

**Legislative Regulation  
Review Committee**

2009-047

Secretary of States Office

**STATE REGISTER & MANUAL**

**IMPORTANT:** Read instructions on bottom of next page (Certification Page) before completing this form. Failure to comply with instructions may cause disapproval of proposed regulations

# State of Connecticut REGULATION of

NAME OF AGENCY

Secretary of the State

**Concerning**

SUBJECT MATTER OF REGULATION

State Register and Manual

## State Register and Manual

### Sec. 3-90-1. Publication and distribution

The Secretary of the State shall publish annually the Connecticut State Register and Manual and shall charge \$10.00 per soft-bound manual and \$19.00 per hard-bound manual, except for the following state agencies and officers, to whom the following number of soft-bound manuals shall be distributed annually without charge:

- (a) [Forty (40)] Twenty (20) copies to the Office of the Governor.
- (b) [Four (4)] Two (2) copies to the Office of the Lieutenant Governor.
- [(c) Sixty (60) copies to the Office of the Secretary of the State.]
- [(d) Forty (40)] (c) Five (5) copies to the Office of the Treasurer.
- [(e) Forty (40)] (d) Five (5) copies to the Office of the Comptroller.
- [(f) One hundred (100)] (e) Twenty (20) copies to the Office of the Attorney General.
- [(g)] (f) Two hundred (200) copies to the Office of Legislative Management.
- [(h) One (1) copy to each Secretary of the State of the other states.]
- [(i)] (g) Eight (8) copies to each United States Senator and four (4) copies to each Representative in Congress from this state.
- [(j)] (h) One (1) copy to each State Senator and Representative.
- [(k)] (i) One (1) copy to each Supreme Court Justice, Appellate Court Judge, Superior Court Judge, and Judge of Probate.
- [(l)] (j) One (1) copy to each state's attorney, [county sheriff,] and mayor of a city, [and warden of a borough and one (1) copy to the Connecticut State Sheriffs Association.]
- [(m)] (k) One (1) copy to each town clerk and registrar of voters.
- [(n)] (l) One (1) copy to each superior court clerk and geographical area court clerk.
- [(o)] (m) Six hundred sixty (660) copies to the state librarian to be distributed to other states and foreign countries and to the law and the public libraries of this state.
- [(p)] (n) Two hundred ninety (290) copies to the Commission on Official Legal Publications.
- [(q)] Two thousand (2000) copies to the Department and Board of Education to be distributed by it to the schools of this state.]
- [(r) One thousand three hundred eighty-seven (1387) copies to be distributed among the state departments, agencies and commissions, for distribution to the employees designated by each state department, agency or commission as follows:]
  - [(1) Two (2) copies to the State Board of Accountancy.]
  - [(2) Sixty-four (64) copies to the Department of Administrative Services.]
  - [(3) Twelve (12) copies to the Department on Aging.]
  - [(4) Ten (10) copies to the Department of Agriculture.]
  - [(5) One (1) copy to the Connecticut Agricultural Experiment Station.]
  - [(6) One (1) copy to the Advisory Commission on American Francophone Cultural Affairs.]
  - [(7) One (1) copy to the American Legion Auxiliary and three (3) copies to the American Legion.]
  - [(8) Two (2) copies to the Commission on the Arts.]
  - [(9) Forty (40)] (o) Twenty (20) copies to the Auditors of Public Accounts.
  - [(10) Twelve (12) copies to the Department of Banking.]
  - [(11) Two (2) copies to the Centrex Operators.]
  - [(12) Forty (40) copies to the Department of Children and Youth Services and one (1) copy to the Commission on Children.]
  - [(13) Two (2) copies to the Office of Claims Commissioner.]
  - [(14) Two (2) copies to the Codes and Standards Committee.]
  - [(15) One (1) copy to the Commission on Connecticut's Future.]
  - [(16) Twenty-four (24) copies to the Department of Consumer Protection.]
  - [(17) Fifty-two (52) copies to the Department of Correction.]
  - [(18) One (1) copy to the Courts Diagnostic Clinic.]
  - [(19) Six (6) copies to the Criminal Justice Commission.]
  - [(20) Three (3) copies to the State Commission on the Deaf and Hearing Impaired.]
  - [(21) Two (2) copies to the Connecticut Development Authority.]

