

# AGENCY GUIDE

## AGENCY HEADS



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## RHODE ISLAND RULES AND REGULATIONS

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### What is the Rhode Island Code of Regulations?

The Rhode Island Code of Regulations (RICR) is the official publication of the rules promulgated by State agencies, boards, and commissions. The RICR is a uniform code that provides access to all Proposed and Final Regulations filed under the Administrative Procedures Act.

The Department of State's Administrative Records Office (ARO) manages the RICR, which is updated daily and available to the public online.

### What is the Administrative Records Office?

The ARO manages the process of regulations filed by State agencies with the Department of State to make government more transparent, accessible, and efficient.

### What is the Administrative Procedures Act?

[R.I. Gen. Laws Chapter 42-35](#), Administrative Procedures Act, governs the way Rhode Island State agencies, boards, and commissions may propose and promulgate rules.

### What are an agency's responsibilities?

All agency responsibilities regarding rules and regulations can be found in the Administrative Procedures Act ([R.I. Gen. Laws Chapter 42-35](#)).

### What do the OMB and the ARO review?

The [Office of Management and Budget](#) (OMB) facilitates the creation and refinement of regulations through a content review process to ensure a clear, predictable, and reliable regulatory system ([EO 15-07](#)).

The ARO facilitates a formatting review process for standardization and display in the RICR ([R.I. Gen. Laws § 42-35-4\(a\)](#)).

### What is "Content"?

"Content" means any text or graphics of the rulemaking records that impacts the meaning and/or intent.

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# 1 | ADMINISTRATIVE RECORDS

## 1.1 History of Rhode Island Regulations

Date	Event
1956	<p><b><a href="#">Administrative Procedures Act (APA) Adopted</a></b>                      For rules previously in effect, and going forward for Final Regulations, to be filed with the Department of State (DOS) and enacted on 01/01/1964.</p>
2000	<p><b>Rhode Island Small Business Regulatory Flexibility Act Adopted</b>                      Small business regulatory review board established to consider requests from small business owners to review rules adopted by state agencies.</p>
2001	<p><b>Launch of 1<sup>st</sup> Online Regulation Database</b>                      While paper regulations are still the official copy, the online database makes regulations available for public accessibility and reference only.</p>
2004	<p><b>APA Amended</b>                      Regulations are now to be reviewed by the Governor’s Office and Economic Development Corporation (EDC) for small business impact before filing.</p>
2010	<p><b>Office of Regulatory Reform (ORR) Established (<a href="#">Executive Order 10-13</a>)</b>                      ORR established within the EDC to improve regulatory process.</p>
2012	<p><b>ORR Moved to the Office of Management and Budget (OMB)</b></p>
2015	<p><b>ORR Review (<a href="#">Executive Order 15-07</a>)</b>                      Requires most Executive departments, boards, and commissions with rulemaking authority to have rules reviewed by ORR before and after public comment.</p>
2016	<p><b>APA Amended</b>                      Rewritten, based on <a href="#">Uniform APA</a>, to revise the rulemaking process.</p>
August 2018	<p><b>Launch of Rhode Island Code of Regulations (RICR)</b>                      Administrative Records Office (ARO) reviews rules for formatting compliance, maintains final rulemaking record copies and official copies of regulations, and maintains the online system to file and display regulations for public accessibility.   <i>Prior to this time, only agencies were responsible for maintaining all rulemaking records. Now, both the agency and the ARO maintain all rulemaking records.</i></p>
2020	<p><b>Emergency Rules Extended (<a href="#">Executive Order 20-72</a>)</b>                      Temporarily suspended a section of the APA allowing only one 60-day extension to allow for multiple extensions, if need be, due to the COVID-19 emergency.</p>



## 1.2 Administrative Records Definitions

For the purpose of this Guide, the following terms are defined as follows:

**“Advance”** means the step in the filing process in the RICR Filing System to move the rule one step forward.

**“Advance Notice of Proposed Rulemaking”** means the process of when an agency may collect relevant information to a potential rule and may solicit comments and recommendations from the public ([R.I. Gen. Laws § 42-35-2.5](#) and [§ 3.3.4 of this Guide](#)).

**“Agency Head”** means the individual who has ultimate legal authority of an agency ([R.I. Gen. Laws § 42-35-1\(3\)](#)), is an RICR Filing System user, and may sign rules into effect ([§ 6.1.1 of this Guide](#)).

**“Agency”** means “a state agency, authority, board, bureau, commission, department, district, division, institution, office, officer, quasi-public agency, or other political subdivisions created by the general assembly or the governor, other than the legislature or the judiciary, that is authorized by law of this state to make rules” ([R.I. Gen. Laws § 42-35-1\(1\)](#)).

**“Declaratory Order”** means a document issued by an agency that states whether a statute or regulation applies to the person or entity petitioning the agency for that decision. ([R.I. Gen. Laws § 42-35-8](#)).

**“Effective Date”** means the exact date a promulgation goes into effect.

**“Filer”** means a person approved by an agency to participate in the rulemaking process to file regulations for that agency and is an RICR Filing System user ([§ 6.1.3 of this Guide](#)).

**“Filing Date”** means the exact date a promulgation is filed with the Department of State.

**“Guidance Document”** means “a record of general applicability developed by an agency which lacks the force of law but states the agency’s current approach to, or interpretation of, law or describes how and when the agency will exercise discretionary functions” ([R.I. Gen. Laws § 42-35-1\(9\)](#)).

**“Notice of Proposed Rulemaking”** means a document published in the RICR for notification to interested parties of a Proposed Rule. The notice must contain the

## AGENCY GUIDE: AGENCY HEADS

items described in [R.I. Gen. Laws 42-35-2.7](#).

**“Promulgate”** means “the process of writing a new rule, or amending or repealing an existing rule”, beginning “with filing the Notice of Proposed Rulemaking...and ending upon the Effective Date of the rule” ([R.I. Gen. Laws § 42-35-1\(16\)](#)).

**“Promulgation,”** with respect to a rule filed in the RICR Filing System, means the specific Adoption, Amendment, or Repeal that is being promulgated.

**“Promulgation ID”** means the distinctive identification number a promulgation is assigned by the RICR Filing System that is used by the Department of State to identify rules.

**“Public Comment Period”** means a period of time after the Notice of Proposed Rulemaking is published in the RICR during which a person may submit comments on the Proposed Rule.

**“Public Hearing”** or **“Hearing”** means a meeting regarding a proposed rule which is open to the public, during which members of the public are invited to give testimony or otherwise submit comments on the Proposed Rule. The hearing is recorded and kept as part of the Rulemaking Record for that rule. A hearing may not be scheduled earlier than ten (10) days after the Notice of Proposing Rulemaking is published in the RICR or later than five (5) days prior to the end of the Public Comment Period.

**“Rhode Island Code of Regulations”** or **“RICR”** (*pronounced are-aye-see-ARE*) means the official publication of Rhode Island Regulations promulgated by agencies that is managed by the Department of State’s Administrative Records Office, which is updated daily and available to the public on the Department of State’s [website](#).

**“RICR citation”** means the unique number assigned to a rule that includes the Title, Chapter, Subchapter, and Part numbers ([§ 2.3 of this Guide](#)) that is used by agencies and the public to identify rules.

**“RICR Filing System”** or **“RICR System”** means the [online filing system](#) that allows agencies to file regulations directly with the Department of State.

**“Rule”** or **“Regulation”** means “the whole or a part of an agency statement of general applicability that implements, interprets, or prescribes law or policy or the organization, procedure, or practice requirements of an agency and has the force of law” ([R.I. Gen. Laws § 42-35-1\(19\)](#)). “Regulation” has the same meaning and is used interchangeably. Rules may be described by the status in which they are in, including the following:

## AGENCY GUIDE: AGENCY HEADS

**“Active Rule”** means a rule that was promulgated in accordance with the APA and is currently in effect and enforceable by the agency.

**“Final Rule”** means a rule that was promulgated in accordance with the APA and currently is, or was at one time, in effect and enforceable by the agency.

**“Inactive Rule”** means a rule that was previously promulgated in accordance with the APA and in effect that is no longer in effect and enforceable by the agency.

**“Proposed Rule”** means a rule that is in the promulgation process that has not yet gone into effect to become a Final Rule.

**“Terminated Rule”** means a Proposed Rule that was in the promulgation process but was discontinued by the agency before going into effect.

**“Rules Coordinator”** means the designated individual at an agency who has knowledge of all Proposed Rules, maintains rulemaking records for the agency as required in [R.I. Gen. Laws § 42-35-2.3](#), responds to public inquiries regarding all agency rules ([R.I. Gen. Laws § 42-35-2.1](#)), and is an RICR Filing System user ([§ 6.1 of this Guide](#)).

**“Rulemaking”** means the promulgation process based on the action and type:

**“Rulemaking Action”** means the kind of rulemaking, either Proposed Regular, Proposed Direct Final, Emergency, Advance Notice, or APA Exempted ([§ 3.2 of this Guide](#)).

**“Rulemaking Type”** means the category of rulemaking, either an Adoption, Amendment, Repeal, Technical Revision, or Periodic Refile ([§ 3.1 of this Guide](#)).

**“Rulemaking Agenda”** means the record an agency must maintain for proposed rules, which is also available in the RICR for each agency ([§ 2.6.3 of this Guide](#)), that states or contains the items described in [R.I. Gen. Laws § 42-35-5.1](#).

**“Rulemaking Record”** means the group of records agencies are required to maintain for each rule, which must contain the records described in [R.I. Gen. Laws § 42-35-2.3](#).

**“Terminate”** or **“Termination”** means the irreversible process of ending a rule in the middle of the promulgation process before an Effective Date is set, which stops the Proposed Rule from displaying in the RICR (if it had already gone into the Public Comment Period), removes the rule from the RICR user’s Work Queue, and if the rule

was an Adoption it prevents that Part number from being used again.

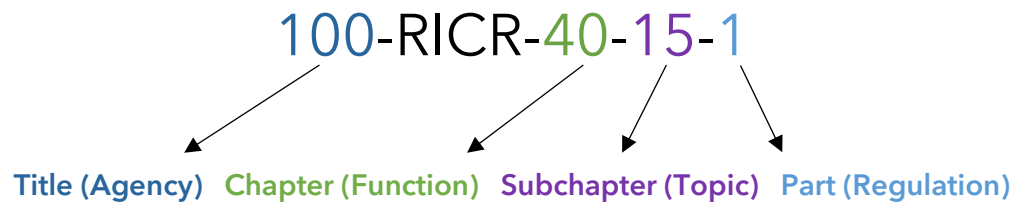
**“User”** means a person with login credentials to the RICR Filing System, either a Filer, Rules Coordinator, or Agency Head.

# 2 | RHODE ISLAND CODE OF REGULATIONS

## 2.1 About the RICR

The Rhode Island Code of Regulations (RICR) is the official publication of rules promulgated by State agencies, boards, and commissions. The Department of State’s Administrative Records Office (ARO) manages the RICR, which is updated daily and available online at <https://rules.sos.ri.gov/organizations>.

Each rule published in the RICR is given a unique citation (XXX-RICR-XX-XX-X) which includes numbers for the Title, Chapter, Subchapter, and Part:



To view the additional information regarding the rulemaking process, definitions for the RICR, and FAQs, visit: <https://rules.sos.ri.gov/organizations/help>.

## **2.2 The Rulemaking Process**

### **2.2.1 Beginnings of a Rule**

An agency may only publish a rule for which it has statutory authority. Each Notice of Proposed Rulemaking must include the legal citation that authorizes the rule.

An agency may choose to employ an optional step in the rulemaking process for an Advanced Notice of Proposed Rulemaking ([R.I. Gen. Laws § 42-35-2.5](#)). This allows an agency to gather information related to the potential Rulemaking Action by soliciting comments and recommendations from the public before publishing the Proposed Rule and Notice of Proposed Rulemaking.

[Executive Order 15-07](#) requires most executive branch agencies to engage in the Office of Management and Budget’s review process prior to filing regulations.

### **2.2.2 Preliminary Evaluations and Analysis**

Before the rulemaking process begins, an agency must evaluate all alternative approaches, overlap or duplication with other statutes and rules and whether the Rule will have significant economic impact on small business.

### **2.2.3 Notice of Proposed Rulemaking**

After an agency researches the issues and determines whether a new rule is necessary, it often proposes the new language along with a Notice of Proposed Rulemaking. These notices are published in the RICR, are readily available to the public, and contains details about the Proposed Rule including the Rule’s purpose, its statutory authority, and how the public can submit a comment or get further information about the Proposed Rule from the agency, available in the Rulemaking Documents tab of the RICR website ([§ 2.5.5 of this Guide](#)).

### **2.2.4 Public Comment Period**

For most rulemaking actions, agencies must accept comments from the public about the Proposed Rule. Agencies may choose to do so directly through the RICR, or by mail, fax, or email. If a Public Hearing is scheduled, the public can also submit comments via testimony at a Public Hearing. For most Rulemaking Actions, an agency must allow a minimum of thirty (30) days for public comment.

## 2.2.5 Public Hearing

An agency may schedule one (1) or more Public Hearings on the Proposed Rule. The date, time, and location of any scheduled hearing must be listed in the Notice of Proposed Rulemaking. The Public Hearing must be scheduled at least ten (10) days from the date the Notice is published and at least five (5) days before the Public Comment Period ends. An agency must also schedule a Public Hearing if the hearing is requested by twenty-five (25) people or by an organization with at least twenty-five (25) members ([R.I. Gen. Laws § 42-35-2.8](#)).

## 2.2.6 End of Public Comment Period

Once the Public Comment Period ends, the agency must review all comments received and evaluate whether to make logical changes to the rule based on those comments. The agency must also prepare a Concise Explanatory Statement including its reasons for not incorporating changes suggested by the public, if necessary, and a description of any changes made between the text of the Proposed Rule and the Final Rule to be filed with the DOS.

## 2.2.7 Final Rule Filing

The Final Rule must be filed no later than one hundred eighty (180) days after the end of the Public Comment Period in the RICR Filing System or the rule will be automatically terminated by the RICR System at that time ([R.I. Gen. Laws § 42-35-4\(c\)](#)). The Final Rule and its associated documents in the Rulemaking Record must be filed with the DOS for publication in the RICR to become effective ([R.I. Gen. Laws § 42-35-2.3](#)).

## 2.2.8 Emergency Rulemaking

According to [R.I. Gen. Laws § 42-35-2.10](#), “if an agency finds that an imminent peril to the public health, safety, or welfare or the loss of federal funding for an agency program requires the immediate promulgation of an emergency rule...” the agency may proceed with the Rulemaking Action without a Public Comment Period or Public Hearing. Emergency Rules come into effect once they are signed by the Agency Head and the Governor or the Governor’s designee. These rules are effective for up to one hundred twenty (120) days and may be extended once for an additional sixty (60) days.



## 2.3 RICR Classification System

The Rhode Island Code of Regulations (RICR) is a classification system that orders regulations by agency. Each agency is organized by its Title, then further organized into Chapters, Subchapters, and Parts, with each Part organized by Sections. All number representations for Titles, Chapters, Subchapters, or Parts must be whole numbers (decimal points are not permitted).

All rules are assigned an RICR citation using the Title, Chapter, Subchapter, and Part numbers. Sections may be cited after the Part number. For additional information, see [§ 5.2.1.3 of this Guide](#).

### 2.3.1 Title

A Title is the entity name, represented by a three-digit number for agencies with specific rulemaking authority granted by R.I. Gen. Laws.

The numbering scheme begins with 100 and increases by multiples of 2, 5, or 10, based on the entity type and its relationship to other entities in the RICR. The three-digit indicator allows for growth over time, including the placement of new agencies near related agencies (e.g., Title 210 has sub-agencies represented by 212, 214, etc.).

100-RICR-40-15-1  
↑

### 2.3.2 Chapter

A Chapter is a core function of the agency, which is represented by a two- or three-digit number.

Agencies can distinguish between functions by assigning a Chapter number using a skip ten (10) method (e.g., 10, 20, 30..., 110, etc.). This skip method allows room to insert new functions near related functions in the future. *Agencies may use "00" and "N/A" as the Chapter name if there is no need to differentiate a topic.*

100-RICR-40-15-1  
↑

### 2.3.3 Subchapter

A Subchapter is a topic area within the core function of the agency, which is represented by a two- or three-digit number.

Agencies can distinguish between topics by assigning a Subchapter number using a skip five (5) method (e.g., 05, 10, 15, etc.). Agencies may use “00” and “N/A” as the Subchapter name if there is no need to differentiate a topic.

100-RICR-40-15-1  
↑

### 2.3.4 Part

A Part is the individual rule regulating a specific topic, which is represented by a one-, two-, or three-digit number.

Agencies can distinguish between specific topics by assigning a Part number using a skip one (1) method without a leading zero (e.g., 1, 2, 3, etc., not 01, 02, 03, etc.).

Parts cannot be renumbered to accommodate repealed Rules, nor can Part numbers be reused if terminated before becoming effective. Once a Part number is used, it is in the RICR Filing System database and part of the permanent rulemaking records.

100-RICR-40-15-1  
↑

### 2.3.5 Section

Sections are the individual headings that make up a Part (rule), divided into six (6) levels, including four (4) paragraph levels:

1. **RICR Heading 1** (ex., #.1, #.2, #.3, etc.)
2. **RICR Subheading/Subchapter** (ex., #.#.1, #.#.2, #.#.3, etc.)
3. **RICR Paragraph 1** (ex., A., B., C., etc.)
4. **RICR Paragraph 2** (ex., 1., 2., 3., etc.)

**AGENCY GUIDE: AGENCY HEADS**

5. **RICR Paragraph 3** (ex., a., b., c., etc.)


6. **RICR Paragraph 4** (ex., (1), (2), (3), etc.)

Agencies should make every attempt to limit the number of section levels to no more than four (4) paragraph levels to reduce regulatory volume while maintaining readability. In the rare case where additional levels are required, there are two (2) additional paragraph levels available:

7. **RICR Paragraph 5** (ex., (A), (B), (C), etc.)

8. **RICR Paragraph 6** (ex., (i), (ii), (iii), etc.)

100-RICR-40-15-1.2(B)(3)(e)(2)(A)(ii)



## 2.4 Locating Regulations

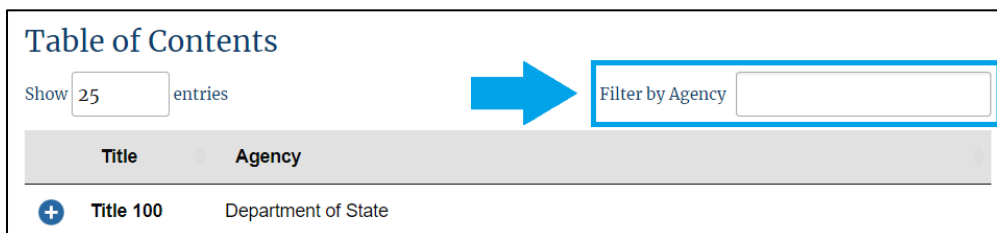
For regulations filed since 2001, there are two (2) ways to find them in the RICR:

1. Browse an agency's rules by exploring the Parts listed within their Title's Chapters and Subchapters in the [RICR Table of Contents](#); or
2. Use the [search feature](#) to search a specific keyword or RICR citation.

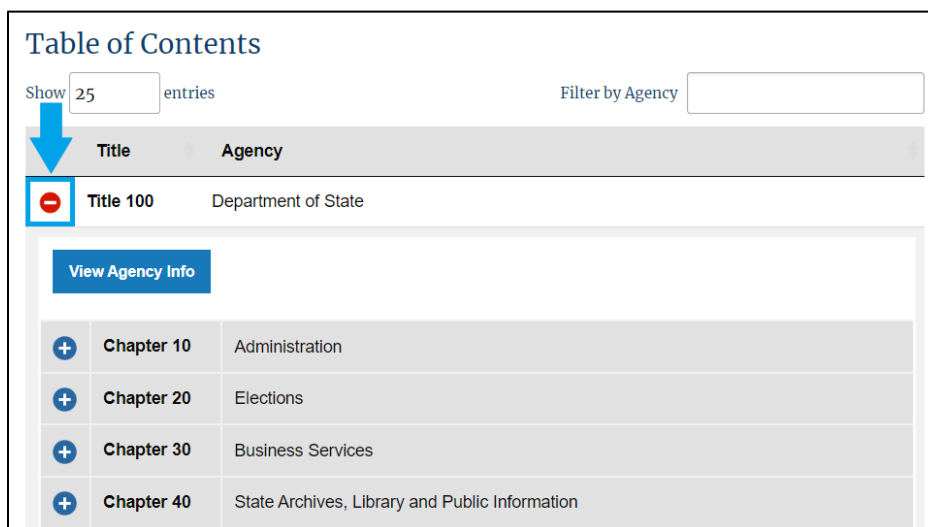
### 2.4.1 RICR Table of Contents (2001-Current)

To browse a specific agency's rules:

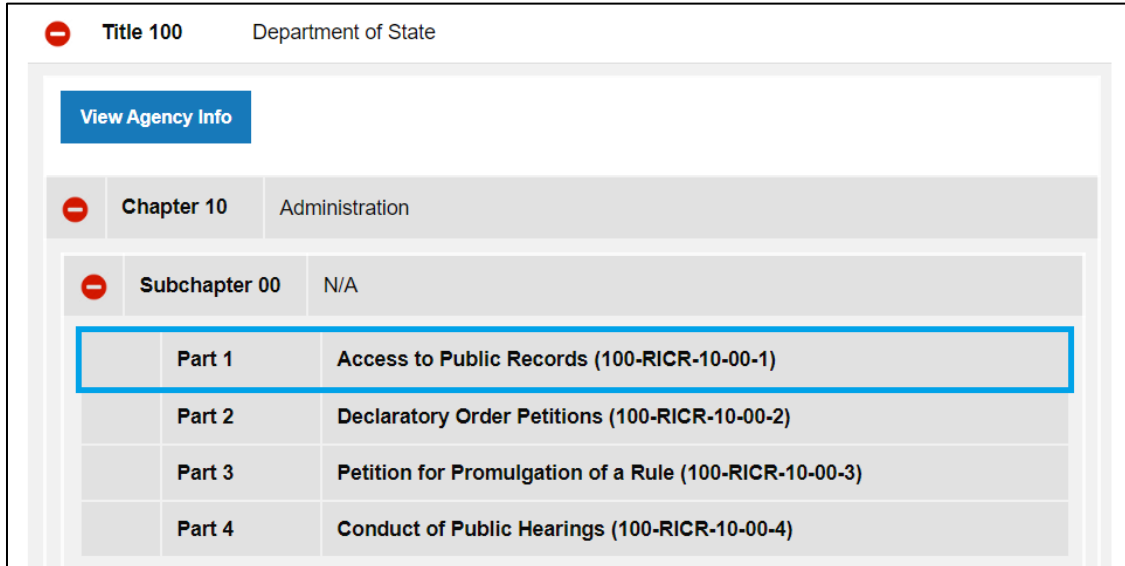
1. Go to: <https://rules.sos.ri.gov/Organizations>.
2. Locate the Title of the agency of interest either by scrolling through the agency or using the **Filter by Agency** search box:



