



ARKANSAS SECRETARY OF STATE

MARK MARTIN

Dear State Agency, Board or Commission,

Arkansas Code Annotated 25-15-218 requires state agencies, boards and commissions to file “its **adopted** rules, **proposed** rules, and **notices** with the Secretary of State in an electronic format acceptable to the Secretary of State and for those filings to appear on the Secretary of State’s website.” The appearance of the various stages of rulemaking on the website gives members of the public more access to agency rules that affect them. All agency rule notices, proposed rules, emergency rules, and adopted rules must be submitted in an electronic format with the *Arkansas Register*.

Arkansas Code 25-15-218 requirements:

- **Rule Notices** – Rule notices will be required to be published in a newspaper of general daily circulation for three consecutive days. These rule notices should also be emailed to register@sos.arkansas.gov listing a *date* of when the notice will appear in the newspaper. The notice will be posted on the Secretary of State’s website.
- **Proposed Rules** -- Proposed rules should also be emailed to register@sos.arkansas.gov. 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.
- **Final and Emergency Rules** – Electronic copies and paper copies of the rules must be filed with the Arkansas Register. Electronic copies should be emailed to register@sos.arkansas.gov. Paper copies of the rule need to be filed and date stamped with the office and will be used as the “official copy.” Paper copies need to include an Arkansas Register Transmittal Sheet. This cover sheet can be obtained from the Rules & Regulations section of the Secretary of States’ website at: <http://www.sos.arkansas.gov/rulesRegs/Pages/default.aspx>. Final rules will become effective 10 days after filing (Act 1258 of 2015), unless a later date is specified in the rule.

All emailed electronic files should be submitted using Adobe PDF or Microsoft Word. Also, a contact name and which agency is filing the rules should be included.

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

Sincerely,

Amber Rowlett

Administrative Rules Coordinator

(501) 682-3448

register@sos.arkansas.gov