

Title 1: Secretary of State

Part 1: Administrative Law

Chapter 4: Rule Making Procedures

Rule 4.1 Mediums of Rule Submission.

A. The agency submitting a **proposed** rule for publication in the Mississippi Administrative Bulletin shall submit five (5) documents as listed below:

1. Word version of Form 001 and 002,
2. PDF version of Form 001 and 002,
3. Word version of rule text,
4. PDF version of rule text, and
5. PDF version of Economic Impact Statement.

If your agency's proposed rule does not impose a duty, responsibility, or requirement on any person, you may omit the Word and PDF version of Form 002 and the Economic Impact Statement.

B. The agency submitting a **final** rule for publication in the Mississippi Administrative Bulletin shall submit four (4) documents as listed below:

1. Word version of Form 001,
2. PDF version of Form 001,
3. Word version of rule text, and
4. PDF version of rule text.

C. Submission of a paper copy is not required.

D. For submissions that do not exceed five (5) megabytes (MB), the agency may use the following email address for filing with the Secretary of State's Office:
adminrules@sos.ms.gov.

E. For submissions that exceed five (5) MB, the submission must be made through readily usable electronic storage media such as a compact disc. Further, both the storage media and any outer cover for the media must contain the following information:

1. Agency name,
2. Contact person,
3. Phone number, and
4. Email address.

The submission must be delivered to the following address:

Secretary of State's Office
Attn: Regulation and Enforcement Division
125 South Congress Street
Jackson, MS 39201

F. The failure to include both electronic formats and the external information may result in the submission being rejected for filing. The Secretary of State reserves the right to request a paper copy of any submission and the right to reject submissions stored on outmoded or out-of-date storage media.

Source: *Miss. Code Ann.* § 25-43-2.101 (Rev. 2006).

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