3. Click the plus (+) button to toggle open the agency's Title to view the Chapters (click the minus (-) button to toggle the Title closed again):

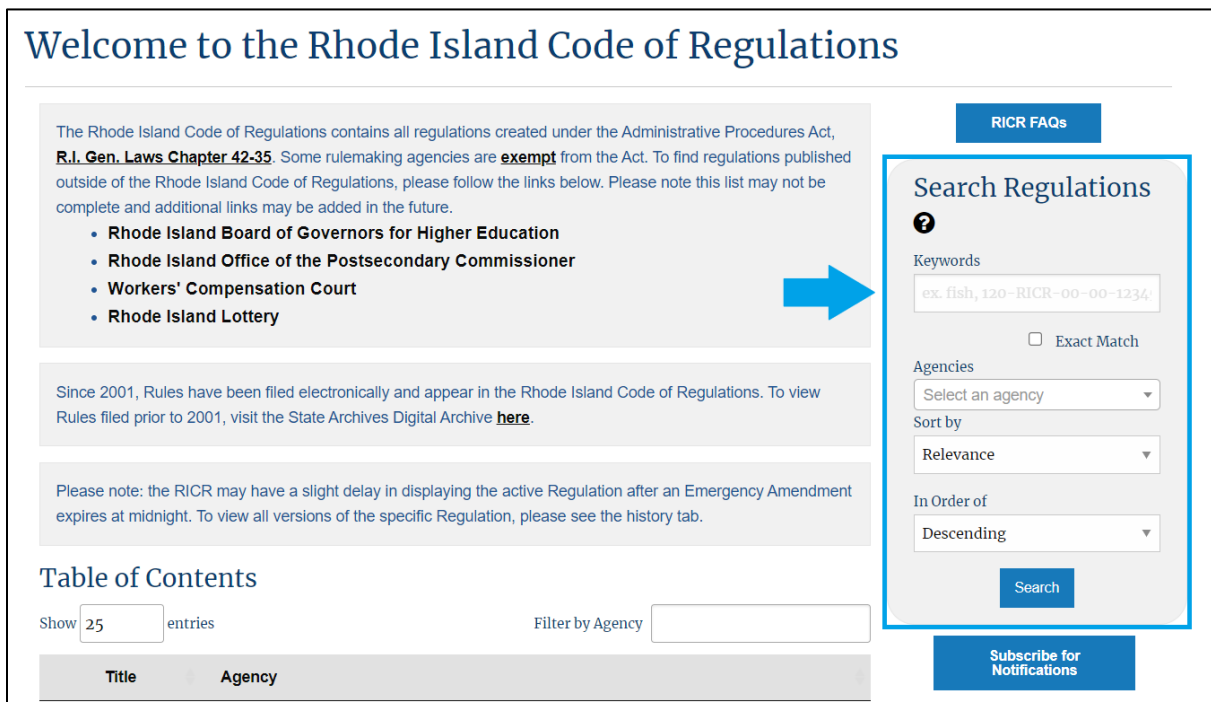


- Continue to toggle open the associated Chapter and Subchapter, and click on the Part to view the Regulation:



## 2.4.2 RICR Search (2001-Current)

There are multiple ways to find RICR rules using the search feature. To search, go to <https://rules.sos.ri.gov/Organizations> and navigate to the **Search Regulations** box:



## AGENCY GUIDE: AGENCY HEADS

- 1. If you know the unique RICR citation for the rule:**  
 Type the full citation (with "RICR" in all capital letters) and click **Search** to view the currently active version of that Part.
- 2. If you do not know the RICR citation, but know the name of the rule:**  
 Type in keywords and click **Search** to view a list of related regulations.
- 3. To view all rules for a specific agency:**  
 Select the agency from the dropdown, type in keywords if known and/or click **Search** to view all related regulations with that specific agency.
- 4. To view all RICR rules:**  
 Do not type any text or select an agency, just click **Search** with empty fields.

When viewing the **Search Results**, to further narrow down the list of regulations, click to sort between **Active** (*all Rulemaking Actions and Types, § 3 of this Guide*), **Emergency**, **Proposed**, and **Inactive**:

### Search Results

Active
Emergency
Proposed
Inactive

Home  
RICR FAQs

Displaying 1 - 10 of 1122

**Access to Public Records (100-RICR-10-00-1)**

100 -RICR- 10 - 00 - 1	Type of filing: Refile Capabilities
<b>ACTIVE RULE</b>	
Title: <b>Department of State</b>	Chapter: <b>Administration</b>   Subchapter: <b>N/A</b>
Effective: 01/04/2022 to Current	
<a href="#">View Details</a>	<a href="#">View Regulation</a>   <a href="#">Additional Information</a>

#### Search Regulations ?

Keywords

Exact Match

Agencies

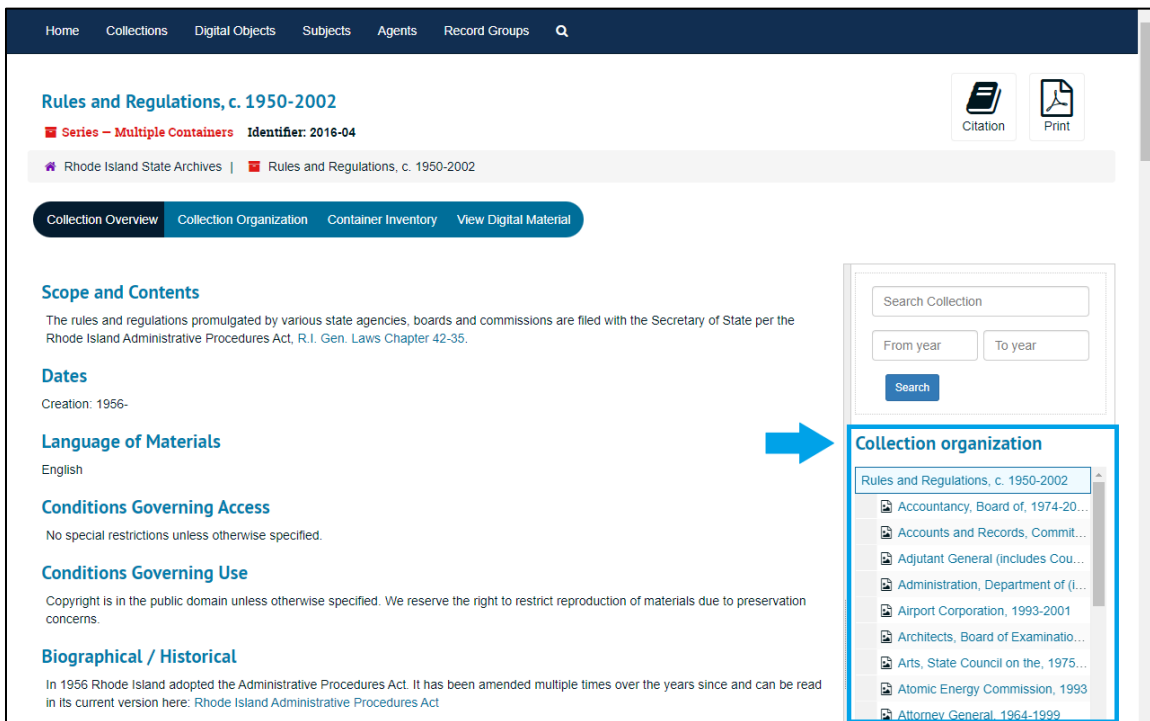
**NOTE:** The search function will not recognize two different keywords at once (i.e., "fishing and hunting" will not search simultaneously for results containing both of those terms).

Additionally, the search will scan the entire text of all rules and weight the results first by rules that contain the keyword in the Part name, then by rules which contain the keyword in the full text of the Part.

## 2.4.3 Historic Regulations (1950-2001)

Since 2001, regulations have been filed electronically and are available in the RICR. To view rules filed with the Department of State in early 2001 and prior:

1. Go to the [Rhode Island State Archives Catalog](#).
2. Select an entity from the **Collection Organization** sidebar:



3. Click **Go to file** to open a list of historic rules for that entity in the Digital Archive:



## 2.5 Viewing Regulation Information (2001-Current)

### 2.5.1 Regulation Text

Click the **Regulation Text** tab to view the rule interactively. Click the Section number/name to open and click that Section number/name again to close:

Access to Public Records (100-RICR-10-00-1)

100-RICR-10-00-1 ACTIVE RULE

Regulation Text Overview Regulation History Rulemaking Documents

- 1.1 Authority and Purpose
- 1.2 Definitions
- 1.3 Access to Public Records Policy
- 1.4 Procedures for Obtaining Access
- 1.5 Denial of Access and Administrative Appeals
- 1.6 Public Records Within the State Archives Division
- 1.7 Severability

### 2.5.2 Overview

To view additional information, including the type of filing, status, effective dates, regulation authority, and purpose and reason for this filing, click the **Overview** tab:

Access to Public Records (100-RICR-10-00-1)

100-RICR-10-00-1 ACTIVE RULE

Regulation Text Overview Regulation History Rulemaking Documents

Notify Me

Title	100	Department of State
Chapter	10	Administration
Subchapter	00	N/A
Part	1	Access to Public Records (100-RICR-10-00-1)

Type of Filing	Periodic Refile
Regulation Status	Active
Effective	01/04/2022

**Regulation Authority:**  
R.I. Gen. Laws § 42-35-2 and R.I. Gen. Laws Chapters 38-2  
42-8  
42-8.1 and 38-3

**Purpose and Reason:**  
This rule is being refiled by the agency pursuant to R.I. Gen. Laws § 42-35-4.1. No changes were made to the text of this rule.



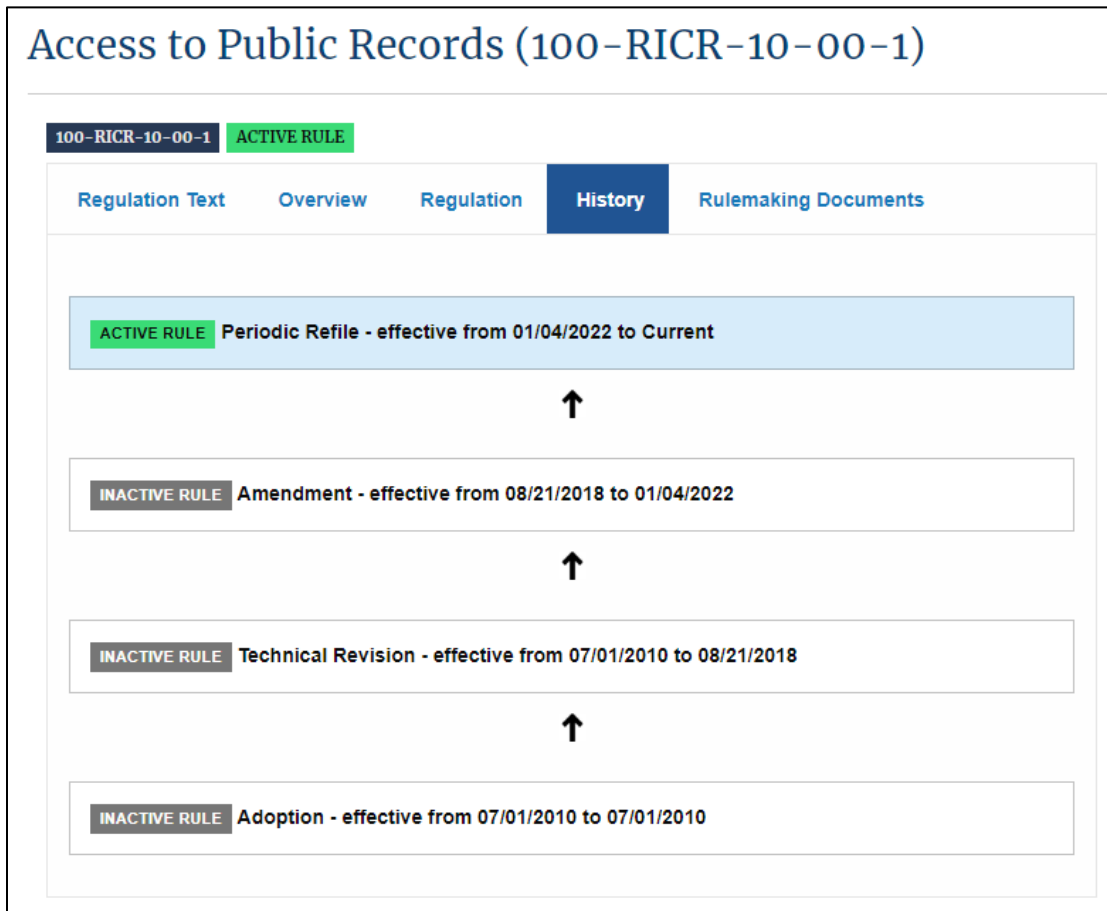
### 2.5.3 Regulation

To download the rule as a PDF, click the **Regulation** tab > **Download Regulation**:



### 2.5.4 History

To view a rule's history, click the **History** tab to navigate to any previous filing for that Part (the filing highlighted blue is the rule that is currently being viewed):



## 2.5.5 Rulemaking Documents

To view all associated documents for the filing (i.e., Concise Explanatory Statement, Public Comment, Notice of Proposed Rulemaking, Proposed Rule, etc.), click the **Rulemaking Documents** tab:

### Access to Public Records (100-RICR-10-00-1)

100-RICR-10-00-1 ACTIVE RULE

Regulation Text Overview Regulation History **Rulemaking Documents**

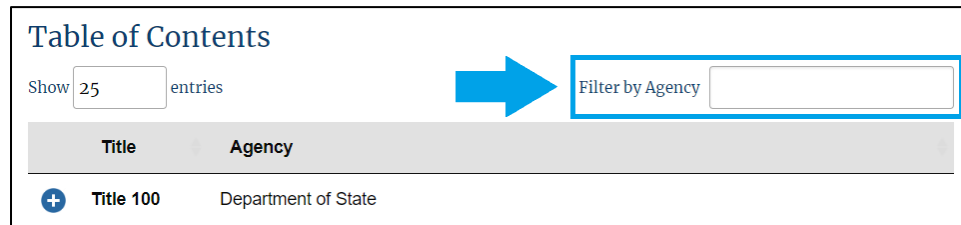
- [Concise Explanatory Statement](#)
- [Public Comment](#)
- [Public Notice of Proposed Rulemaking](#)
- [Proposed Rule](#)
- [Additional Documentation](#)

**NOTE:** Only **Rulemaking Documents** from rules filed since 2018 are available.

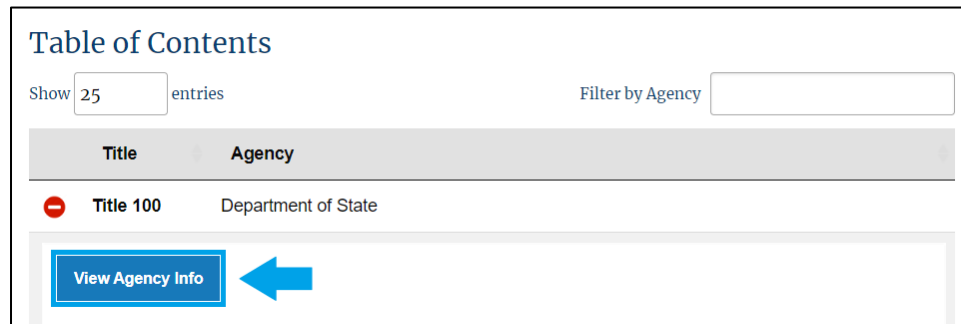
## 2.6 Locating Agency Information

To view agency information for a specific Title:

1. Go to <https://rules.sos.ri.gov/Organizations>.
2. Locate the Title in the **Table of Contents** or use the **Filter by Agency** search box:



3. Click the plus (+) button next to the Title, then click **View Agency Info**:

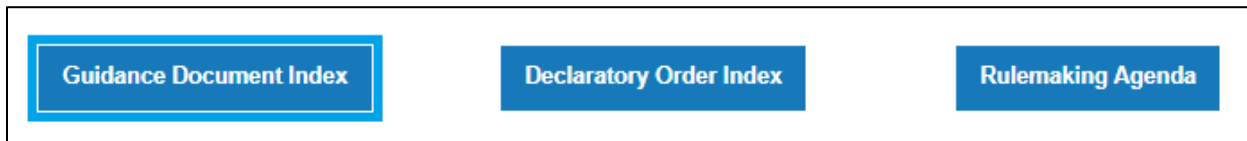


4. The **Agency Info** page includes a description, the agency's address, and the Rules Coordinator's contact information (see [§ 2.6.4 of this Guide](#) to update):



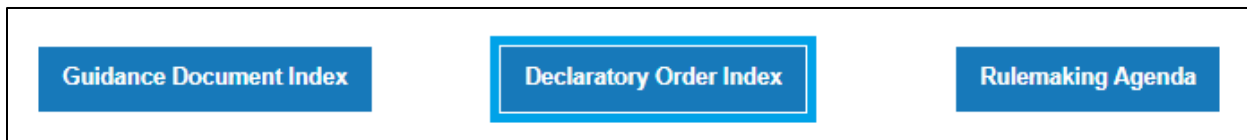
## 2.6.1 Guidance Document Index

To view an agency's **Guidance Document Index** that lists published Guidance Documents, navigate to the bottom of the **Agency Info** page and click **Guidance Document Index**:



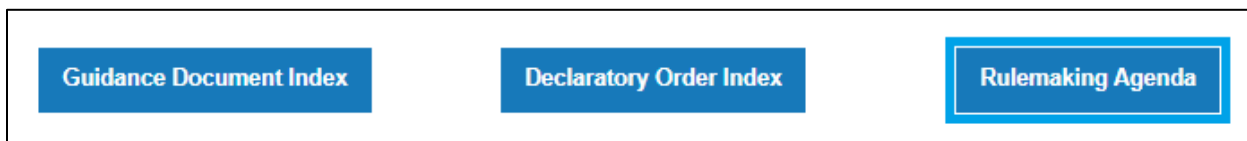
## 2.6.2 Declaratory Order Index

To view an agency's **Declaratory Order Index** that lists published Declaratory Orders, navigate to the bottom of the **Agency Info** page and click **Declaratory Order Index**:



## 2.6.3 Rulemaking Agenda

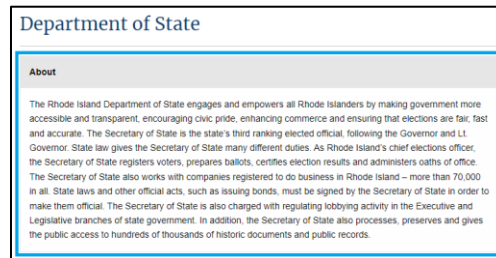
To view an agency's **Rulemaking Agenda** that provides that agency's Proposed Rules, navigate to the bottom of the **Agency Info** page and click **Rulemaking Agenda**:



## 2.6.4 Updating Agency Information

### 2.6.4.1 About Description

The Rules Coordinator or Agency Head may [email the Administrative Records Office \(ARO\)](#) the Title number and updated agency description and the ARO can update the RICR on the agency’s behalf:



### 2.6.4.2 Agency Address

The Rules Coordinator or Agency Head may [email the ARO](#) the Title number and updated agency address and the ARO can update the RICR on the agency’s behalf:



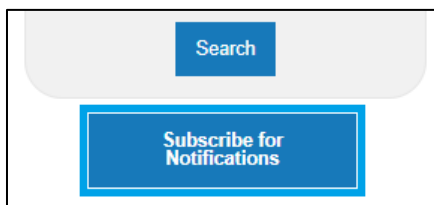
### 2.6.4.3 Rules Coordinator

To update the Rules Coordinator, see [§ 6.1.2.1 of this Guide](#).