- [(22) Twenty (20) copies to the Department of Economic Development.]  
 [(23) Two (2) copies to the Board of Education and Services for the Blind.]  
 [(24) Two (2) copies to the State Elections Enforcement Commission.]  
 [(25) One (1) copy to the Bureau of Statewide Emergency Telecommunications.]  
 [(26) Two (2) copies to the Employment Security Board of Review.]  
 [(27) Fifty (50) copies to the Department of Environmental Protection.]  
 [(28) Two (2) copies to the State Ethics Commission.]  
 [(29) Two (2) copies to the Commission on Fire, Prevention and Control.]  
 [(30) Two (2) copies to the Freedom of Information Commission.]  
 [(31) Three (3) copies to the Governor's State Information Bureau.]  
 [(32) One (1) copy to the Greater Hartford Flood Commission.]  
 [(33) Two (2) copies to the Connecticut Hazardous Waste Management Service.]  
 [(34) Fifty-six (56) copies to the Department of Health Services.]  
 [(35) One hundred two (102) copies to the Board of Higher Education.]  
 [(36)] (p) One (1) copy to the State Historian.  
 [(37)] (q) Three (3) copies to the Connecticut Historical Commission.  
 [(38) Fourteen (14) copies to the Department of Housing.]  
 [(39) Ten (10) copies to the Connecticut Housing Finance Authority.]  
 [(40) Twenty-four (24) copies to the Department of Human Resources.]  
 [(41) Five (5) copies to the Commission on Human Rights and Opportunities.]  
 [(42) Forty (40) copies to the Department of Income Maintenance.]  
 [(43) One (1) copy to the Connecticut State Office of Information and Technology.]  
 [(44) Two (2) copies to the Institute of Public Service.]  
 [(45) Eight (8) copies to the Department of Insurance.]  
 [(46) One (1) copy to the Judicial Selection Commission.]  
 [(47) Forty (40) copies to the Department of Labor.]  
 [(48) Eight (8) copies to the Department of Liquor Control.]  
 [(49) One (1) copy to the Marine Research Laboratory.]  
 [(50) Two (2) copies to the Office of the Medical Examiner.]  
 [(51) Fifty-two (52) copies to the Department of Mental Health.]  
 [(52) Twenty-four (24) copies to the Department of Mental Retardation.]  
 [(53) Two (2) copies to the Metro North New Haven Rail Commuter Council.]  
 [(54) Eight (8) copies to the Military Department, one (1) copy to the Selective Service and eight (8) copies to the Office of Emergency Management.]  
 [(55) Fifty-two (52) copies to the Department of Motor Vehicles.]  
 [(56) One (1) copy to the Museum of Natural History.]  
 [(57) Three (3) copies to the Permanent Commission on the Status of Women.]  
 [(58) Sixteen (16) copies to the Office of Policy and Management.]  
 [(59) Two (2) copies to the Probate Court Administrator.]  
 [(60) Two (2) copies to the Connecticut Product Development Corporation.]  
 [(61) Three (3) copies to the State Properties Review Board.]  
 [(62) One (1) copy to the Psychiatric Security Review Board.]  
 [(63) Twelve (12) copies to the Chief Public Defender.]  
 [(64) One hundred (100)] (r) Fifty (50) copies to the Department of Public Safety and State Police.  
 [(65) One (1) copy to the Public Transportation Commission.]  
 [(66) Ten (10) copies to the Department of Public Utility Control.]  
 [(67) Six (6) copies to the Regional Councils of Government, to be distributed among them.]  
 [(68) Twenty-six (26) copies to the Regional Planning Agencies, to be distributed among them.]  
 [(69) Two (2) copies to the Connecticut Resources Recovery Authority.]  
 [(70) Forty (40) copies to the Department of Revenue Services.]  
 [(71)] (s) One hundred sixty (160) copies to be retained by the Secretary of the State for distribution to unaffiliated agencies and officers, upon written request.  
 [(72) Two (2) copies to the Connecticut Siting Council.]  
 [(73) Eight (8) copies to the Soldiers', Sailors', and Marines' Fund.]  
 [(74) Fourteen (14) copies to the Division of Special Revenue.]  
 [(75) Three (3) copies to the Teachers' Retirement Board.]  
 [(76) Thirteen (13) copies to the Regional and Municipal Transit Districts, to be distributed among them  
 [(77) One hundred (100) copies to the Department of Transportation.]  
 [(78) Eight (8) copies to the Unemployment Compensation Commission.]  
 [(79) One (1) copy to the United States Constitution Bicentennial Commission.]  
 [(80) Three (3) copies to the Veterans of Foreign Wars, Department of Connecticut.]  
 [(81) Three (3) copies to the Department of Veterans Affairs.]  
 [(82) One (1) copy to the Commission on Victim Services.]  
 [(83) Eight (8) copies to the Workers' Compensation Commission.]  
 [(s) The Secretary of the State shall distribute annually soft-bound copies of the State Register and Manual, without charge, to the clerks of the various towns and cities, for distribution by the clerks to town and city officers. The number of copies each town or city shall receive shall be determined by the following schedule:]

