Chapter 03 Administrative Code

Purpose

100 This chapter provides for the compilation, indexing and publication of the Mississippi Administrative Code as required by Section 25-43-2.101(2) of the Administrative Procedures Law.

101 The title of the official legal codification published pursuant to Section 25-43-2.101(5) shall be The *Mississippi Administrative Code*.

102 The *Mississippi Administrative Code* shall be published at least annually commencing beginning in ~~December 31, 2006~~ July 31, 2007, or as soon as individual Titles may be compiled.

103 The *Mississippi Administrative Code* is an electronic publication and is published on the Mississippi Secretary of State's website: www.sos.state.ms.us.

104 The Code is supplemented no less than monthly by the publication of the *Mississippi Administrative Bulletin*.

105 Each agency shall submit a complete compilation of its rules and regulations to the Secretary of State no later than ~~November~~ March 30, 2006. Compilations shall be formatted in accordance with the rules in this Part.

106 Without prejudice to any other form of citation, The *Mississippi Administrative Code* may be cited by Title, Part Chapter and Section. For example this section is cited as Title 01, Part I, Chapter 03 Section 106 of the *Mississippi Administrative Code*. The recommended short form of citation is: MISS ADMIN CODE. For example this section may be cited as 01.I.03 MISS ADMIN CODE 106.

107 The *Mississippi Administrative Code* is arranged as follows:

1. Titles, identified by Arabic numerals which are subdivided as follows:
    a. Parts, identified by Roman numerals with a new sequence of numbers beginning in each Title;
    b. Subparts, identified by Arabic numerals with a new sequence of numbers beginning in each Part;
    c. Chapters, identified by Arabic numerals with a new sequence of numbers beginning in each subpart;
    d. Sections, identified with a three digit Arabic numeral with a new sequence of numbers beginning with each Chapter.
2. Sections of the *Mississippi Administrative Code* are subdivided as follows:
    a. Subsections, identified by the Section number plus a decimal consisting of a two digit Arabic numeral with a new sequence beginning with each

Section;

b. Paragraphs, identified by Arabic numerals, with a new sequence of numbers beginning in each Section;
c. Subparagraphs, identified by lower case letters with a new sequence of letters beginning in each Paragraph;
d. Clauses, identified by lower case Roman numerals with a new sequence of numbers beginning in each Subparagraph.

3. It should be noted that not every Title will be subdivided into Parts, but every Title will have at least one Chapter; not every Chapter will have a Subchapter, but every Chapter will have at lease one Section.
4. Sections may stand alone or may be subdivided into either Subsections or Paragraphs or both
5. (Reserved.)

108 Titles, Parts, Subparts, Chapters, will have a heading. Sections may have a heading. Headings will not govern, limit, modify, or in any manner affect the scope, meaning or intent of the provision of the *Mississippi Administrative Code*. These are merely a short explanation of the material contained in that unit and should be stated in as few words as possible.

109 Tenses, Gender and Number, except as otherwise stated in a unit of the Code, the present tense includes the past tense and the future tense; and the future tense includes the present tense; the masculine gender includes the feminine and the neuter, the feminine includes the masculine and neuter and the neuter includes the masculine and the feminine.

110 *Mississippi Administrative Code* is divided into Titles based on subject matter or agencies. Entire titles are devoted to large Agencies and agencies that promulgate large numbers of regulations. Smaller agencies and agencies that do not issue a large volume of rules are grouped into Titles based on subject matter or other similarities.

111 Index to Titles of the *Mississippi Administrative Code* (Reserved)

112 Reserved