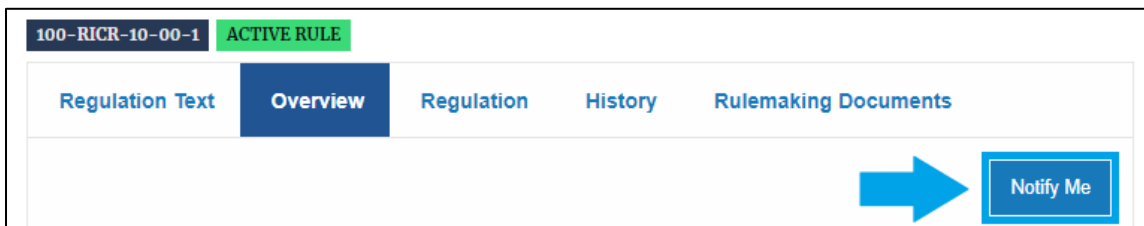
## 2.7 Subscribing to Regulation Notifications

There are multiple ways to subscribe to email notifications to be alerted of RICR rulemaking activity:

1. **To subscribe to all notifications or notifications for a specific agency:**  
Click **Subscribe for Notifications** located below the search box and complete the form to receive daily, weekly, or monthly email notifications for all agencies or specific agencies:



2. **To receive notifications for a specific Chapter, Subchapter, or Part:**  
Click **Notify Me** within the Overview tab of any Part and complete the form to receive daily, weekly, or monthly email notifications for the Agency, the Chapter, the Subchapter, or the Part:



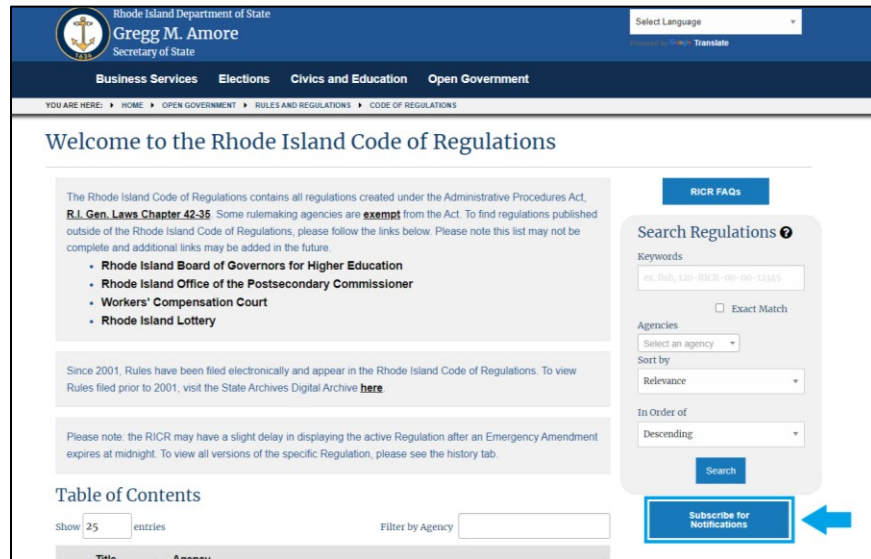
3. **To unsubscribe to RICR Notifications:**

- a. Either:
  - i. Navigate to the bottom of the RICR Notification email and click the link to visit and unsubscribe:

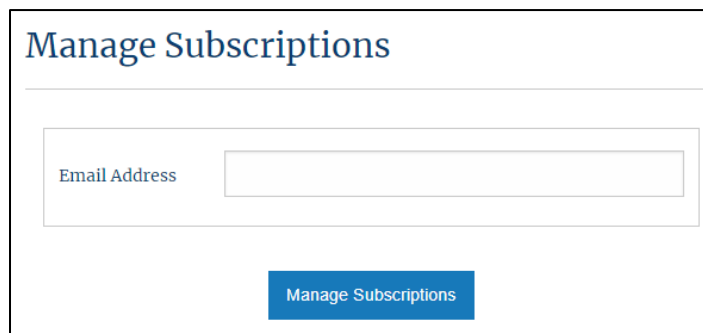
You are receiving this message because you have subscribed to the Rhode Island Department of State Rules and Regulations Tracker. To manage your subscriptions, please visit <https://rules.sos.ri.gov/Subscriptions/view>

**OR**

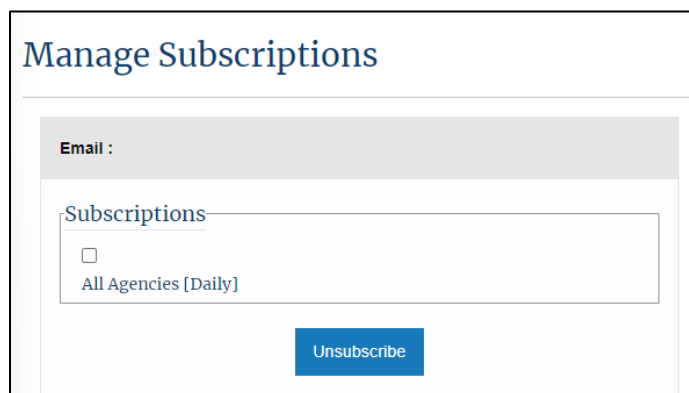
- ii. Go to <https://rules.sos.ri.gov/Organizations> and click **Subscribe for Notifications**:



- b. Enter the email address and click **Manage Subscriptions**:



- c. Select the checkbox for the subscriptions(s) and click **Unsubscribe**:



# 3 | RULEMAKING TYPES & ACTIONS



## 3.1 Rulemaking Types

There are five (5) Rulemaking Types:

1. **Adoption**  
To create a new rule.
2. **Amendment**  
To alter, modify, rephrase, add to, or subtract from an Active Regulation.
3. **Repeal**  
To revoke an Active Regulation, abolishing the ability for the rule to be enforced.
4. **Technical Revision\***  
For minor non-substantive corrections to rules.
5. **Periodic Refile\***  
To refile all rules on file with the Department of State every successive fifth year.

*\*For additional information, see [§§ 3.3.6 and 3.3.7 of this Guide](#).*

## 3.2 Rulemaking Actions

For Adoptions, Amendments, and Repeals, there are five (5) Rulemaking Actions:

1. **Proposed Regular**  
Most common type.
2. **Proposed Direct Final**  
For non-controversial rules.
3. **Emergency**  
To address imminent peril.
4. **Advance Notice**  
To gather additional information before promulgating a rule.
5. **APA Exempted**  
For exempted entities only.

For exact processes and document requirements, refer to the [Rulemaking Workflows](#).

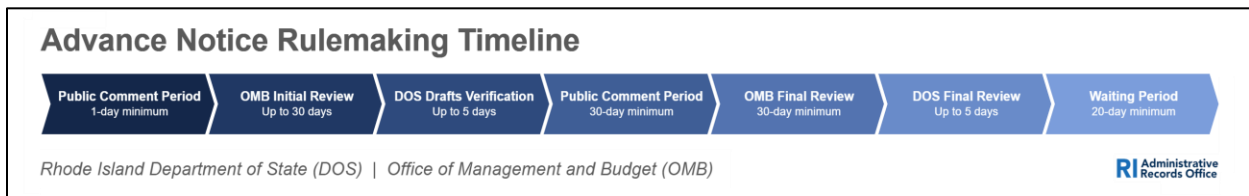
### 3.3 Rulemaking Timelines

Proposed Adoptions, Amendments, and Repeals, of any Rulemaking Action, must be:

1. Reviewed with content approved by the Office of Management and Budget (OMB)\*;
2. Reviewed with formatting verified by the Department of State (DOS); and
3. Signed by the DOS to be published in the RICR.

*\*General Officer rules, Judiciary rules, and APA Exempted Rulemaking excluded.*

[Click here](#) to view a visual timeline for each Rulemaking Action, for example:



#### 3.3.1 Proposed Regular Rulemaking

This is the most common type of rulemaking. This Rulemaking Action includes:

1. OMB Initial Review (up to 30 days);
2. DOS Drafts Verification (up to 5 days);
3. Public Comment Period (30-day minimum);
4. OMB Final Review (up to 30 days); and
5. DOS Final Review (up to 5 days).

The Final Rule becomes effective after the 20-day minimum waiting period, starting from when the DOS signs the Regulation, after the above process and the Agency Head signs the rule.

#### 3.3.2 Proposed Direct Final Rulemaking

This is only to be used when the rule is expected to be non-controversial. If the rule receives any objections in the Public Comment Period, the rulemaking process must restart from the beginning using Proposed Regular Rulemaking ([R.I. Gen. Laws § 42-35-2.11](#)).

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This Rulemaking Action includes:

1. OMB Initial Review (up to 30 days);
2. DOS Drafts Verification (up to 5 days);
3. Public Comment Period (30-day minimum);
4. DOS Final Review (up to 5 days).

The Final Rule becomes effective at the end of the Public Comment Period if no objections were received (and the agency does not request a future Effective Date) once the DOS signs the Regulation, after the above process and the Agency Head signs the rule.

### 3.3.3 Emergency Rulemaking

This is only to be used if an agency finds that there is an imminent peril to public health, safety, or welfare or the loss of federal funding for an agency program and requires an immediate promulgation ([R.I. Gen. Laws § 42-35-2.10](#)).

An Emergency Rule may be effective for one hundred twenty (120) days, renewable once for sixty (60) days.

This Rulemaking Action includes:

1. OMB Initial Review (up to 30 days);
2. OMB Extension Review (up to 30 days, *optional*).

The Final Rule becomes effective as soon as the Agency Head and Governor’s Office signs the Regulation, after the above process.

### 3.3.4 Advance Notice of Proposed Rulemaking

This is an optional process if an agency chooses to gather information and solicit comments from the public before promulgating ([R.I. Gen. Laws § 42-35-2.5](#)).

If an agency chooses to hold a Public Hearing regarding an Advance Notice of Proposed Rulemaking, the hearing must be posted to the [Open Meetings database](#) in accordance with the Open Meetings Act ([R.I. Gen. Laws Chapter 42-46](#)).

This Rulemaking Action includes:

## AGENCY GUIDE: AGENCY HEADS

1. Public Comment Period (1-day minimum);
2. OMB Initial Review (up to 30 days);
3. DOS Drafts Verification (up to 5 days);
4. Public Comment Period (30-day minimum);
5. OMB Final Review (up to 30 days); and
6. DOS Final Review (up to 5 days).

This Rulemaking Action follows the same process as Proposed Regular Rulemaking after the initial advanced Public Comment Period, and the Final Rule becomes effective after the 20-day minimum waiting period, starting from when the DOS signs the Regulation, after the above process and the Agency Head signs the rule.

### 3.3.5 APA Exempted Rulemaking

None of the provisions of [R.I. Gen. Laws Chapter 42-35](#) shall apply to the agencies listed in [R.I. Gen. Laws § 42-35-18\(b\)](#), as they are exempt ([R.I. Gen. Laws § 42-35-18](#)).

If agencies listed use the RICR to file rules, this Rulemaking Action includes:

1. DOS Review (up to 5 days).

This Rulemaking Action does not require an OMB content review, includes no Public Comment period, and the Final Rule becomes effective either immediately or after an optional waiting period, as requested by the agency, after the above process and the Agency Head and DOS signs the rule.

### 3.3.6 Technical Revision

Minor non-substantive corrections, including typographical, grammatical, or formatting errors, may be made to final rules ([R.I. Gen. Laws § 42-35-4\(b\)](#)).

This Rulemaking Action includes:

1. DOS Review (up to 5 days).

This Rulemaking Action does not require an OMB content review, includes no Public Comment Period and no waiting period, and the Final Rule's Effective Date will be set to the same Effective Date of the original filing that required the Technical Revision, after the above process.

### **3.3.7 Periodic Refile**

All rules that are on file with the DOS must be refiled on the first Tuesday in January of every successive fifth year, starting January 2007 ([R.I. Gen. Laws § 42-35-4.2](#)).

This Rulemaking Action includes:

1. DOS Review.

This Rulemaking Action does not require an OMB content review or DOS formatting review, includes no Public Comment Period and no waiting period, and the Final Rule's Effective Date will be set to the first Tuesday in January of every successive fifth year.

# 4 | WRITING REGULATIONS

## 4.1 Regulation Drafting Guidance

For resources and guidance on regulatory drafting and other required content components, refer to the Office of Management and Budget’s [online resources](#).

Questions about the OMB content review process can be directed to the agency’s assigned analyst or contact OMB directly at [omb.regsubmission@omb.ri.gov](mailto:omb.regsubmission@omb.ri.gov).

## 4.2 APA Requirements

### 4.2.1 Petition for Promulgation of Rules

Each agency must promulgate a rule providing an explanation of the procedure for an individual to petition the agency to promulgate a rule ([R.I. Gen. Laws § 42-35-6](#)). The Rule must contain the following:

1. The form of the petition; and
2. The procedure for its submission, consideration, and disposition.

The Department of State has provided a sample [Petition for Promulgation of Rules Regulation](#), intended as a tool for agencies’ use in promulgating their own rule as required in [R.I. Gen. Laws § 42-35-6](#). *Agencies are not required to use the sample when promulgating their rule.*

### 4.2.2 Petition for Declaratory Order

Each agency must promulgate a rule providing an explanation of the procedure for an individual to petition the agency to publish a Declaratory Order ([R.I. Gen. Laws § 42-35-8](#)). The Rule must contain the following:

1. The form of the petition; and
2. The procedure for its submission, consideration, and disposition.

The Department of State has provided a sample [Petition for Declaratory Order Regulation](#), intended as a tool for agencies’ use in promulgating their own rule as required in [R.I. Gen. Laws § 42-35-8](#). *Agencies are not required to use the sample when promulgating their rule.*

### **4.2.3 Conduct of Public Hearings**

Each agency must promulgate a rule providing the way public hearings are conducted ([R.I. Gen. Laws § 42-35-2](#)).

The Department of State has provided a sample [Conduct of Public Hearings Regulation](#), intended as a tool for agencies' use in promulgating their own rule as required in [R.I. Gen. Laws § 42-35-2](#). *Agencies are not required to use the sample when promulgating their rule.*

### **4.2.4 Concise Explanatory Statement**

When filing a Final Rule, each agency must issue a concise, explanatory statement ([R.I. Gen. Laws § 42-35-2.6](#)). The statement must contain the following:

1. Reasons for the Adoption, Amendment, or Repeal;
2. Reasons for not accepting arguments made in testimony or comments;
3. Reasons for changes in text between the Proposed and Final Rule filed; and
4. Regulatory analysis prepared under [R.I. Gen. Laws § 42-35-2.9](#).

The Department of State has provided a sample [Concise Explanatory Statement](#), intended as a tool for agencies' use when filing their rule as required in [R.I. Gen. Laws § 42-35-2.6](#). *Agencies are not required to use the sample when filing their rule.*



# 5 | **FORMATTING REGULATIONS**

## 5.1 Required Formatting

Formatting requirements ensure rules display interactively correctly in the RICR and so that the RICR has a uniform style for public accessibility using ADA standards.

### 5.1.1 Track Changes

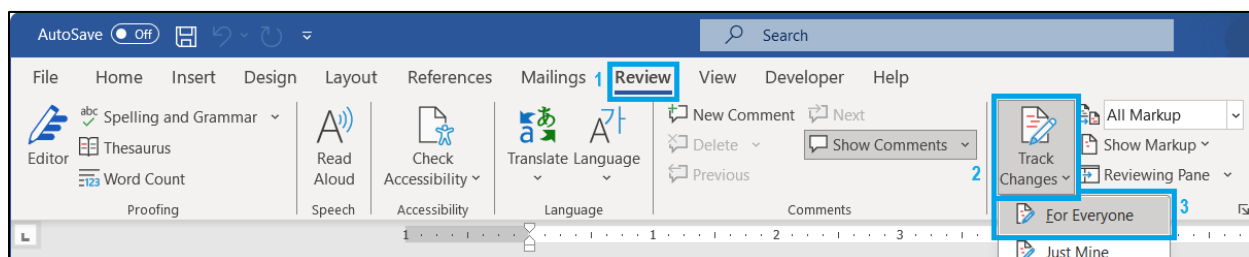
All text changes must be notated using Microsoft Office’s Track Changes feature:

- **Adoptions** must display all text underlined, as the entire document is new text.
- **Amendments** must display a combination of underlined and struck out text.
- **Repeals** must display all text struck out, as the entire document is deleted text.

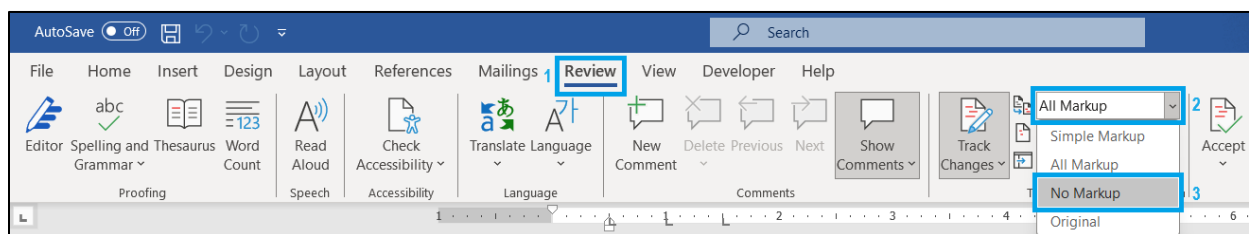
Track Changes will display the following once text is added, moved, or deleted:

- Added text: Example
- Moved text – original location (if text is highlighted and dragged): ~~Example~~
- Moved text – new location (if text is highlighted and dragged): Example
- Deleted text: ~~Example~~

To turn on Track Changes, click **Review > Track Changes > For Everyone**:



Before making any changes, click **Review > All Markup > No Markup** for ease of use:



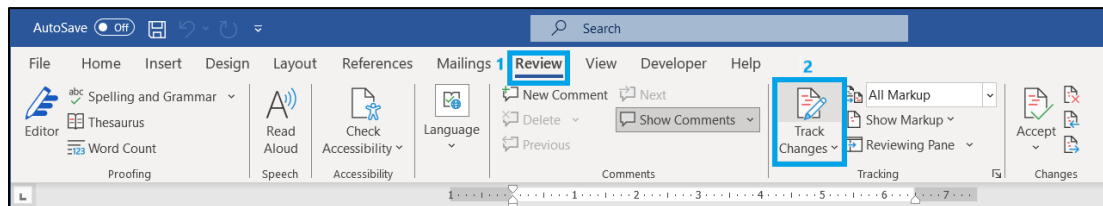
This will show what the rule will look like once all changes are accepted so the document is easier to edit. Switch back to **All Markup** for the changes to display.

### 5.1.1.1 Track Changes FAQ

#### What if an adoption didn't use Track Changes?

To fix a document to ensure all text is underlined using Track Changes:

1. If already on, turn off **Track Changes** by clicking **Review > Track Changes**:



2. Highlight all text (**Ctrl+a**) and cut (**Ctrl+x**) to delete and copy the text.
3. Turn on **Track Changes** by clicking **Review > Track Changes** (see above).
4. Paste (**Ctrl+v**) the text back into the document, which will underline all text.

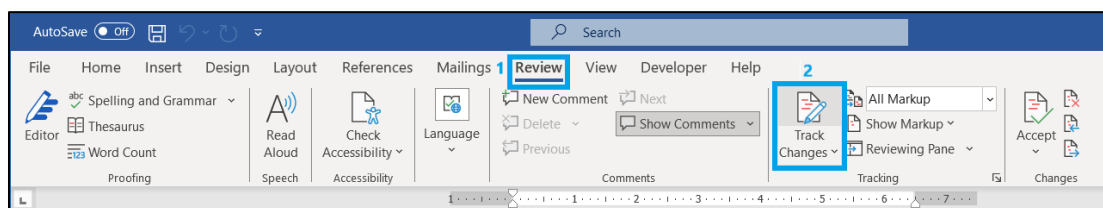
#### What if an amendment didn't use Track Changes?

The easiest way to ensure text is correctly underlined or struck out using Track Changes is to download the rule from the RICR Filing System again ([§ 5.1.2.2 of this Guide](#)), turn Track Changes on, and manually replicate all changes from the previously used document to the new document.

#### What if a repeal didn't use Track Changes?

To fix a document to ensure all text is struck out using Track Changes:

1. Highlight all text (**Ctrl+a**) and cut (**Ctrl+x**) to delete and copy the text.
2. Turn off **Track Changes** by clicking **Review > Track Changes**:



3. Paste (**Ctrl+v**) the text back into the document.
4. Turn on **Track Changes** by clicking **Review > Track Changes** (see above).
5. Highlight all text (**Ctrl+a**) and press **Delete** or **Backspace** on the keyboard, which will strike out all text.

## 5.1.2 RICR Template

The [RICR Template](#) has regulation document, margin, and font requirements built in:

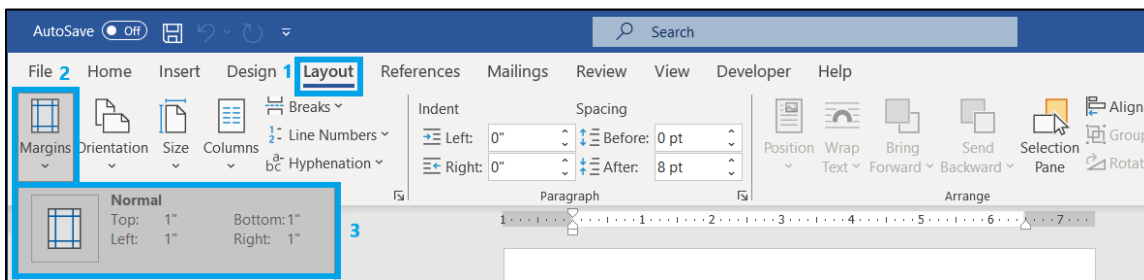
### Document Requirements:

Rules must use the **Word Document** file type (.docx) upon saving.

### Margin Requirements:

Rules must be set to use **Normal** (1") margins. To verify or to fix the margins:

1. Click **Layout > Margins**, and if not set to **Normal**, click within the text, highlight all text (**Ctrl+a**), and click **Margins > Normal** to correct the margins:



### Font Requirements:

Each RICR style ([§ 5.1.3 of this Guide](#)) will automatically format text with the required font, font color, font style, font size, and font spacing.

*The below is for informational purposes only to identify when a style is not correctly implemented, not to be manually implemented within a rule. **RICR styles are required.***

	RICR Number	RICR Title Number	RICR Chapter Number	RICR Subheading/ Subchapter	RICR Part	RICR Heading 1	RICR Paragraph 1-6
<b>Font:</b>	Arial						
<b>Color:</b>	Black (Hex #000000)						
<b>Style:</b>	Bold	Bold	Bold	Bold		Bold	
<b>Size:</b>	12	14	12	12	12	14	12
<b>Spacing:</b>	Before: 12 pt After: 10 pt	Before: 12 pt After: 0 pt	Before: 12 pt After: 6 pt	Before: 12 pt After: 6 pt	Before: 12 pt After: 6 pt	Before: 12 pt After: 3 pt	Before: 12 pt After: 0 pt

### 5.1.2.1 Proposed Adoptions

Adoptions must be drafted using the RICR Template. [Click here](#) to download.

*If an adoption is drafted outside of the RICR Template, contact the [Administrative Records Office](#) for assistance merging the drafted text into the RICR Template.*

#### To get started:

1. Open the RICR Template and replace the first five lines with the applicable regulation information in uppercase text:

<b>###-RICR-##-##-#</b>
<b>TITLE ### – AGENCY NAME</b>
<b>CHAPTER ## – CHAPTER NAME</b>
<b>SUBCHAPTER ## – SUBCHAPTER NAME</b>
<b>PART # – PART NAME</b>

- a. Replace the first line with the **RICR Citation**.  
(i.e., 216-RICR-10-05-1)
- b. Replace the second line with the **Title Number** and **Agency Name**.  
(i.e., TITLE 216 – DEPARTMENT OF HEALTH)
- c. Replace the third line with the **Chapter Number** and **Name**.  
(i.e., CHAPTER 10 – PUBLIC HEALTH ADMINISTRATION)
- d. Replace the fourth line with the **Subchapter Number** and **Name**.  
(i.e., SUBCHAPTER 05 – PRACTICES AND PROCEDURES)
- e. Replace the fifth line with what the **Part Number** and **Name** will be\*.  
(i.e., PART 1 – ACCESS TO PUBLIC RECORDS)

*\*Always check the RICR Filing System to ensure the Part number is available before drafting the rule as detailed in § 6.3 of this Guide.*

2. For each new section, replace # with the Part number and replace **Heading** with the section name (i.e., **#.1 Heading** > **7.1 Authority**):

<b>#.1 Heading</b>
--------------------

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3. OPTIONAL: If using subsections, replace # with the Part Number and replace **Subheading** with the subsection name (i.e., **X.1.1 Subheading > 7.1.1 Use**):

**#.1.1 Subheading (optional)**

4. Add each paragraph of text (a.k.a. section) based on the correct paragraph level ([§ 5.1.3.1 of this Guide](#)) using the corresponding enumeration designation ([§ 5.1.4 of this Guide](#)):

A. Paragraph 1

1. Paragraph 2

a. Paragraph 3

(1) Paragraph 4

(A) Paragraph 5

(i) Paragraph 6

- a. Every section must have its own corresponding enumeration designation for citation purposes and to display correctly in the RICR.
5. Hit **Enter** or **Return** on the keyboard once to start a new section.  
*Do not insert an additional hard return in between paragraphs by hitting **Enter** or **Return** on the keyboard twice.*
6. **Save As** using the correct file name ([§ 5.1.5 of this Guide](#)).

