

Agency Filing Requirements for Legislative Regulations Review Committee

In accordance with PA 11-150, the Legislative Regulation Review Committee (LRRC) is implementing a series of changes to bring its filing process into compliance with the act. The requirements for submittal are detailed as follows.

Document Requirements

Agencies will submit documents in accordance with the following requirements.

- 1) A single hard copy with signed certification page.
- 2) An electronic copy sent to:
 - Legislative Regulation Review Committee at RRAgencySubmittal@cga.ct.gov
 - The Office of Fiscal Analysis at OFARegsSubmittal@cga.ct.gov
 - The Committee of Cognizance
- 3) All documents will be letter size.
- 4) All documents may be submitted as a Microsoft Word document or as a .PDF document.
- 5) All documents will be submitted on forms provided by the Secretary of State's Office at http://www.sots.ct.gov/sots/lib/sots/legislativeservices/regulations/form_r_39_word.doc or
- 6) Fiscal Forms from Office of Policy and Management
- 7) All regulations will be filed in the order prescribed by the LRRC (See listing below).

Regulation Requirements

All regulations will contain the following sections.

<i>Section</i>	<i>Requirements</i>
1	Commissioner's letter (specifying a contact person for the regulation) Additional correspondence pertinent to the regulation
2	Regulation page Statement of purpose (in plain language)
3	Certification page (signed and properly completed)
4	Fiscal note
5	Small Business Impact Statement (where appropriate)
6	Notice of intent
7	Summary of all public comments
8	Miscellaneous information

Please file as a **single e-mail** to the RRAgencySubmittal@cga.ct.gov address, not the committee's main e-mail address, **with multiple attachments**. An exception would be if the document files are too large and may require 2 e-mails. Under those conditions, please notify us to expect multiple e-mails.

Additional Materials

- Withdrawal letter
- Substitute pages

All additional materials regarding a regulation will be filed in the same manner as a regular filing (i.e., 1 hard copy and 1 electronic copy).

Post Submittal

Following a committee meeting, agencies will receive their original copy, the Certification page signed by the Committee Administrator, a letter detailing the committee action, and a copy of the LCO Report.

Tracking Proposed Regulations

All proposed regulations will be tracked on the Legislative Regulation Review Committee's website through its filing with the Secretary of State's Office.

To view any proposed regulation:

- Display the Regulation Review web site at <http://www.cga.ct.gov/rr/>
- Click [Regulations by Year \(2012\)](#), and click Go. The list of regulations for the selected year is displayed with links to the Reg. numbers. **Note:** The link to the LCO Report is accessible only after the committee meeting.
- Click the Reg number you wish to view. The regulation status page displays similar to a bill history page. There are links to the regulation documents.

*There are two options: **Regulations by Year (2012)** and all subsequent years and **Regulations by Year (1982 - 2011)**.*

*For the year **2012** and subsequent years, all regulations and documents will be available on-line.*

*For the years **1982 - 2007**, a list of the regulations and the committee action are available. No on-line documents are available. For the years **2008 - 2011**, a list of the regulations, the committee action, and the text of the regulations are available. For the years **2009 - 2011**, the text of the regulations and the LCO Reports are available.*

February 21, 2013