<u>Population</u>	<u># of Copies</u>
[Between 0 and 10,000	5]
[Between 10,000 and 15,000	10]
[Between 15,000 and 20,000	15]

[Between 20,000 and 25,000	20]
[Between 25,000 and 30,000	25]
[Between 30,000 and 35,000	30]
[Between 35,000 and 40,000	35]
[Between 40,000 and 45,000	40]
[Between 45,000 and 50,000	45]
[Over 50,000	50]

(t) The Secretary of the State shall retain two hundred and fifty (250) hard-bound copies of the State Register and Manual for distribution, without charge, to officers and agencies of government, whether state, federal or foreign, at the discretion of the secretary.

### CERTIFICATION

Be it known that the foregoing (check one)  Regulations  Emergency Regulations

Are (check all that apply)  Adopted  Amended as hereinabove stated  Repealed

By the aforesaid agency pursuant to section(s) 3-90 of the  
**Connecticut General Statutes and/or Public Act number(s)**

(If applicable) After publication of notice of intent in the *Connecticut Law Journal* on 3/31/09

(If applicable) And the holding of an advertised public hearing on \_\_\_\_\_

WHEREFORE, the foregoing regulations are hereby (check all that apply)

Adopted  Amended as hereinabove stated  Repealed

**EFFECTIVE:** (check one, and complete as applicable)

When filed with the Secretary of the State

OR  (insert date) \_\_\_\_\_

<b>In Witness Whereof:</b>	DATE <u>6/9/09</u>	SIGNED (Head of Board, Agency or Commission) <i>[Signature]</i>	OFFICIAL TITLE, DULY AUTHORIZED <u>Deputy Secretary</u>
----------------------------	-----------------------	--	--

<b>APPROVED by the Attorney General as to legal sufficiency in accordance with CGS Section 4-169, as amended</b>		
DATE	SIGNED (Attorney General or AG's designated representative) <i>[Signature]</i>	OFFICIAL TITLE, DULY AUTHORIZED <u>ASSOC. ATTY. GENERAL</u>

(For Regulation Review Committee Use ONLY)

- Approved  Rejected without prejudice
- Approved with technical corrections  Disapproved in part, (Indicate Section Numbers disapproved only)
- Deemed approved pursuant to CGS 4-170(c) as amended

By the Legislative Regulation Review Committee in accordance with CGS Section 4-170, as amended	DATE	SIGNED (Administrator, Legislative Regulation Review Committee)
---	------	---

Two certified copies received and filed and one such copy forwarded to the Commission on Official Legal Publications in accordance with CGS Section 4-172, as amended.

DATE	SIGNED (Secretary of the State)	BY
------	---------------------------------	----

#### INSTRUCTIONS

- All regulations proposed for adoption, amendment or repeal, *except* emergency regulations, must be presented to the Attorney General for his/her determination of legal sufficiency. (See CGS Section 4-169.)
- Original and eighteen (18) copies of all regulations proposed for adoption, amendment or repeal must be presented to the standing Legislative Regulation Review Committee for its action. (See CGS Section 4-170.)
- Each proposed regulation must be in the form intended for publication and each section must include the appropriate regulation section number and section heading. (See CGS Section 4-172.)
- New language added to an existing regulation must be in CAPITAL LETTERS or underlining, as determined by the Regulation Review Committee. Existing language to be deleted must be enclosed in brackets [ ]. A new regulation or new section of a regulation must be preceded by the word "(NEW)" in capital letters. (See CGS Section 4-170.)
- The proposed regulation must have a statement of its purpose following the final section of the regulation. (See CGS Section 4-170.)
- Additional information regarding rules and procedures of the Legislative Regulation Review Committee can be found on the Committee's web site: <http://www.cga.ct.gov/rr/>