**Do not accept any changes before uploading to the RICR Filing System.**

By leaving on **Track Changes**, this displays the proposed changes and ensures the final Rulemaking Record ([R.I. Gen. Laws § 42-35-2.3](#)) includes changes between the Proposed and Final Regulations.

### 5.1.2.2 Proposed Amendments

Amendments must be drafted using the currently active promulgation’s Final Rule document.

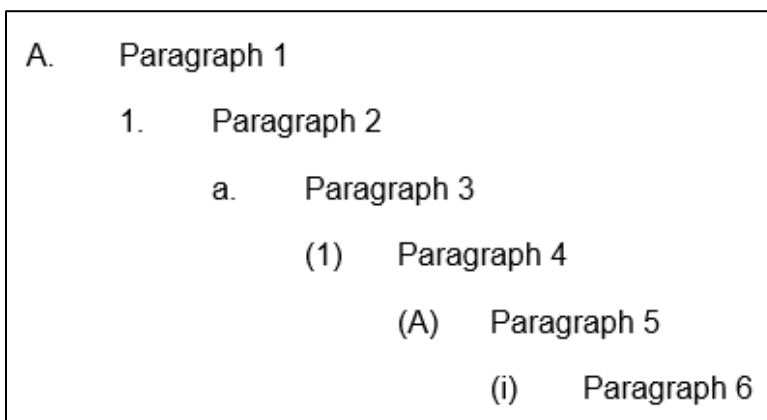
By downloading the document directly from the RICR Filing System, this ensures the correct document is used to draft the new promulgation for the same Part.

**To download and use the currently active promulgation’s Final Rule document:**

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Locate the Part in the **Current Rules** tab by clicking the **Title, Chapter, and Subchapter**.
3. Click the **Download Document** icon next to the Part name (paper with blue arrow):



4. Open the document, ensure **Track Changes** is turned on ([§ 5.1.1 of this Guide](#)), and add, edit, or delete text as needed.
5. If adding new sections, add based on the correct paragraph level ([§ 5.1.3.1 of this Guide](#)) using the corresponding enumeration designation ([§ 5.1.4 of this Guide](#)):



- a. Every section must have its own corresponding enumeration

designation for citation purposes and to display correctly in the RICR.

- b. Ensure enumeration designations and citations are updated as needed if sections are added between other sections.
  - c. Hit **Enter** or **Return** on the keyboard once to start a new section.  
*Do not insert an additional hard return in between paragraphs.*
6. If deleting entire sections, replace section text with “Repealed.” to ensure citations are not invalidated by renumbering the entire rule. For example:
- 3.2 Repealed.
7. **Save As** using the correct file name ([§ 5.1.5 of this Guide](#)).

**Do not accept any changes before uploading to the RICR Filing System.**

By leaving on **Track Changes**, this displays the proposed changes and ensures the final Rulemaking Record ([R.I. Gen. Laws § 42-35-2.3](#)) includes changes between the Proposed and Final Regulations.



### 5.1.2.3 Proposed Repeals

Repeals must be drafted using the currently active promulgation’s Final Rule document.

By downloading the document directly from the RICR Filing System, this ensures the correct document is used to draft the new promulgation for the same Part.

**To download and use the currently active promulgation’s Final Rule document:**

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Locate the Part in the **Current Rules** tab by clicking the **Title**, **Chapter**, and **Subchapter**.
3. Click the **Download Document** icon next to the Part name (paper with blue arrow):



4. Open the document, ensure **Track Changes** is turned on ([§ 5.1.1 of this Guide](#)), highlight the text (**Ctrl+a**), and hit **Delete** or **Backspace** on the keyboard to delete all text.
5. **Save As** using the correct file name ([§ 5.1.5 of this Guide](#)).

**Do not accept any changes before uploading to the RICR Filing System.**

By leaving on **Track Changes**, this displays the proposed changes and ensures the final Rulemaking Record ([R.I. Gen. Laws § 42-35-2.3](#)) includes changes between the Proposed and Final Regulations.

### 5.1.2.4 Final Regulations

Final Regulations must be drafted using the exact Proposed Rule that was displayed in the RICR during the Public Comment Period, if applicable.

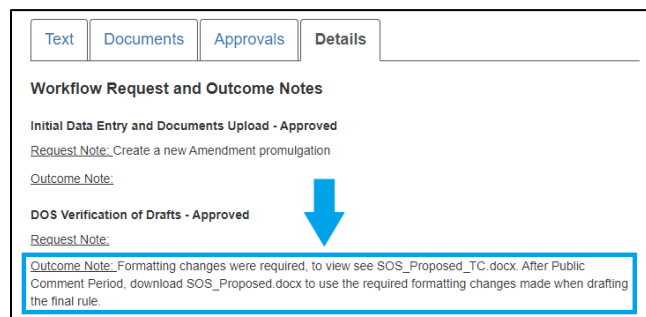
- **If formatting changes were not required** from the Administrative Records Office (ARO), this means the agency must use the document that was uploaded in the RICR Filing System for the Public Comment Period.
- **If formatting changes were required** from the ARO, this means the document used for the Public Comment Period is different than what the agency uploaded, and the correct document must first be downloaded to draft the Final Regulation.

To identify which document to use:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Locate the Rule within the **Work Queue** tab by clicking the **Title, Chapter, Subchapter, and Part**:



3. Click the **Details** tab and scroll to view the **Workflow Request and Outcome Notes**:



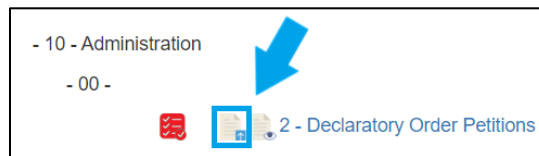
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- The most recent notes will be at the bottom:

**If the note indicates formatting changes were not required**, use the document the agency uploaded for the Public Comment Period to draft the Final Regulation.

**If the note indicates formatting changes were required**, complete the following to download and use the correct document.

- Click the **Upload Documents** icon (piece of paper with blue arrow):



- Download the most recent **Regulation** Word Document (file at the top of the list ending in .docx) to draft the Final Regulation.

Once the correct document is identified to draft the Final Regulation, use the steps in [§ 5.1.2.2 of this Guide](#) to amend the text (*not permitted for [Direct Final Rulemaking](#)*), and **Save As** using the correct file name ([§ 5.1.5 of this Guide](#)).

**Do not accept any changes before uploading to the RICR Filing System.**

By leaving on **Track Changes**, this ensures the final Rulemaking Record ([R.I. Gen. Laws § 42-35-2.3](#)) includes changes between the Proposed and Final Regulations.

The ARO will apply any required formatting corrections, accept all changes\*, and upload the Final Regulation during the final rule review, which is the version that will be displayed in the RICR.

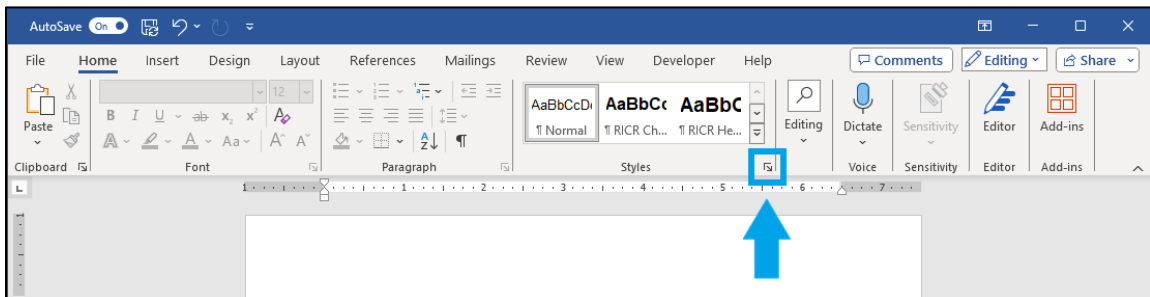
*\*Changes will not be accepted for Emergency Regulations.*

### 5.1.3 RICR Styles

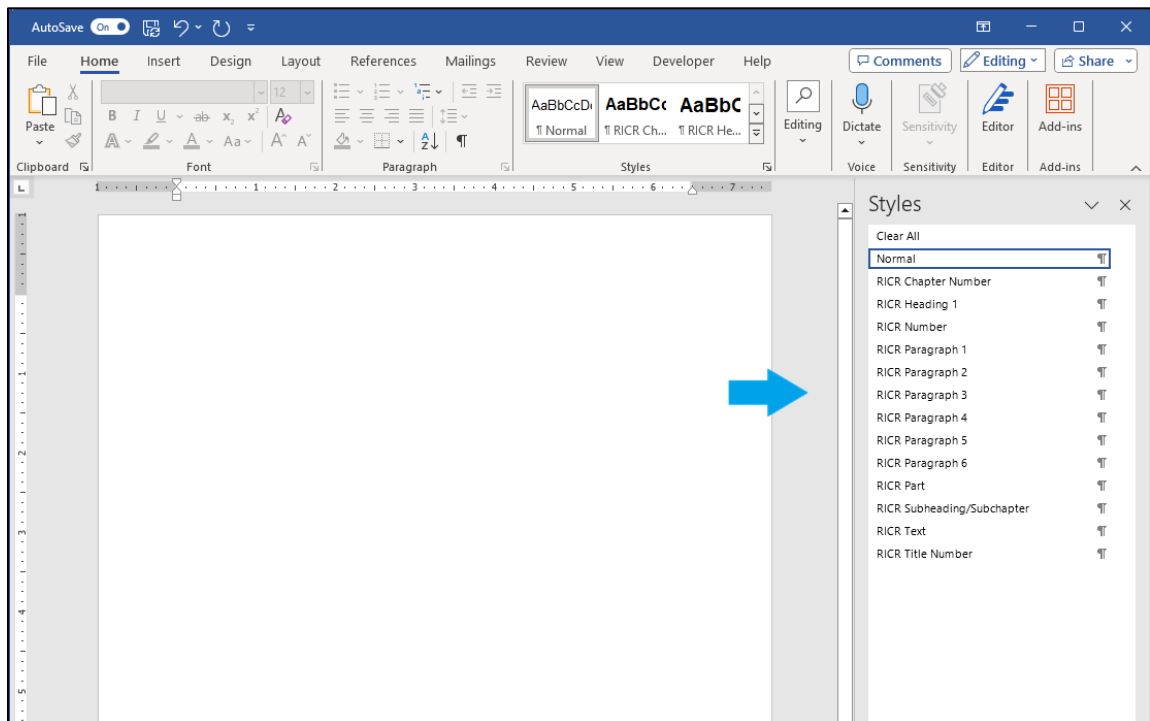
All regulation text must use a corresponding RICR style to format the text. The RICR styles must be applied using the Styles window within the Home tab ribbon, not the Design tab ribbon, within Microsoft Word.

**To open the Styles window:**

1. Click the small arrow at the bottom-right corner of the Styles section:



2. This will pop out the Styles window. If the Styles window is floating above text, click and drag the Styles window to the upper-right side of the Microsoft Word document to lock the window to the sidebar to prevent the floating window from covering text:



### 5.1.3.1 Required Styles

All approved RICR styles begin with “RICR” then the name of the style:

RICR Style Name	Used For	Additional Information
<b>RICR Number</b>	RICR citation	Format: ###-RICR-##-##-#
<b>RICR Title Number</b>	Agency number & name	Title number set by the ARO ex. 280 - Department of Revenue
<b>RICR Chapter Number</b>	Function number & name	Do not use leading zeros ex. 20 - Division of Taxation
<b>RICR Subheading/Subchapter</b>	Topic number & name	Use leading zeros ex. 05 - Banks
<b>RICR Part</b>	Rule number & name	Do not use leading zeros ex. 1 - Bank Deposits Tax
<b>RICR Heading 1</b>	Heading title	Starting with Part#.1 (i.e., 2.1)
<b>RICR Subheading/Subchapter*</b>	Subheading title	Starting with Part#.1 (i.e., 2.3.1)
<b>RICR Paragraph 1</b>	Section level 1 text	Starting with “A.”
<b>RICR Paragraph 2*</b>	Section level 2 text	Starting with “1.”
<b>RICR Paragraph 3*</b>	Section level 3 text	Starting with “a.”
<b>RICR Paragraph 4*</b>	Section level 4 text	Starting with “(1)”
<b>RICR Paragraph 5**</b>	Section level 5 text	Starting with “(A)”
<b>RICR Paragraph 6**</b>	Section level 6 text	Starting with “(i)”
<b>RICR Text</b>	Table text	<i>For use within tables only</i>

\*Optional level, available to use if needed.

\*\*Agencies should make every attempt to limit the number of section levels to no more than four (4) paragraph levels to reduce regulatory volume while maintaining readability.

Section levels must use the letter/number and include a period after or be within parentheses, not both. No period should be added if the style uses parentheses (i.e., use “(1)”, not “(1.)”).

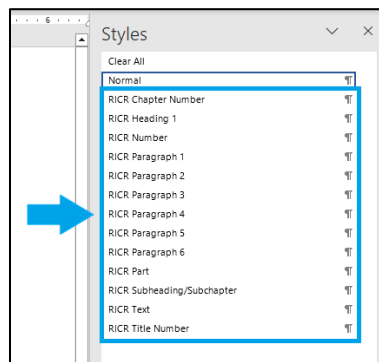
**Any style not listed above is prohibited, as the text will not display in the RICR.**

### 5.1.3.2 Using Styles

There are two ways to apply RICR styles, to either apply the style first before typing or to apply it after typing or pasting text.

#### To apply the RICR style before typing text:

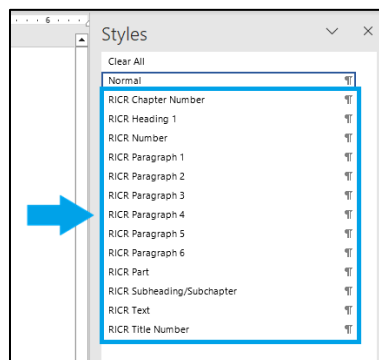
1. Click the corresponding **RICR style** in the Styles window to apply the required formatting:



2. Type text as needed.

#### To apply the RICR style after typing or pasting text:

1. Highlight the text.
2. Click the corresponding **RICR style** in the Styles window to apply the required formatting:



3. Depending on what formatting may have carried over from pasting, the RICR style may have to be clicked twice to first remove previous formatting and then again to apply the correct formatting.

### 5.1.3.3 Style Exceptions

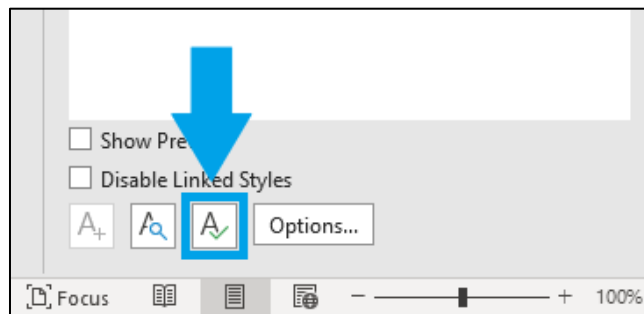
Bold, italics, and underlining may not be used for emphasis. Only the following limited exceptions are permitted:

- *Italics* for Latin, legal, scientific, or medical terminology; or
- **Bold** for headings within tables.

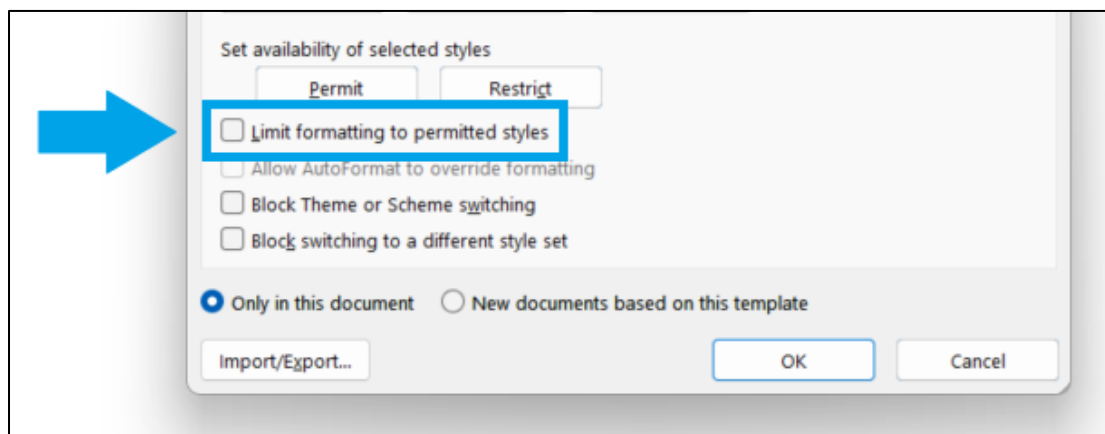
**NOTE:** For ease of use, complete the following steps after all other content is added, edited, or removed, to avoid repeating the process of applying limited exceptions multiple times.

**To apply a limited exception:**

1. Click the **A** icon with a **green** checkmark at the bottom of the Styles window to manage styles:

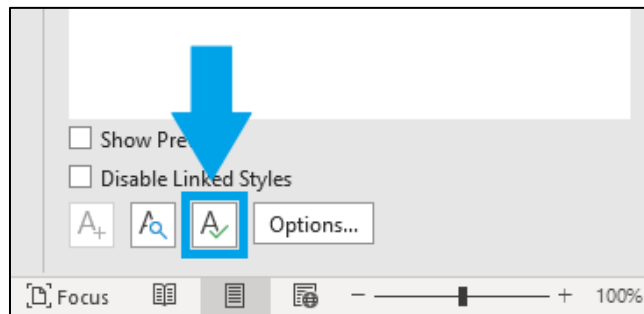


2. In the **Restrict** tab, uncheck **Limit formatting to permitted styles**, and click **OK** to temporarily allow non-RICR styling:

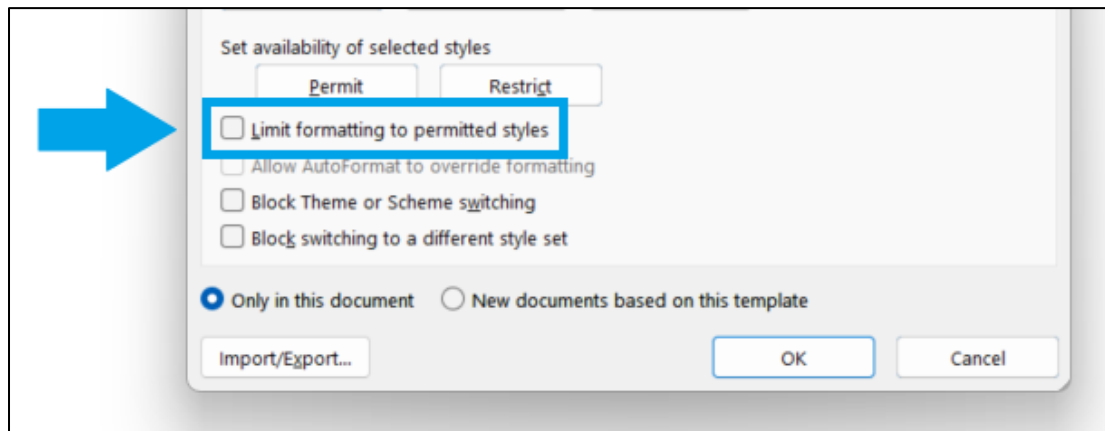


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3. Highlight the applicable text and apply the exception formatting, as permitted above.
4. After all text has had exception formatting applied, click the **A** icon with a **green** checkmark at the bottom of the Styles window to manage styles again to reset the required RICR styles:



5. In the **Restrict** tab, check **Limit formatting to permitted styles**, and click **OK** to continue editing the document:



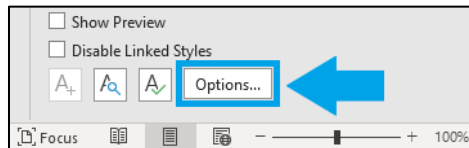


### 5.1.3.4 RICR Styles FAQ

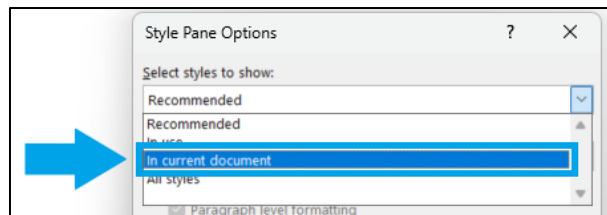
#### What if extra non-RICR styles are displaying?

If extra styles are displayed in the Styles window, complete the following to lock the document to only display the required RICR styles for ease of use:

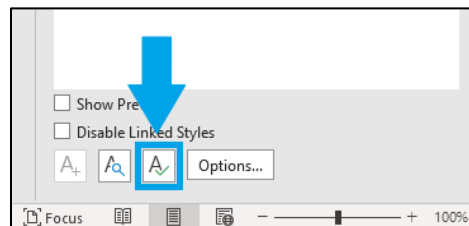
1. At the bottom of the Styles window, click **Options**:



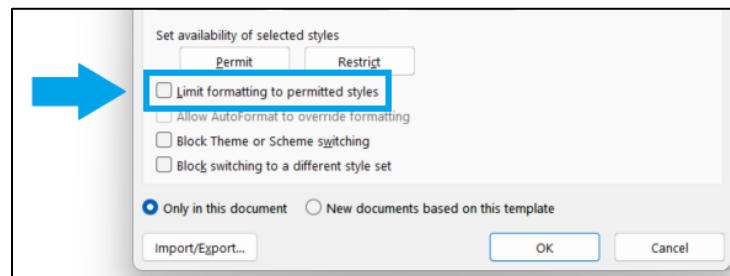
2. In the **Select styles to show** dropdown, select **In current document**, and click **OK** to display all styles currently used in the document.



3. Click the **A** icon with a **green** checkmark at the bottom of the Styles window to manage styles:



4. In the **Restrict** tab, check **Limit formatting to permitted styles**, and click **OK** to continue editing the document:



5. If additional styles still display, [email the Administrative Records Office \(ARO\)](#) to update the document to remove the additional styles.

