing.

Final and Emergency Rules –Electronic copies of final and emergency rules should be emailed to ArkansasRegister@sos.arkansas.gov. **Effective January 1, 2021, paper copies are no longer necessary; the electronic copy may now be used as the "official copy" of a final or an emergency rule.** Electronic copies of final and emergency rules should be submitted with an Arkansas Register Transmittal Sheet, available at <https://www.sos.arkansas.gov/rules-regulations>.

Please share this information with all staff in your agency who file regulations with the Arkansas Register. Thank you for your help in making information more accessible to the citizens of Arkansas.