### What if there are missing RICR styles?

If there are missing RICR styles after completing the above, there are two options:

- **Adoptions & Repeals**

Download the [RICR Template](#) and copy and paste the text into the downloaded document using the steps found in [§ 5.1.1.1 of this Guide](#) to ensure all text is either underlined for adoptions or struck out for repeals.

- **Amendments**

[Email the document to the ARO](#) requesting all missing RICR Styles to be merged into that document.

## 5.1.4 Section Enumeration Designations

Each section (paragraph) in a rule must have its own corresponding number or letter designation for citation purposes and to display correctly in the interactive RICR.

Section levels must use the associated letter/number and either include a period after or be within parentheses, as listed in the table in [§ 5.1.3.1 of this Guide](#). No period should be added if within parentheses (i.e., use "(1)", not "(1.)").

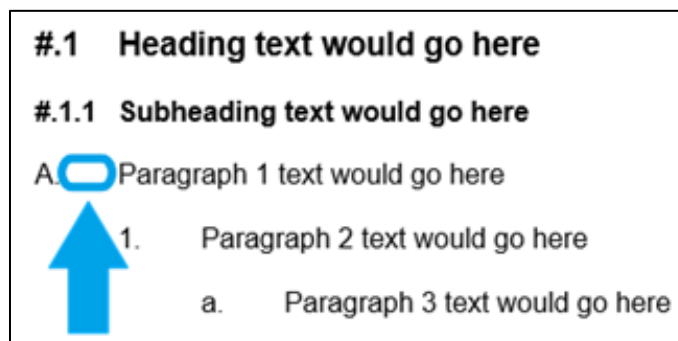
Enumeration designations must be sequential (i.e., "A.", "B.", "C.", etc.). Do not skip letters or numbers when assigning initial section enumeration designations within Adoptions, or when adding sections in Amendments.

### 5.1.4.1 Adding Enumeration Designations

Enumeration designations must be added manually, as automatic numbering is not permitted ([§ 5.3.1 of this Guide](#)).

**To add an enumeration designation:**

1. Use the table in [§ 5.1.3.1 of this Guide](#) to determine the starting enumeration designation for the heading or paragraph level needed.
2. Click the location in the document where text needs to go and apply the associated RICR style for the heading or paragraph level.
3. Type the starting enumeration designation, as noted in the table.  
*Do not add a space after the enumeration designation or before the text.*
4. Insert one (1) **Tab** on the keyboard after the enumeration designation to align the section text.  
*Do not use the ruler or a tab before the enumeration designation to align.*



5. Type text to complete the section or paste text and apply the correct RICR style ([§ 5.1.3.2 of this Guide](#)).
  - a. The subsequent lines of text in the section will automatically indent, and no additional inserted tabs are necessary until the next section.
6. Repeat steps 1 through 5 as needed, increasing the enumeration designation sequentially for each subsequent section.
  - a. For letters, if sections surpass the end of the alphabet, continue by using double letters sequentially (i.e., "AA.", "BB.", "CC.", etc.).

**When deleting an entire section:**

1. Keep the enumeration designation.
2. Replace section text with "Repealed." to ensure citations are not invalidated by renumbering the entire rule. For example:
  - 3.2 Repealed.

## 5.1.5 File Naming Conventions

For ease of identification and to distinguish files within the RICR Filing System, use the following file naming conventions, which will also assist in agency folder organization.

### Adoptions

- **Drafts**  
###-RICR-##-##-#\_DATE\_ADT\_v#  
*ex. 100-RICR-10-10-1\_2025-01-01\_ADT\_v2.docx*
- **Proposed**  
###-RICR-##-##-#\_DATE\_ADT\_AGYProposed  
*ex. 100-RICR-10-10-1\_2025-01-01\_ADT\_AGYProposed.docx*
- **Final**  
###-RICR-##-##-#\_DATE\_ADT\_AGYFinal  
*ex. 100-RICR-10-10-1\_2025-01-01\_ADT\_AGYFinal.docx*

### Amendments

- **Drafts**  
###-RICR-##-##-#\_DATE\_AMD\_v#  
*ex. 100-RICR-10-10-1\_2025-01-01\_AMD\_v2.docx*
- **Proposed**  
###-RICR-##-##-#\_DATE\_ADT\_AMDProposed  
*ex. 100-RICR-10-10-1\_2025-01-01\_AMD\_AGYProposed.docx*
- **Final**  
###-RICR-##-##-#\_DATE\_ADT\_AMDFinal  
*ex. 100-RICR-10-10-1\_2025-01-01\_AMD\_AGYFinal.docx*

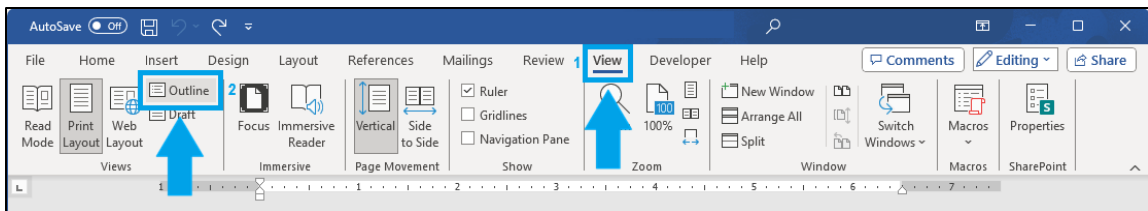
### Repeals

- **Drafts**  
###-RICR-##-##-#\_DATE\_RPL\_v#  
*ex. 100-RICR-10-10-1\_2025-01-01\_RPL\_v2.docx*
- **Proposed**  
###-RICR-##-##-#\_DATE\_RPL\_AGYProposed  
*ex. 100-RICR-10-10-1\_2025-01-01\_RPL\_AGYProposed.docx*
- **Final**  
###-RICR-##-##-#\_DATE\_RPL\_AGYFinal  
*ex. 100-RICR-10-10-1\_2025-01-01\_RPL\_AGYFinal.docx*

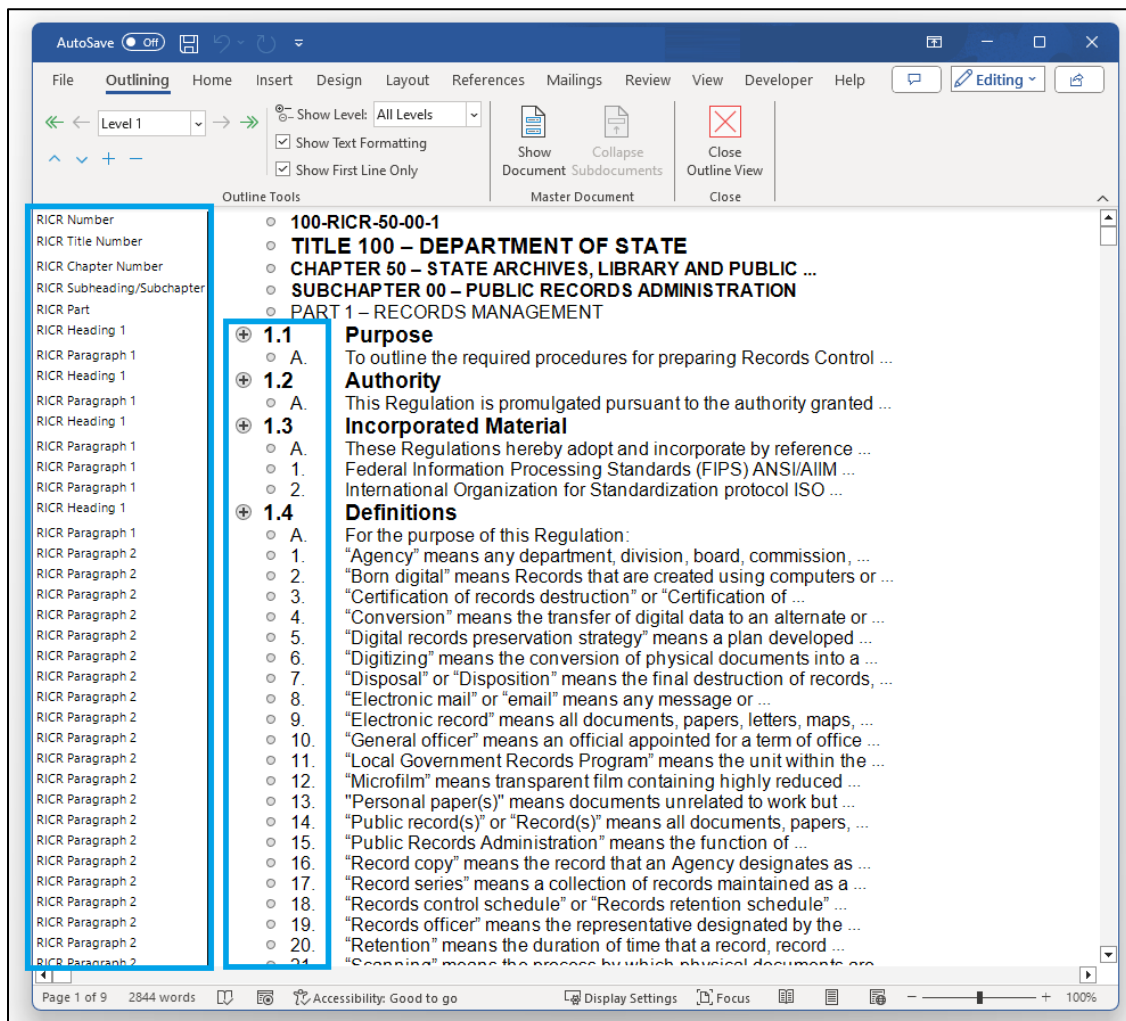
## 5.1.6 How to Verify Required Formatting

To verify all text is using an RICR style and every section has an enumeration designation:

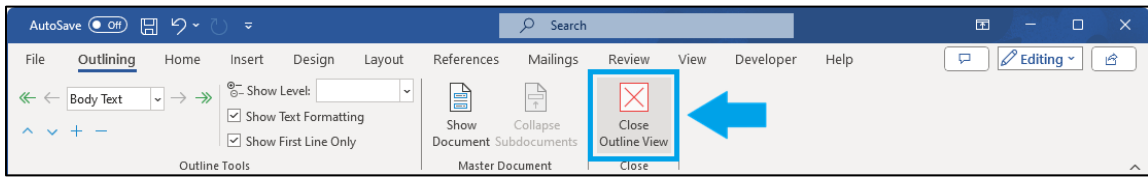
1. Click **View > Outline**:



2. Scroll to check that all text has the correct **RICR style** applied (first column) and every section has an **enumeration designation** (second column):



3. To exit back to normal view, click within the line of text to the right of the second column to see it in normal view and click **Close Outline View**:



4. Repeat steps 1 through 3 to fix each section as necessary to use the correct RICR style and add any missing enumeration designations.

## 5.2 Permitted Formatting

The following content may be used within rules. If used, the content must be formatted as described below to display the rule correctly in the RICR to view the rule interactively and to ensure consistency across all promulgated regulations.

For questions regarding **permitted content**, contact the Office of Management and Budget at [omb.regsubmission@omb.ri.gov](mailto:omb.regsubmission@omb.ri.gov).

For questions regarding **the formatting of permitted content**, contact the Administrative Records Office at [rulesregs@sos.ri.gov](mailto:rulesregs@sos.ri.gov).

### 5.2.1 Citations

Citations are permitted if formatted per [§ 5.2.1.3 of this Guide](#) to ensure a consistent, uniform system throughout the RICR so other agencies and the public can easily identify and locate the original source.

The citation formats outlined have taken into consideration:

- Ease for the non-lawyer reader;
- Ease for the non-lawyer agency drafter;
- Ease for the out-of-state reader;
- How other states cite within their rules; and
- The requirements of the Rhode Island Administrative Procedures Act.

**NOTE:** Many citations include the section symbol (§). The section symbol must always have a space before and after when used. To insert a section symbol, use shortcut **Alt+0167** on the keyboard.

If citing multiple sections, the citation must include two section symbols with no space between (i.e., R.I. Gen. Laws §§ 42-35-1 and 42-35-3.2).



### 5.2.1.1 Direct Citation vs Incorporation by Reference

The Rhode Island Administrative Procedures Act (APA) allows agencies to incorporate certain source materials by reference ([§ 5.2.1.2 of this Guide](#)).

To determine if materials should be directly cited or incorporated by reference, the type of source material needs to be identified. The following source materials may be incorporated by reference without having to include the incorporated material in full ([R.I. Gen. Laws §§ 42-35-3.2\(a\)\(1\) through \(3\)](#)):

- (1) Federal rules, codes, or standards published in full in the Federal Register or the Code of Federal Regulations;
- (2) Federal rules, codes, or standards that have been properly incorporated by reference in the Federal Register as part of a duly promulgated final rule or in the Code of Federal Regulations pursuant to federal legal requirements; and
- (3) Published codes, standards or guidelines of any nationally recognized scientific or technical association or organization.

This means the following published sources may be incorporated by reference:

- Code of Federal Regulations (C.F.R.);
- United States Code (U.S.C.);
- Materials incorporated in the C.F.R.; or
- Codes, standards or guidelines published by nationally recognized scientific or technical associations or organizations.

By incorporating these materials by reference, this allows agencies to give any of the above full legal effect and force of law so that the agency can enforce compliance.

Only the following published sources may be cited without formally incorporating:

- Rhode Island statute;
- Rhode Island regulation; or
- Federal statute.

Since **State and Federal statutes** already have the force of law behind them, they do not need to be incorporated formally.

Since **Rhode Island Regulations** are analogous to state statutes, in that they already have the force of law behind them on a statewide level, they do not need to be incorporated formally, which helps to avoid conflicting rules in the RICR.

**NOTE:** Guidance documents, agency policies, or agency guidelines may not be cited or incorporated by reference.

### 5.2.1.2 Incorporation by Reference

The APA allows for agencies to incorporate certain materials by reference without having to publish the entirety of the material within a rule ([R.I. Gen. Laws § 42-35-3.2](#)).

If agencies incorporate materials by reference within a regulation, that agency “shall maintain a copy of the material and shall allow public inspection of the material and provide copies of any non-copyrighted material to the public... If any material to be incorporated by reference has been copyrighted, the agency shall upon request provide information about the publisher and the citation to the material.” ([R.I. Gen. Laws § 42-35-3.2\(e\)](#))

#### 5.2.1.2.1 How to Incorporate Materials by Reference

**To incorporate source materials by reference:**

1. Create a section labeled, “Incorporated Materials”.

**NOTE:** It is recommended for the consistency of regulations published in the RICR to insert this section between the “Authority” and “Definition” sections of a rule.

However, there may be circumstances where it is appropriate to incorporate materials by reference in the body of the Regulation. For example, when a material is referenced only once within that Part.

2. Create subsections for each source material to be incorporated.
3. Use the following language:

“These Regulations hereby adopt and incorporate [citation (date)] by reference, not including any further editions or amendments thereof and only to the extent that the provisions therein are not inconsistent with these Regulations.”

4. Replace the bracketed language with:
  - a. The citation ([§ 5.2.1.3 of this Guide](#)); and
    - i. If citing materials published by nationally recognized scientific or technical associations or organizations, per the APA, include both the name of the association or organization and the title of the material in the citation.
  - b. The date of the code edition or scientific/technical material being cited in parentheses directly following the citation.

**NOTE:** The most recent version of the source material should be incorporated. *If a rule references a prior year, changing the year is a substantive change that requires an Amendment.*

### **Example Incorporated Materials Section:**

#### **3.3 Incorporated Materials**

- A. These Regulations hereby adopt and incorporate 16 C.F.R. § 444.1 (2014) by reference, not including any further editions or amendments thereof and only to the extent that the provisions therein are not inconsistent with these Regulations.
- B. These Regulations hereby adopt and incorporate the American Medical Association’s “Standards for Taking Blood Samples” (2001) by reference, not including any further editions or amendments thereof and only to the extent that the provisions therein are not inconsistent with these Regulations.
- C. These Regulations hereby adopt and incorporate the “National Geological Society Guidelines for the Safe Gemstone Excavation” (2015) by reference, not including any further editions or amendments thereof and only to the extent that the provisions therein are not inconsistent with these Regulations.

### **5.2.1.2.2 How to Cite Incorporated Materials**

Once a source material is incorporated by reference, it may be cited within the body of the rule by citing the Incorporated Materials section.

#### **To cite to the Incorporated Materials section:**

1. Add the following language:

“[text referencing source material], incorporated above at § [number] of this Part.”

2. Replace the bracketed language with:

- a. The leading text that references the source material; and
- b. The Subsection number of the specific incorporated material.

#### **Examples of Citing the Incorporated Materials Section:**

- (A) Phlebotomists must maintain their syringes in the manner prescribed in “Standards for taking Blood Samples”, incorporated above at § 3.3(B) of this Part.
- (B) Geologists must mine for diamonds in accordance with “National Geological Society Guidelines for the Safe Gemstone Excavation”, incorporated above at § 3.3(C) of this Part.

### 5.2.1.3 Direct Citation Formats

When including a direct citation within a rule, use the tables found in [§§ 5.2.1.3.1 – 5.2.1.3.6 of this Guide](#) to determine how to format the citation.

**NOTE:** If citing a rule that has not yet been filed with the Department of State and published in the RICR, cite the title of the rule enclosed in quotation marks instead of the citation formats listed below.

*For example:*  
 “Department of Health Rules and Regulations Regarding Health Care Workers”

Once the rule is filed and published in the RICR, the citation may then be changed to the formats found in the below tables via a Technical Revision ([§ 3.3.6 of this Guide](#)).

#### 5.2.1.3.1 RICR: Same Title

For all citations to the Rhode Island Code of Regulations within the same Title as the Part the citation is in, use the following tables to determine the correct required citation format:

Within the Same Title		
Component	Format	Citation Formatting Example
<b>Title</b>	this Title	this Title
<b>Chapter</b>	Chapter ## of this Title	Chapter 20 of this Title
<b>Subchapter</b>	Subchapter ##-## of this Title	Subchapter 20-15 of this Title
<b>Part</b>	Part ##-##-# of this Title	Part 20-15-7 of this Title
<b>Section</b>	§ ##-##-#.# of this Title	§ 20-15-7.2 of this Title
<b>Subsection</b>	§ ##-##-#.#(X) of this Title	§ 20-15-7.2(A) of this Title
<b>Additional Subsections</b>	§ ##-##-#.#(X)(#)(x)(#)(X)(x) of this Title	§ 20-15-7.2(A)(1)(a)(1)(A)(i) of this Title

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Within the Same Chapter		
Component	Format	Citation Formatting Example
<b>Chapter</b>	this Chapter	this Chapter
<b>Subchapter</b>	Subchapter ## of this Chapter	Subchapter 15 of this Chapter
<b>Part</b>	Part #-# of this Chapter	Part 15-7 of this Chapter
<b>Section</b>	§ #-#.# of this Chapter	§ 15-7.2 of this Chapter
<b>Subsection</b>	§ #-#.#(X) of this Chapter	§ 15-7.2(A) of this Chapter
<b>Additional Subsections</b>	§ #-#.#(X)(#)(x)(#)(X)(x) of this Chapter	§ 15-7.2(A)(1)(a)(1)(A)(i) of this Chapter

Within the Same Subchapter		
Component	Format	Citation Formatting Example
<b>Subchapter</b>	this Subchapter	this Subchapter
<b>Part</b>	Part # of this Subchapter	Part 7 of this Subchapter
<b>Section</b>	§ #.# of this Subchapter	§ 7.2 of this Subchapter
<b>Subsection</b>	§ #.#(X) of this Subchapter	§ 7.2(A) of this Subchapter
<b>Additional Subsections</b>	§ #.#(X)(#)(x)(#)(X)(x) of this Subchapter	§ 7.2(A)(1)(a)(1)(A)(i) of this Subchapter

Within the Same Part		
Component	Format	Citation Formatting Example
<b>Part</b>	this Part	this Part
<b>Section</b>	§ # of this Part	§ 2 of this Part
<b>Subsection</b>	§ #(X) of this Part	§ 2(A) of this Part
<b>Additional Subsections</b>	§ #(X)(#)(x)(#)(X)(x) of this Part	§ 2(A)(1)(a)(1)(A)(i) of this Part

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Within the Same Section or Subsection		
Component	Format	Citation Formatting Example
<b>Section</b>	this Section	this Section
<b>Subsection</b>	this Subsection	this Subsection
<b>Specific Section</b>	§ # of this Part	§ 2 of this Part
<b>Specific Subsection</b>	§ #(X) of this Part	§ 2(A) of this Part
<b>Specific Additional Subsections</b>	§ #(X)(#)(x)(#)(X)(x) of this Part	§ 2(A)(1)(a)(1)(A)(i) of this Part

**5.2.1.3.2 RICR: Different Title**

For all citations to the Rhode Island Code of Regulations within a different Title than the Part the citation is in, use the following table to determine the correct required citation format:

Component	Format	Citation Formatting Example
<b>Title</b>	Title ### of this Code	Title 216 of this Code
<b>Chapter</b>	Chapter ###-## of this Code	Chapter 216-20 of this Code
<b>Subchapter</b>	Subchapter ###-##-## of this Code	Subchapter 216-20-15 of this Code
<b>Part</b>	###-RICR-##-##-#	216-RICR-20-15-7
<b>Section</b>	###-RICR-##-##-#.#	216-RICR-20-15-7.2
<b>Subsection</b>	###-RICR-##-##-#.#(X)	216-RICR-20-15-7.2(A)
<b>Additional Subsections</b>	###-RICR-##-##-#.#(X)(#)(x)(#)(X)(x)	216-RICR-20-15-7.2(A)(1)(a)(1)(A)(i)

### 5.2.1.3.1 Rhode Island Statutes

Component	Format	Citation Formatting Example
<b>Title</b>	R.I. Gen. Laws Title #	R.I. Gen. Laws Title 9
<b>Chapter</b>	R.I. Gen. Laws Chapter #-#	R.I. Gen. Laws Chapter 9-19
<b>Section</b>	R.I. Gen. Laws § #-#-#	R.I. Gen. Laws § 9-19-39
<b>Subsection</b>	R.I. Gen. Laws § #-#-#(x)	R.I. Gen. Laws § 9-19-39(b)
<b>Additional Subsections</b>	R.I. Gen. Laws § #-#-#(x)(#)	R.I. Gen. Laws § 9-19-39(b)(4)

### 5.2.1.3.2 Rhode Island Public Laws

Style	Format	Citation Formatting Example
<b>Full</b>	[name], Pub. Laws [session #]-[chapter #]	An Act Relating to Towns and Cities - Retirement of Municipal Employees, Pub. Laws 10-275
<b>Short</b>	Pub. Laws [session #]-[chapter #]	Pub. Laws 10-275

### 5.2.1.3.3 Code of Federal Regulations

Component	Format	Citation Formatting Example
<b>Title</b>	C.F.R. Title #	C.F.R. Title 7
<b>Subtitle</b>	# C.F.R. Subtitle X	7 C.F.R. Subtitle B
<b>Chapter</b>	# C.F.R. Subtitle X Chapter X	7 C.F.R. Subtitle B Chapter VIII
<b>Subchapter</b>	# C.F.R. Subtitle X Chapter X Subchapter X	7 C.F.R. Subtitle B Chapter VIII Subchapter A
<b>Part</b>	# C.F.R. Part #	7 C.F.R. Part 868
<b>Subpart</b>	# C.F.R. Part # Subpart X	7 C.F.R. Part 868 Subpart C
<b>Section</b>	# C.F.R. § #.#	7 C.F.R. § 868.208



### 5.2.1.3.4 United States Code

Component	Format	Citation Formatting Example
<b>Title</b>	U.S.C. Title #	U.S.C. Title 7
<b>Chapter</b>	# U.S.C. Chapter #	7 U.S.C. Chapter 13
<b>Subchapter</b>	# U.S.C. Subchapter #-X	7 U.S.C. Subchapter 13-IV
<b>Section</b>	# U.S.C. § #x	7 U.S.C. § 347a
<b>Full Citation</b>	[name], # U.S.C. § #x	Disadvantaged agricultural areas, 7 U.S.C. § 347a

### 5.2.1.3.5 Federal Public Laws

Style	Format	Citation Formatting Example
<b>Full</b>	[name], Pub. L. No. [congress #]-[law #]	Foreign Assistance Act of 1961, Pub. L. No. 87-195
<b>Short</b>	Pub. L. No. [congress #]-[law #]	Pub. L. No. 87-195

### 5.2.1.3.6 All Other Citations

For any citations not listed in this Guide, refer to [The Blue Book: A Uniform System of Citation](#) for how to format all other citations to ensure a consistent, uniform system throughout the RICR so other agencies and the public can easily identify and locate the original source.

If the citation includes an acronym, the full name should be written out in its first use within a Part and include the acronym in parentheses directly following. The acronym may then be used within the rest of the Part.

## 5.2.2 Definitions

Definitions are only permitted if:

1. The “Definitions” section is placed towards the beginning of the rule;
2. Each definition is given its own section and enumeration designation;
3. The sections are arranged alphabetically by the words or terms being defined;
4. Each section includes:
  - a. The words or terms being defined within quotation marks;
  - b. Capitalizing the first letter of the first word within the quotation marks, with all subsequent words lowercase, unless the words or terms being defined are proper nouns;
  - c. The word “means” directly following the words or terms being defined; and
  - d. The definition of the words or terms directly following the word “means”.

**Definition Example:** “Writing” means a record inscribed on a tangible medium.

The following symbols may not be used within words or terms being defined:

- Dashes [- or -];
- Slashes [/ or \]; or
- Parentheses [( or )].

Instead, separate the words or terms by inserting the word “or” in between:

**Incorrect**

“Individualized education plan/IEP”  
means...

**Correct**

“Individualized education plan” or “IEP”  
means...

**NOTE:** Always cite the “Definitions” section itself within a rule, not to specific definitions. That way, if definitions need to be added when promulgating amendments, the “Definitions” section can be renumbered without invalidating citations to specific definitions.

### 5.2.3 Graphics, Figures, Images, and Maps

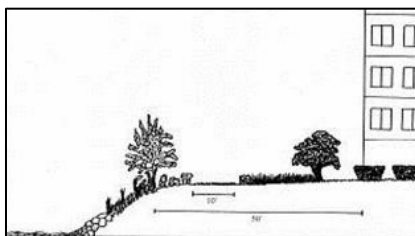
Graphics, figures, images, and maps are only permitted if the visual:

1. Fits within the margins of the rule;
2. Is set to **In Line with Text** (right-click on visual > click **Wrap Text** > click to set style);
3. Is treated as a section by using the next level paragraph RICR style to align the visual with the previous section text;
  - a. For example, if the title or text above the visual uses **RICR Paragraph 2**, the visual itself should use **RICR Paragraph 3** to align with the text, not the enumeration designation;
4. Has a title for interactive display accessibility (see below note); and
5. Includes Alt Text for accessibility and for those using assistive technology to access the rule:
  - a. To insert Alt Text, right-click on the visual and click **View Alt Text**;
  - b. Type text into the box describing the visual, its context to the section/rule, and include contact information where additional information can be requested and click X to close the side window. *Do not use the “Generate alt text for me” feature.*

#### Alt Text Example:

**Visual:**

1. Structural Shoreline Protection Standards for Coastal Greenways



**Alt Text:** “Image of land next to a building, the slope from the land to the coast, and the measurement for the coastal greenway, as described in § 2.2 of this Part. For additional information contact [insert contact information here].”

Visuals that contain only text must be converted to text, when possible, for public accessibility and to be searchable.

If visuals expand beyond the margins, they should be uploaded instead as an

appendix with a reference within the rule to view the appendix.

**NOTE:** Visuals should only be used when there is no other way of displaying the information, as they do not display interactively on the Part's RICR webpage, and will only display within the downloadable PDF in the Regulation tab.

Adding a title indicates a visual is there, and that the PDF should be viewed.

## 5.2.4 Hyperlinks

Hyperlinks are permitted to link to other Parts in the RICR, the Code of Federal Regulations, United States Code, Guidance Documents, forms published on an agency website, or Incorporated Materials, as appropriate.

Hyperlinks are only permitted if:

1. Links direct the user to the correct, active webpage; and
2. If linking to other Parts in the RICR, links go to the Part’s RICR webpage, not the PDF, to avoid continuity issues if/when a rule is amended.

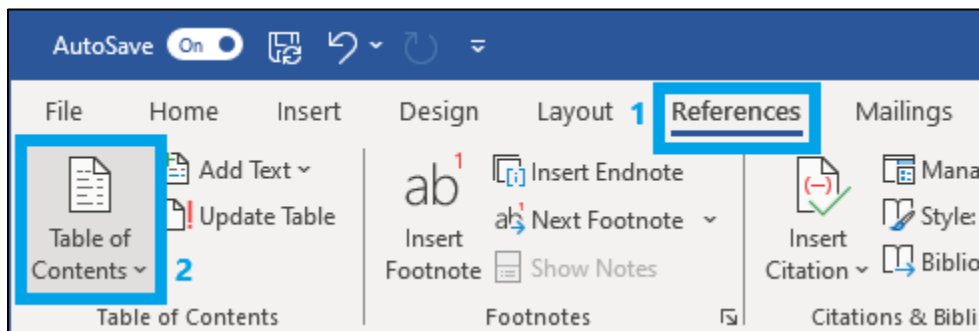
## 5.2.5 Table of Contents

Table of Contents (TOC) are only permitted if:

1. The rule is longer than thirty (30) pages;
2. The rule begins with the RICR citation information with the TOC inserted immediately following;
3. A page break, using **RICR Text** style, is inserted immediately after the TOC and the first heading of the rule begins at the top of the next page.

**To insert a TOC:**

1. Click **References > Table of Contents** > choose a built-in TOC or custom TOC (if using custom TOC, **Formats** must be "From template"):



2. All TOC text must use Arial font and black (hex #000000) font color.

## 5.2.6 Tables

Tables are only permitted if the table:

1. Uses the RICR style **RICR Text**;
2. Fits within the margins of the document;
3. Is aligned with the text of the section, not the enumeration designation;

a. **Correct:**

Table is aligned with the paragraph text, not the enumeration designation.	
Table Text 1	Table Text 2



b. **Incorrect:**

Table is aligned with the enumeration designation, not the paragraph text, and is not within the document margins.	
Table Text 1	Table Text 2



4. Is added directly after text, and not as its own section (see below note); and

5. Abides by the following options:

**Permitted**

Borderless cells

Shading

**Prohibited**

Partial borders

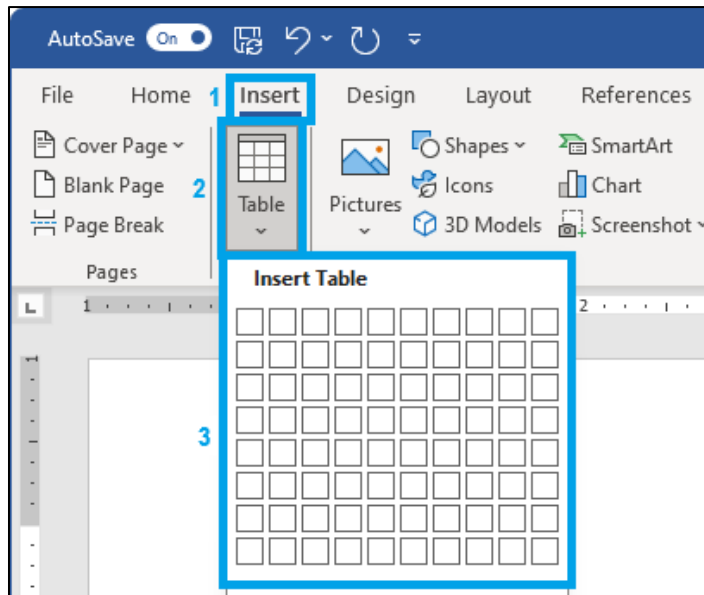
**NOTE:** Tables must be inserted directly below text with no hard returns in between, not as its own section, otherwise it will not display interactively on the Part’s RICR webpage.

If need be, the text before the table may be just a title (i.e., “Table 1”).

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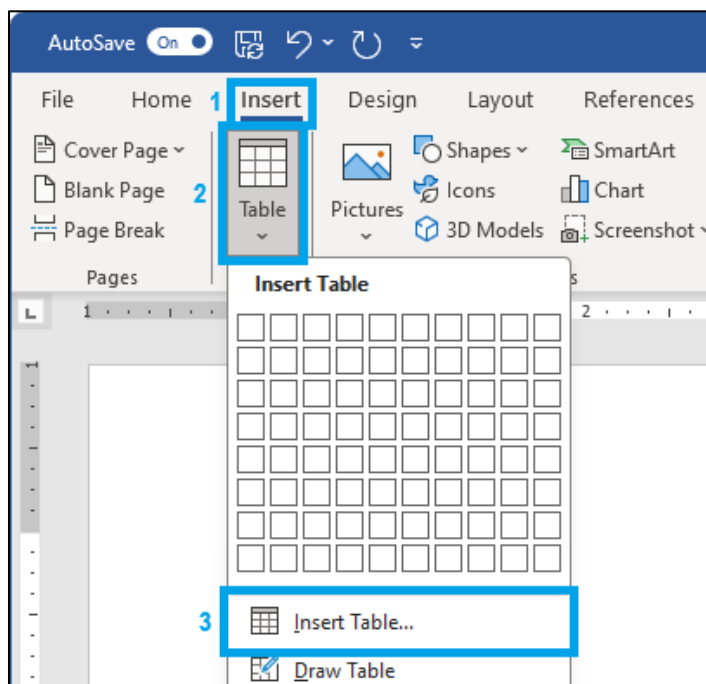
To create a new table, either complete step 1 or step 2:

1. Click **Insert > Table** and use the simple table creator to select the correct number of rows and columns by dragging the mouse over the boxes and clicking once the correct number of rows and columns are highlighted:



OR

2. Click **Insert > Table > Insert Table**:





## AGENCY GUIDE: AGENCY HEADS

- a. Enter the number of columns and rows, ensure the AutoFit behavior is set to **Fixed column width: Auto**, and click **OK**:

The image shows a screenshot of the "Insert Table" dialog box. The dialog has a title bar with a question mark and a close button. It is divided into two main sections: "Table size" and "AutoFit behavior".

**Table size:**

- Number of columns: 2
- Number of rows: 2

**AutoFit behavior:**

- Fixed column width: Auto
- AutoFit to contents
- AutoFit to window

At the bottom of the dialog, there is an unchecked checkbox labeled "Remember dimensions for new tables" and two buttons: "OK" and "Cancel".

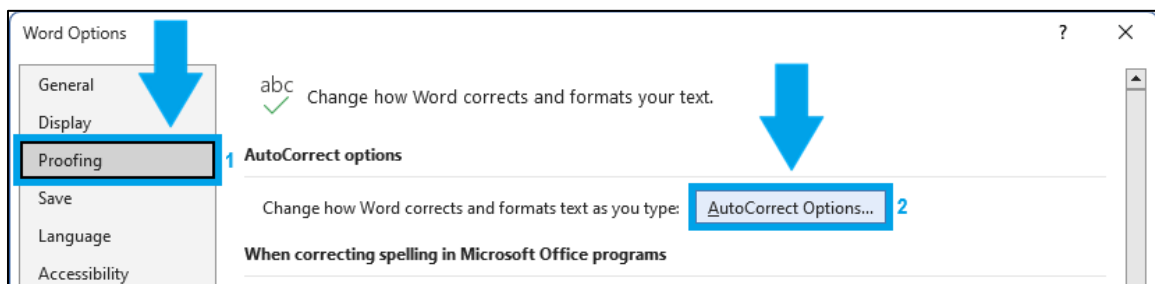
## 5.3 Prohibited Formatting

### 5.3.1 Automatic Numbering

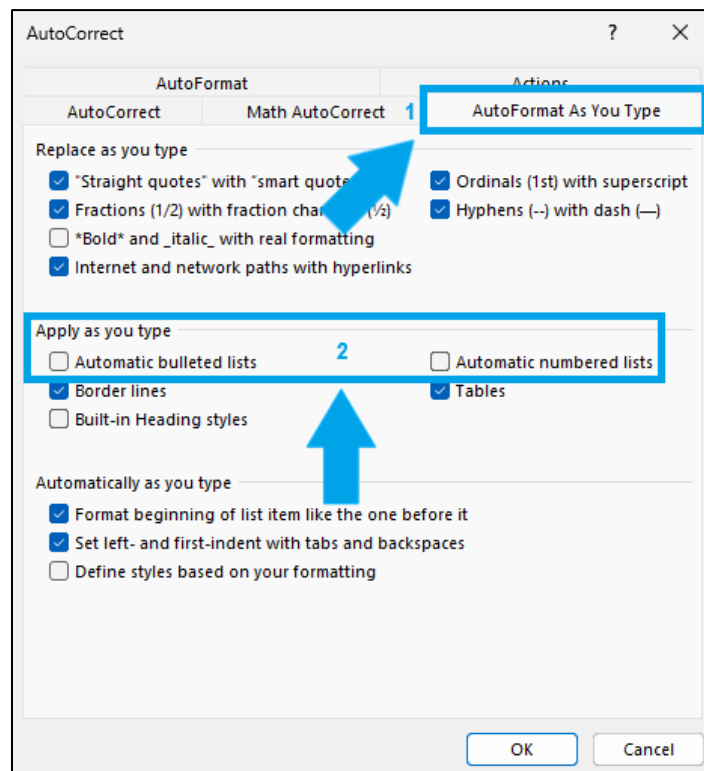
Automatic numbering is not permitted.

If the document tries to initiate automatic numbering, turn off that feature within the document by completing the following:

1. Click **File > Options** and then click **Proofing > AutoCorrect Options...**:



2. Click **AutoCorrect Options > AutoFormat As You Type**, uncheck **Automatic bulleted lists** and **Automatic numbered lists**, and click **OK**:



## 5.3.2 Bulleted Lists

Bulleted lists are not permitted, including but not limited to:

- Circle Bulleting
- Hollow Circle Bulleting
- Square Bulleting
- ❖ Diamond Bulleting
- Arrow Bulleting
- ✓ Checkmark Bulleting
- Dash Bulleting
- 🚩 Image Bulleting

Lists must be formatted into separate sections with corresponding enumeration designations. For example:

### **Incorrect**

- A. The Department of State requires that all Filers:
- Read the Agency Guide to Administrative Records;
  - Comply with the requirements found therein; and
  - Contact the Administrative Records Office with any questions.

### **Correct**

- A. The Department of State requires that all Filers:
1. Read the Agency Guide: Administrative Records;
  2. Comply with the requirements found therein; and
  3. Contact the Administrative Records Office with any questions.

### 5.3.3 Enumerations Within Paragraphs

Enumerations within paragraphs are not permitted. Enumerations must be formatted into separate sections with corresponding enumeration designations. For example:

**Incorrect**

- A. The Department of State requires that all Filers (1) read Agency Guide: Administrative Records; (2) comply with the requirements found therein; and (3) contact the Administrative Records Office with any questions.

**Correct**

- A. The Department of State requires that all Filers:
  - 1. Read Agency Guide: Administrative Records;
  - 2. Comply with the requirements found therein; and
  - 3. Contact the Administrative Records Office with any questions.

### 5.3.4 Headers/Footers

Headers and footers are not permitted.

### 5.3.5 Manual Alignment & Spacing

Using the space bar, tab key, or ruler to manually align sections, or adding hard returns between sections, is not permitted. *The RICR styles ([§ 5.1.3 of this Guide](#)) will automatically align text and add spacing between sections.*

### 5.3.6 Manual Emphasized Text

Using formatting for emphasis is not permitted, including:

1. **Bolded** text\*;
2. *Italicized* text\*; and
3. Underlined text.

*\*Permitted only for noted RICR style exceptions ([§ 5.1.3.3 of this Guide](#)).*

### 5.3.7 Page Numbers

Page numbers are not permitted within **Final Rules**.

Page numbers within **Proposed Rules** are only permitted if:

1. They are in the bottom-right corner of the footer; and
2. They are removed before submitting the Final Rule.

### 5.3.8 Watermarks

Watermarks are not permitted within **Final Rules**.

Watermarks within **Proposed Rules** are only permitted if:

1. They do not impede the readability of the Rule; and
2. They are removed before submitting the Final Rule.

# 6 | RICR FILING SYSTEM

## 6.1 RICR User Role Types

There are three user role types within the RICR: the **Agency Head** (one (1) per entity), the **Rules Coordinator** (one (1) per entity), and **Filers**.

**NOTE:** For the cybersecurity of agency regulations, users must not share login information, which also ensures an accurate history log for each rule filed.

### 6.1.1 Agency Head

This user is the individual who has ultimate legal authority of the entity ([R.I. Gen. Laws § 42-35-1](#)) and signs rules into effect.

#### 6.1.1.1 Updating the Agency Head

[Email the Administrative Records Office \(ARO\)](#) to request and complete the corresponding form to update the Agency Head, including evidence of the change, to be signed by the entity’s legal authority.

### 6.1.2 Rules Coordinator

This user is the individual designated by the agency ([R.I. Gen. Laws § 42-35-2.1](#)) who has knowledge of the subjects of rules being proposed, maintains the rulemaking records, and responds to public inquiries, as their contact information is published on the Agency Info page in the RICR ([§ 2.6 of this Guide](#)). This individual is responsible for overseeing Filers, and for approving and advancing rules submitted by Filers.

#### 6.1.2.1 Updating the Rules Coordinator

[Email the ARO](#) to request and complete the corresponding form to update the Rules Coordinator, to be signed by the entity’s head or legal authority.

## **6.1.3 Filers**

Filers may be any person approved by the agency to participate in the rulemaking process.

### **6.1.3.1 Adding Filers**

The Rules Coordinator or Agency Head can add Filers in the RICR System ([§ 6.4.3.2 of this Guide](#)) or they may [email the ARO](#) to request and complete the corresponding form to add a Filer. Forms will only be accepted if submitted by the Rules Coordinator or Agency Head for the security of the agency's Regulations.



**AGENCY GUIDE: AGENCY HEADS**

### 6.1.4 RICR User Role Permissions

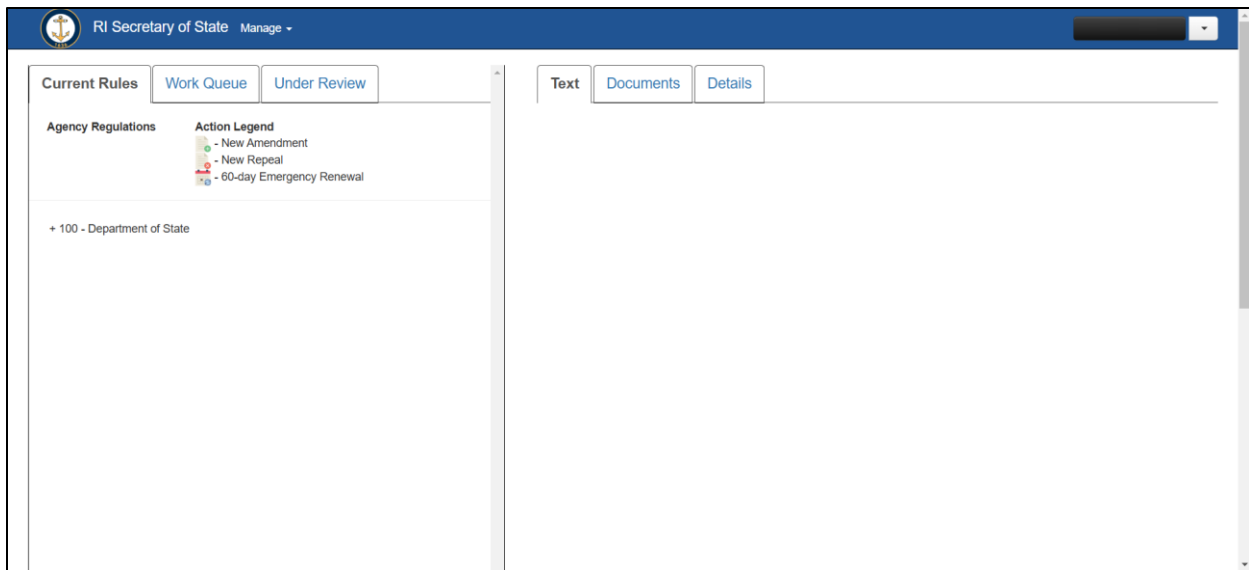
The below table indicates which user roles have permissions for each RICR function:

RICR Function	RICR Permissions	Filer	Rules Coordinator	Agency Head
<b>RICR Views</b>	View Current Rules	X	X	X
	View Work Queue	X	X	X
	View Under Review	X	X	X
<b>Rulemaking</b>	Create Proposed Rules	X	X	X
	Terminate Proposed Rules	X	X	X
	Approve Proposed Rules		X	X
	Sign Final Rules			X
<b>Emergency Rules</b>	View Emergency Rules	X	X	X
	Renew Emergency Rules by 60 days	X	X	X
	Terminate active Emergency Rules	X	X	X
<b>Periodic Refile</b>	Approve rules for Periodic Refile		X	
<b>Guidance Documents</b>	View/create Guidance Documents	X	X	X
	Remove Guidance Documents	X	X	X
	Generate Guidance Document Index	X	X	X
<b>Declaratory Orders</b>	Create Declaratory Orders	X	X	X
	View/approve/reject Declaratory Orders		X	X
	Generate Declaratory Order Index		X	X
	Delete Declaratory Orders		X	X
<b>Account/ User Information</b>	View My Account Details		X	X
	Edit My Account Details		X	X
	View users		X	X
	Edit users		X	X
	Add new Filer		X	X
<b>RICR Structure</b>	View and create new Chapters		X	X
	View and create new Subchapters		X	X
<b>Notifications</b>	View notifications		X	X
	Subscribe/unsubscribe to notifications		X	X

## 6.1.5 Getting Started in the RICR Filing System

The RICR Filing System allows users to file regulations, guidance documents, and declaratory orders with the Rhode Island Department of State ([R.I. Gen. Laws 42-35](#)).

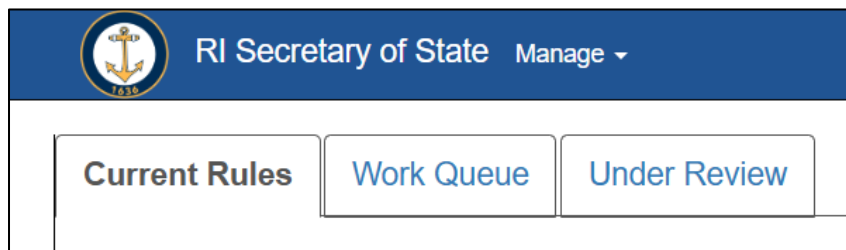
[Click here](#) to log in and view the RICR Filing System homepage:



### To File Regulations

Use the following tabs and see [§ 6.3 of this Guide](#) for step-by-step instructions:

1. **Current Rules** tab to view current regulations or start a new promulgation;
2. **Work Queue** tab to work on a proposed promulgation; and
3. **Under Review** tab to view proposed promulgations that are not yet effective.

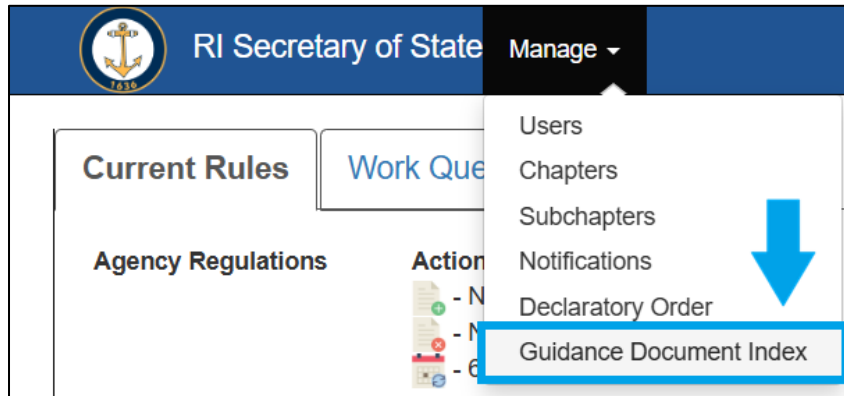


### To File Guidance Documents

Click **Manage** > **Guidance Document Index** and see [§ 6.4.4 of this Guide](#) for step-by-

## AGENCY GUIDE: AGENCY HEADS

step instructions:



### To File Declaratory Orders

Click **Manage** > **Declaratory Order** and see [§ 6.4.5 of this Guide](#) for step-by-step instructions:



**NOTE:** Different users will see different options under the **Manage** menu. See [§ 6.1.4 of this Guide](#) for more information regarding User Role Permissions.

## 6.2 RICR Rulemaking Processes

### 6.2.1 RICR Rulemaking Processes Overview

To identify in the RICR System which rulemaking step a rule is in, after [logging in](#), click **Work Queue** > select a **Rule** > **Approvals**. The Rule is currently in the **bolded** step.

The following tables indicate which user role must complete a rulemaking step in the RICR System. *In some instances, multiple user roles can complete a step. It does not matter which user role completes the step, and the step only has to be completed once.*

**Key:**

**F** = Filer

**RC** = Rules Coordinator

**AH** = Agency Head

**G** = Governor’s Office

**DOS** = Department of State

#### 6.2.1.1 Proposed Regular Rulemaking Process Steps

Rulemaking Step	F	RC	AH	DOS
Initial Data Entry and Documents Upload	X	X	X	
DOS Verification of Drafts				X
Generation of the Notice of Proposed Rulemaking*	X	X	X	
Submission for Promulgation	<i>RICR automatic step</i>			
Public Comment Period Begin	<i>RICR automatic step</i>			
Post Public Comment Period Data update and Document Upload	X	X	X	
DOS Final Regulation Approval				X
Agency Head Signature Applied			X	
Final Rule and Signature Acceptance by DOS				X
Promulgation Finalization	<i>RICR automatic step</i>			

\*As soon as the user clicks **Publish**, the Proposed Rule is live (viewable) in the RICR.

### 6.2.1.2 Proposed Direct Final Rulemaking Process Steps

Rulemaking Step	F	RC	AH	DOS
Initial Data Entry and Documents Upload	X	X	X	
DOS Verification of Drafts				X
Generation of the Notice of Proposed Rulemaking*	X	X	X	
Submission for Promulgation	<i>RICR automatic step</i>			
Public Comment Period Begin	<i>RICR automatic step</i>			
Post Public Comment Period Data update and Document Upload	X	X	X	
DOS Final Regulation Approval				X
Agency Head Signature Applied			X	
Final Rule and Signature Acceptance by DOS				X
Promulgation Finalization	<i>RICR automatic step</i>			

\*As soon as the user clicks **Publish**, the Proposed Rule is viewable in the RICR.

### 6.2.1.3 Emergency Rulemaking Process Steps

Rulemaking Step	F	RC	AH	G	DOS
Initial Data Entry and Documents Upload	X	X	X		
Rules Coordinator Notification of Emergency Rule		X			
Submission for Promulgation	<i>RICR automatic step</i>				
Agency Head Signature Applied			X		
Governor Signature Applied				X	
Final Rule and Signature Acceptance by DOS*					X
Promulgation Finalization	<i>RICR automatic step</i>				
Submission for Emergency Extension 1	X	X	X		
DOS Final Revision for Emergency Extension 1**					X
Finalization of Emergency Extension 1	<i>RICR automatic step</i>				

\*As soon as the DOS signs, the Rule is viewable in the RICR.

\*\*As soon as the DOS approves, the Expiration Date is extended in the RICR.

**AGENCY GUIDE: AGENCY HEADS**

**6.2.1.4 Advance Notice of Proposed Rulemaking Process Steps**

Rulemaking Step	F	RC	AH	DOS
Initial Data Entry and Documents Upload	X	X	X	
Generation of the Notice of Proposed Rulemaking*	X	X	X	
Public Comment Period Begin	<i>RICR automatic step</i>			
Initial Data Entry and Documents Upload	X	X	X	
DOS Verification of Drafts				X
Generation of the Notice of Proposed Rulemaking	X	X	X	
Submission for Promulgation	<i>RICR automatic step</i>			
Public Comment Period Begin	<i>RICR automatic step</i>			
Post Public Comment Period Data update and Document Upload	X	X	X	
DOS Final Regulation Approval				X
Agency Head Signature Applied			X	
Final Rule and Signature Acceptance by DOS				X
Promulgation Finalization	<i>RICR automatic step</i>			

\*As soon as the user clicks **Publish**, the Proposed Rule is viewable in the RICR.

**6.2.1.5 APA Exempt Rulemaking Process Steps**

Rulemaking Step	F	RC	AH	DOS
Initial Data Entry and Documents Upload	X	X	X	
Rules Coordinator Approval for Notice of Proposed Rulemaking		X		
DOS Verification of Drafts				X
Submission for Promulgation	<i>RICR automatic step</i>			
Rules Coordinator Approval for Final Submission		X		
Agency Head Signature Applied			X	
Final Rule and Signature Acceptance by DOS*				X
Promulgation Finalization	<i>RICR automatic step</i>			

\*As soon as the DOS signs, the Rule is viewable in the RICR.

### 6.2.1.6 Technical Revision Rulemaking Process Steps

There are no Technical Revision rulemaking process steps required from agencies within the RICR System. *Only Rules Coordinators may submit Technical Revisions.*

### 6.2.1.7 Periodic Refile Rulemaking Process Steps

After the first step, the subsequent steps will not be visible in the RICR System until after the Refile has gone live in the RICR.

Rulemaking Step	F	RC	AH	DOS
Refile		X		
Initial Data Entry and Documents Upload				X
Submission for Promulgation	<i>RICR automatic step</i>			
Final Rule and Signature Acceptance by DOS				X
Promulgation Finalization*	<i>RICR automatic step</i>			

*\*The refile is viewable in the RICR on the first Tuesday in January.*

## 6.2.2 Rulemaking Document Types

The following rulemaking documents may be uploaded in the RICR Filing System to be included in the final Rulemaking Record (see [R.I. Gen. Laws Chapter 42-35](#) for full requirements):

Document	Statutory Requirement	RICR Requirement
<b>Proposed Rule</b>	<a href="#">R.I. Gen. Laws § 42-35-2.3(b)(4)</a>	Required
<b>Index of Studies/Reports</b>	<a href="#">R.I. Gen. Laws § 42-35-2.3(b)(3)</a>	Optional
<b>Internal Organization Document</b>	<a href="#">R.I. Gen. Laws § 42-35-2.3(b)(9)</a>	Optional
<b>Petition</b>	<a href="#">R.I. Gen. Laws § 42-35-2.3(b)(8)</a>	Optional
<b>Additional Documentation</b>		Optional
<b>Studies/Reports</b>	<a href="#">R.I. Gen. Laws § 42-35-2.3(b)(3)</a>	Optional
<b>Notice of Proposed Rulemaking</b>	<a href="#">R.I. Gen. Laws § 42-35-2.7</a>	Auto-generated by the RICR System*
<b>Concise Explanatory Statement</b>	<a href="#">R.I. Gen. Laws § 42-35-2.6</a>	Required
<b>Final Rule</b>	<a href="#">R.I. Gen. Laws § 42-35-4</a>	Required
<b>Public Comment</b>	<a href="#">R.I. Gen. Laws § 42-35-2.3(b)(6)</a>	Required
<b>Public Hearing Documents</b>	<a href="#">R.I. Gen. Laws § 42-35-2.3(b)(5)</a>	Optional
<b>State Register Publication</b>	<a href="#">R.I. Gen. Laws § 42-35-2.3(b)(1)</a>	Optional

\*After user enters required information and clicks **Generate**.



### 6.2.2.1 Permitted File Types




To ensure files are able to upload into the RICR Filing System, use the following to identify what file type the associated document should be saved as:

Process	Document Type	File Type(s) Permitted
<b>Proposed Rulemaking</b>	Proposed Rule	.docx
	Index of Studies/Reports	.doc, .docx, .pdf, .xlsx
	Internal Organization Document	.doc, .docx, .pdf, .xlsx
	Petition	.doc, .docx, .pdf, .xlsx
	Additional Documentation	.doc, .docx, .pdf, .xlsx, .jpg, .jpeg
	Studies/Reports	.doc, .docx, .pdf, .xlsx
<b>Final Rulemaking</b>	Concise Explanatory Statement	.doc, .docx, .pdf, .xlsx
	Final Rule	.docx
	Public Comment	.doc, .docx, .pdf, .xlsx
	Index of Studies/Reports	.doc, .docx, .pdf, .xlsx
	Internal Organization Document	.doc, .docx, .pdf, .xlsx
	Petition	.doc, .docx, .pdf, .xlsx
	Public Hearing Documents	.doc, .docx, .pdf, .xlsx
	Additional Documentation	.doc, .docx, .pdf, .xlsx, .jpg, .jpeg
	State Register publication	.doc, .docx, .pdf, .xlsx
	Studies/Reports	.doc, .docx, .pdf, .xlsx

## 6.2.3 RICR Rulemaking Process Icons








### 6.2.3.1 RICR Process Steps Icon Key

In [§ 6.3 of this Guide](#), look for the following icons to identify what step in the process you are at in this Guide, based on the steps in [§ 6.2.1 of this Guide](#):

Icon	Identification Meaning
	Indicates a step in the process to be completed.
	Indicates when the step is completed.
	Indicates what needs to occur before taking the next step.






### 6.2.3.1 RICR Current Rules Tab Icon Key

In the RICR **Current Rules** tab, use the following clickable icons to navigate:

Icon	Navigation Meaning
	Promulgate New APA-Compliant Adoption
	Promulgate New APA-Exempt Adoption <i>For exempt agencies only, per <a href="#">R.I. Gen. Laws § 42-35-18</a>.</i>
	Promulgate New Amendment
	Promulgate New Repeal
	Download Currently Active Rule Document
	Renew Emergency Rule by 60 Days
	Terminate Emergency Rule

### 6.2.3.1 RICR Work Queue Tab Icon Key

In the RICR **Work Queue** tab, use the following clickable icons to navigate:

Icon	Navigation Meaning
	Advance Workflow to Next Step
	Start Rulemaking for Advance Notice Rule
	Terminate Rule
	Upload Rule & Associated Documents
	Generate Notice of Proposed Rulemaking
	Edit Rulemaking Filing Details
	Review Public Comments

## 6.2.4 Terminating Rules

At multiple stages of the promulgation process (noted for each eligible stage in [§ 6.3 of this Guide](#)), agencies have the option to terminate, which will discontinue the rule before it goes into effect.

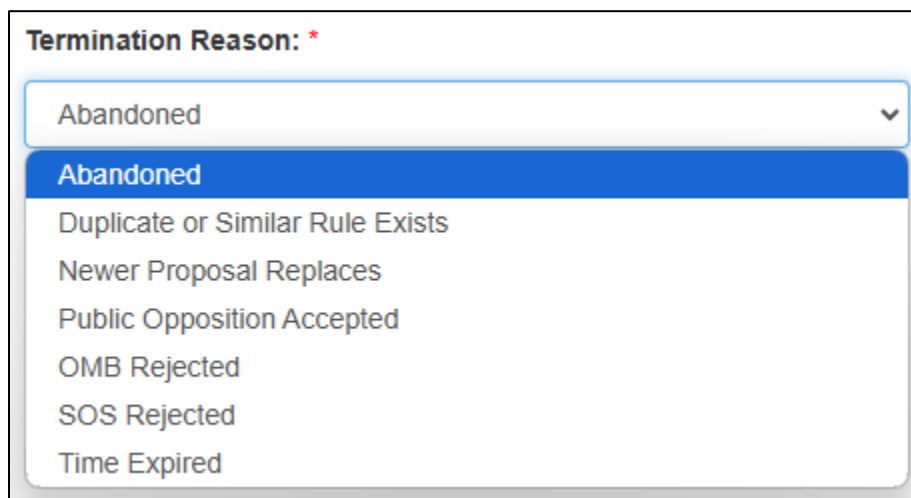
### If the rule has already started its Public Comment Period:

1. Anyone who receives Regulation Notifications ([§ 2.7 of this Guide](#)), including the public and other agencies, will receive notice of the termination; and
2. If an adoption was terminated, the Part number cannot be reused in the future due to how the RICR System tracks rulemaking, and the next sequential Part number must be used if starting over.

### If the rule has not yet started its Public Comment Period:

1. No notification will be sent; and
2. If an adoption was terminated, the Part number can be reused in the future.

When terminating a rule, a reason for the termination is required for internal purposes only. *The reason will not be published and will never be seen by the public.*



Termination Reason: \*

Abandoned

Abandoned

Duplicate or Similar Rule Exists

Newer Proposal Replaces

Public Opposition Accepted

OMB Rejected

SOS Rejected

Time Expired



**Once a rule has been terminated, this action cannot be reversed.**

If a rule still needs to be promulgated, the rulemaking process must start over.

## 6.2.5 Identifying the Promulgation ID

All rules promulgated in the RICR Filing System are assigned a Promulgation ID.

*Always provide the Promulgation ID when communicating with the Administrative Records Office to ensure the correct rule is investigated if an issue arises.*

### To identify the Promulgation ID in the RICR Filing System:

1. When a rule is open (in any tab), look at the website URL in the browser.
2. The Promulgation ID is the five (5) numbers following **id=#####**.

***For example:***

<https://rules.sos.ri.gov/Dashboard/Landing?id=13121&act=p>

The Promulgation ID is **13121**.

### To identify the Promulgation ID in the RICR:

1. When a Part is open to the **Regulation** tab in the RICR, click **Download Regulation** to open the PDF:



2. Look at the website URL of the PDF in the browser.
3. The Promulgation ID is the five (5) numbers following **REG\_#####**.

***For example:***

[https://risos-apa-production-public.s3.amazonaws.com/SOS/REG\\_13122\\_20240424154529664.pdf](https://risos-apa-production-public.s3.amazonaws.com/SOS/REG_13122_20240424154529664.pdf)

The Promulgation ID is **13122**.

## 6.3 Step-By-Step Filing Instructions

### 6.3.1 Agency Head Instructions

#### 6.3.1.1 Adoptions

##### 6.3.1.1.1 Proposed Regular Rulemaking

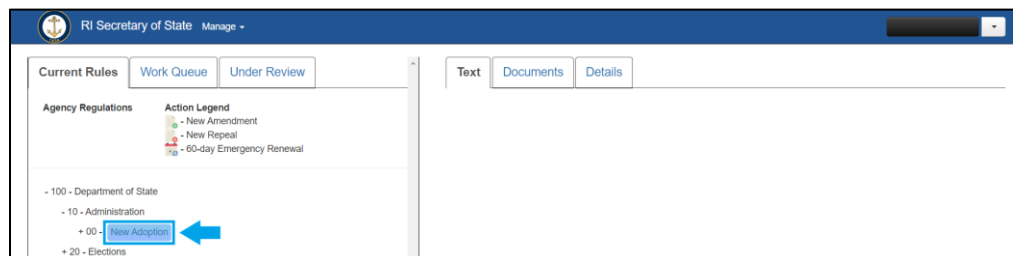
For information regarding this Rulemaking Action, see [§ 3.3.1 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
DOS Verification of Drafts	Department of State
Generation of the Notice of Proposed Rulemaking	Agency Head
Submission for Promulgation	RICR Filing System
Public Comment Period Begin	RICR Filing System
Post Public Comment Period Data update and Document Upload	Agency Head
DOS Final Regulation Approval	Department of State
Agency Head Signature Applied	Agency Head
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System



##### 6.3.1.1.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, and **Subchapter** to open each level, then click **New Adoption** to promulgate a new rule:



3. Enter in the **Rulemaking Filing Details**:

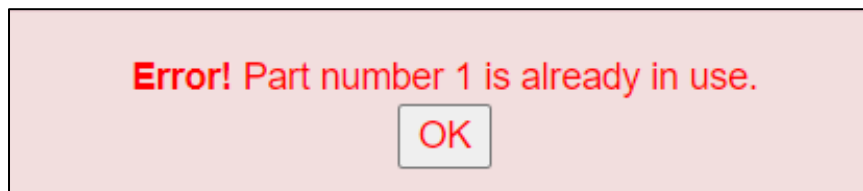
The screenshot shows the 'RI Secretary of State' web application interface. The header includes the state seal and a 'Manage' dropdown. The main content area is titled 'Department of State' and 'Administration'. The 'Rulemaking Type' is set to 'Adoption'. The 'Rulemaking Action' field has three radio buttons: 'Proposed', 'Emergency', and 'Advance Notice'. The 'Rule Identifier' field contains '100-RICR-10-00-' followed by an empty box. The 'Regulation Title' field is empty. The 'Rulemaking Authority' field has a dropdown menu showing 'R.I. General Laws' and an 'Add >>' button. There is also a '<< Remove' button.

- a. Choose **Proposed**, then **Regular**, for the **Rulemaking Action** and **Rulemaking Process**;

This close-up shows the 'Rulemaking Action' and 'Rulemaking Process' fields. The 'Rulemaking Action' field has three radio buttons: 'Proposed' (selected), 'Emergency', and 'Advance Notice'. The 'Rulemaking Process' field has two radio buttons: 'Regular' (selected) and 'Emergency'.

- b. Enter the **Rule Identifier** (a.k.a. Part number);

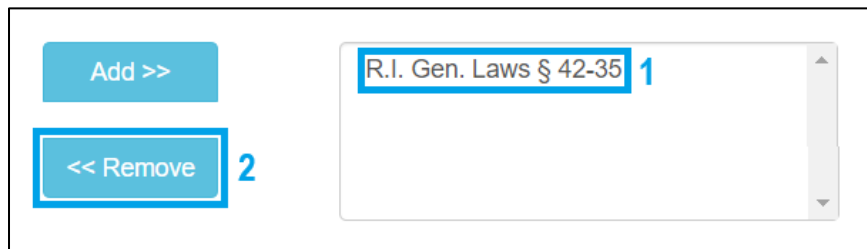
- i. Part numbers may only be used once ([§ 2.3.4 of this Guide](#)). The RICR System will display an error message if a Part number has already been used after clicking the next field:



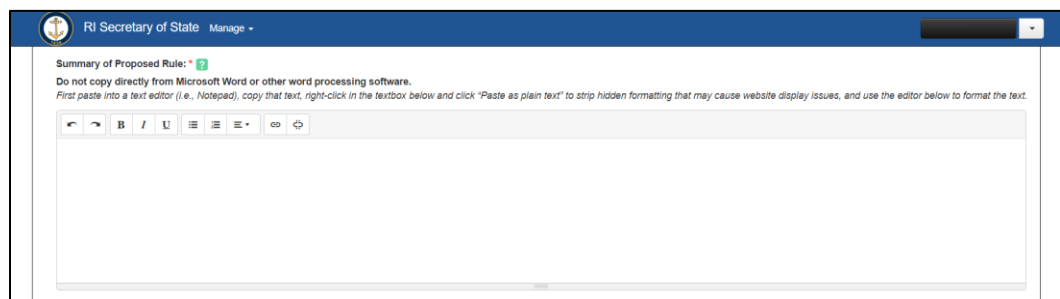
- ii. Enter in a new Part number until you no longer see an error, then update rulemaking documents to use the new

Part number.

- c. Enter the **Regulation Title** using sentence case (i.e., use “Conduct of Public Hearings”, not “CONDUCT OF PUBLIC HEARINGS”); and
- d. Choose the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. If citing a whole R.I. General Law **Title** or **Chapter**, select “Alternative” and write the citation in full. Selecting “R.I. General Laws” automatically adds a section symbol (§).
  - ii. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



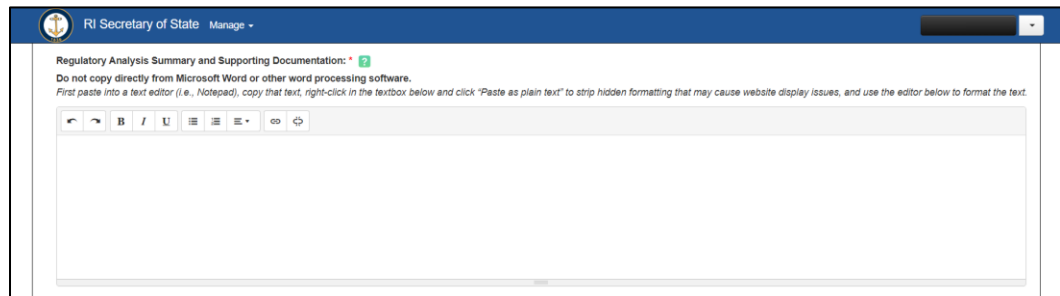
- 4. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



- 5. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:



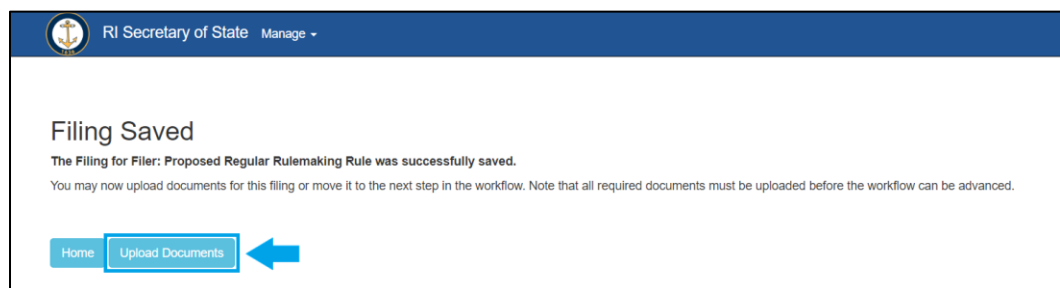
- a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



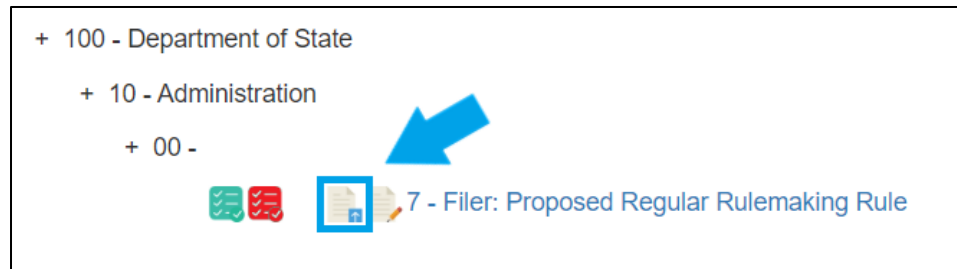
6. Enter the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

A screenshot of a web form field labeled "Additional Information URL: \* ?". The field contains the text "https://" followed by a dropdown arrow and "www.example.com".

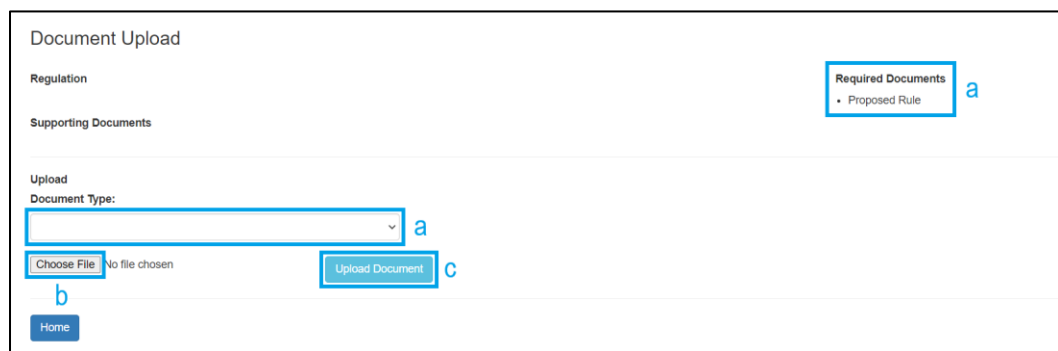
7. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel** to prevent the Part number from being used.
8. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



9. Upload documents:



a. Select from the dropdown the **Document Type**:

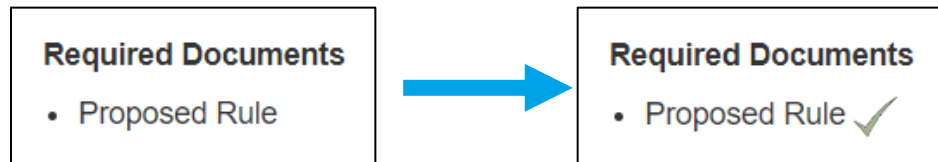
i. **Required:**

- Proposed Rule

ii. **Optional:**

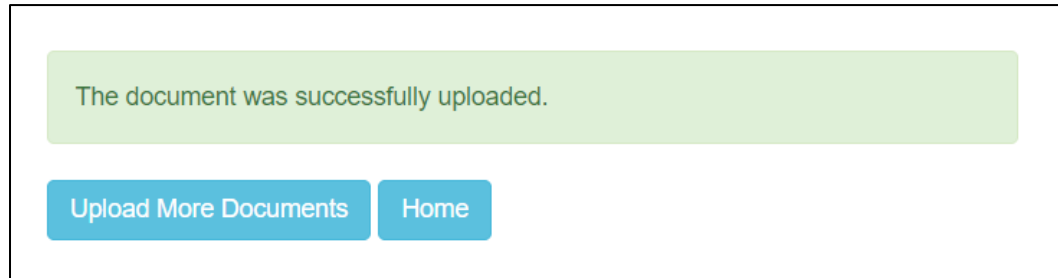
- Index of Studies/Reports
- Additional Documentation
- Internal Organization Document
- Studies/Reports
- Petition

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

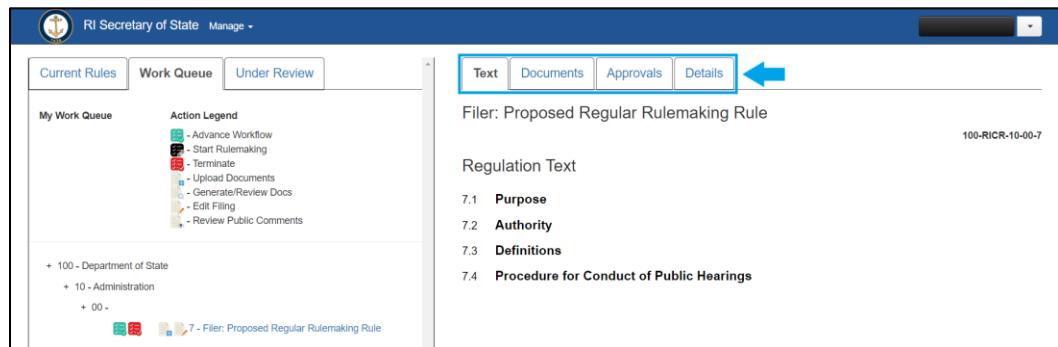


b. Click **Choose File** to select the document from your computer;  
and

- c. Click **Upload Document** to upload.
10. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 9-10 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



11. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



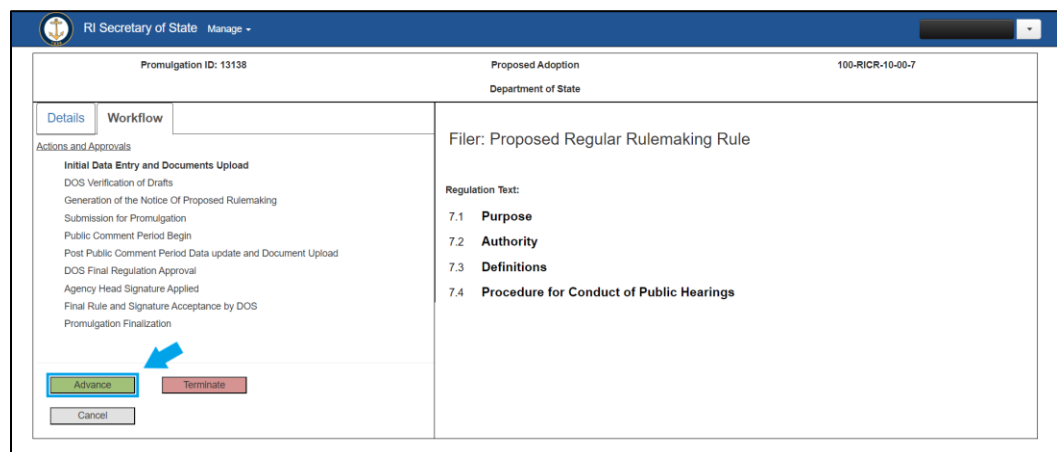
12. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 14(b)(i):



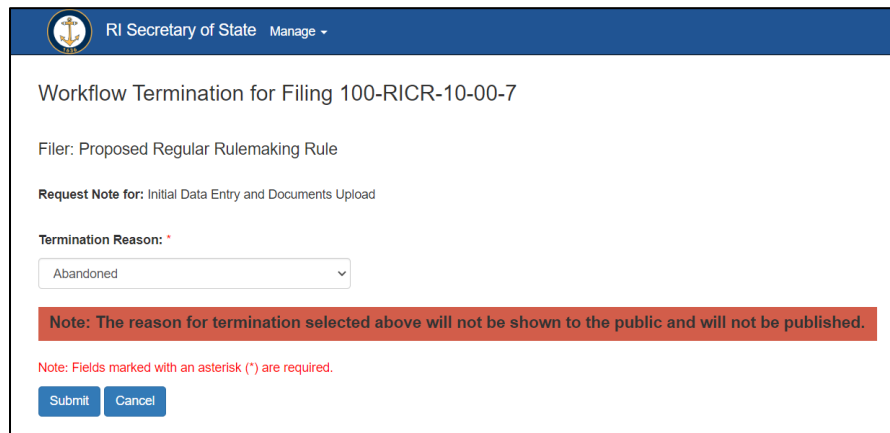
13. To continue, click the **Advance Workflow** icon:



14. To advance the rule for the DOS Formatting Review, click **Advance**:

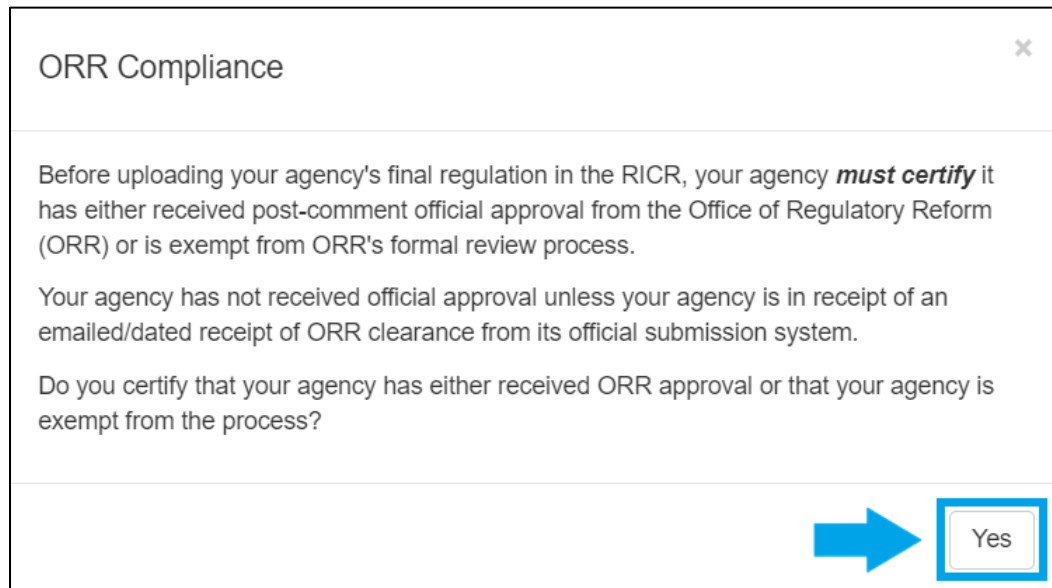


- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:
  - i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



The screenshot shows a web form titled "Workflow Termination for Filing 100-RICR-10-00-7". The header includes the RI Secretary of State logo and a "Manage" dropdown. The form content includes: "Filer: Proposed Regular Rulemaking Rule", "Request Note for: Initial Data Entry and Documents Upload", and a "Termination Reason:" dropdown menu with "Abandoned" selected. A red banner below the dropdown states: "Note: The reason for termination selected above will not be shown to the public and will not be published." Below this, a smaller red note says: "Note: Fields marked with an asterisk (\*) are required." At the bottom are "Submit" and "Cancel" buttons.

15. Certify that your agency has either received official approval from OMB or is exempt from OMB’s review process by clicking **Yes**:



The screenshot shows a dialog box titled "ORR Compliance" with a close button (X) in the top right corner. The text inside reads: "Before uploading your agency's final regulation in the RICR, your agency **must certify** it has either received post-comment official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process. Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system. Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?" At the bottom right, there is a blue arrow pointing to a "Yes" button.

- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 13 to proceed.

16. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:

RI Secretary of State Manage

Workflow Approval for Promulgation 100-RICR-10-00-7  
Filer: Proposed Regular Rulemaking Rule (100-RICR-10-00-7)

Request Note for: Initial Data Entry and Documents Upload

Outcome Note for: Initial Data Entry and Documents Upload

Request Note for: DOS Verification of Drafts

Submit Cancel

17. Upon submitting, click **OK** to return to the RICR System homepage:

Workflow Advance Success

The workflow has been successfully advanced to the next step.

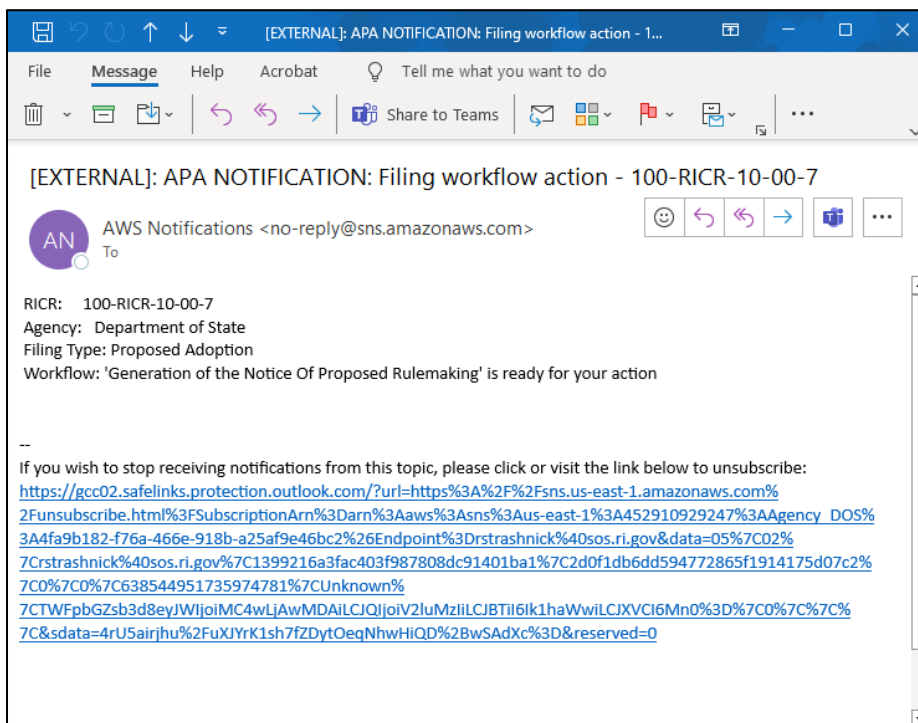
OK

 **COMPLETED:** *Initial Data Entry and Documents Upload*

 **6.3.1.1.1.2 DOS Verification of Drafts**

*This step will be completed by the Administrative Records Office.*

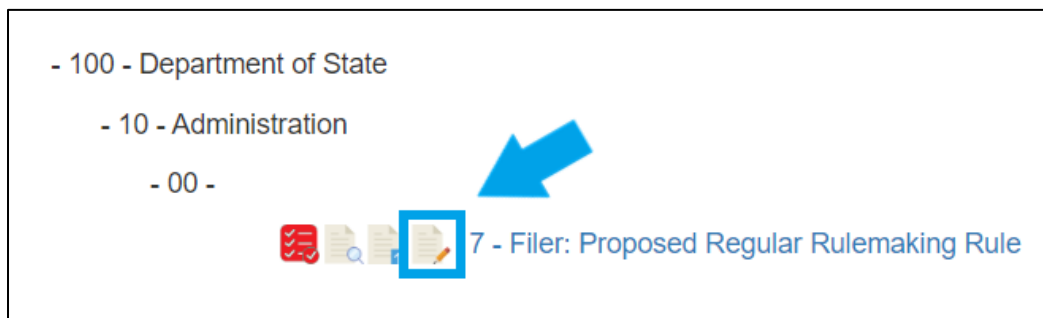
Once the DOS formatting review has been completed, the Rules Coordinator will receive an AWS Notification email to indicate the next step should be taken:



### 6.3.1.1.1.3 Generation of the Notice Of Proposed Rulemaking

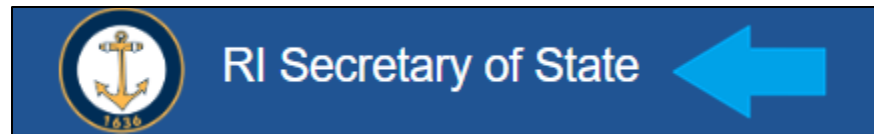
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, **Summary of Proposed Rule**, and **Regulatory Analysis Summary and Supporting Documentation**, then click **Submit** once the details are updated:

*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*



- a. Once completed, click the Department of State logo to navigate back to the homepage:

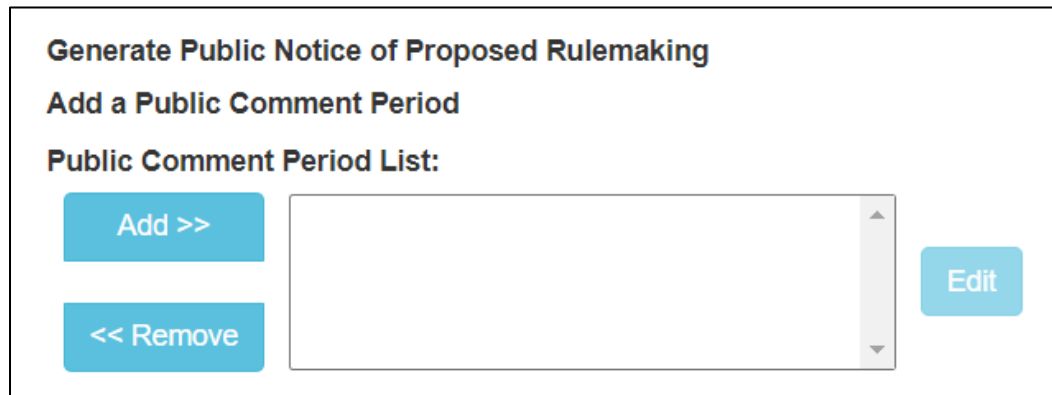
**AGENCY GUIDE: AGENCY HEADS**



3. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Generate/Review Docs** icon:



4. Click **Add >>** under **Public Comment Period List**, and click **Edit** and **<< Remove** as necessary to adjust the Public Comment Period:



5. Fill out the form to add a Public Comment Period - all fields are required:



**AGENCY GUIDE: AGENCY HEADS**

Public Comment Period
✕

---

**Date of Public Notice:**  
08/13/2024

**Date of End of Comment Period:** \* ?

**Full Name of Contact Person:** \*

**Contact Person Email:** \*

**Contact Person Address:** \*

, RI

**Allow online public comments?** \*

Yes  No

- a. The **Date of End of Comment Period** will automatically show the minimum first eligible date to be chosen, but you may choose a future date if needed.
  - b. Agencies may use the RICR Filing System to accept public comments by selecting **Yes** to **Allow online public comments?**. Agencies may opt out by selecting **No**.
    - i. If **Yes** is selected, you have the option to specify dates for when your agency wants to allow online public comments within the Public Comment Period.
6. If there will be a hearing, click on the Public Comment Period, then click **Add >>** under **Add a Public Hearing:**

**AGENCY GUIDE: AGENCY HEADS**

**Generate Public Notice of Proposed Rulemaking**

**Add a Public Comment Period**

**Public Comment Period List:**

08/23/2024 - 08/23/2024

**Add a Public Hearing: ?**

7. Fill out the form to add a Public Hearing - all fields are required:

## AGENCY GUIDE: AGENCY HEADS

Public Hearing ✕

---

**Hearing date/time: \***

Time:

**Hearing Location: \***


State: Rhode Island

**Phone Number for Special Assistance: \***

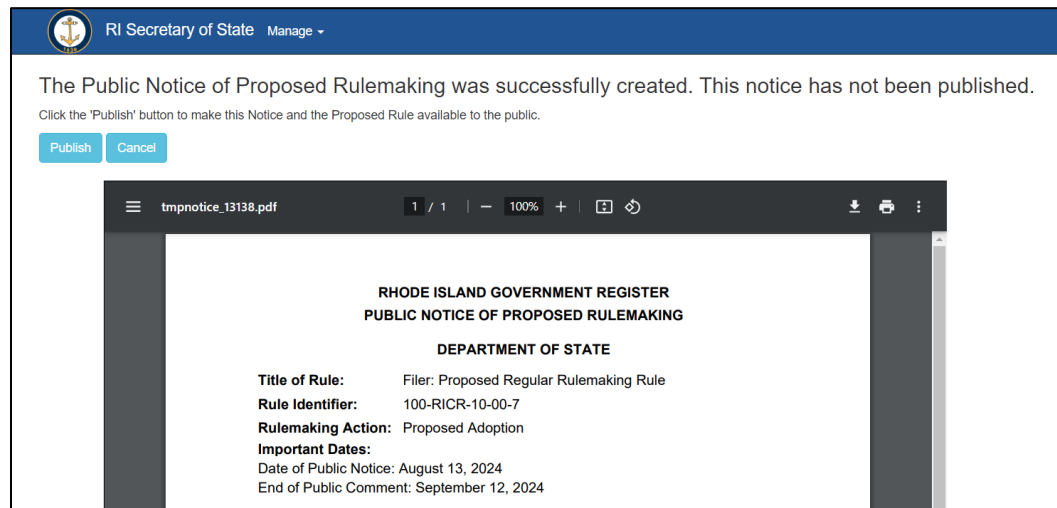
---

8. Click **Generate Notice** (*this will not publish the rule, only preview the notice*):

---



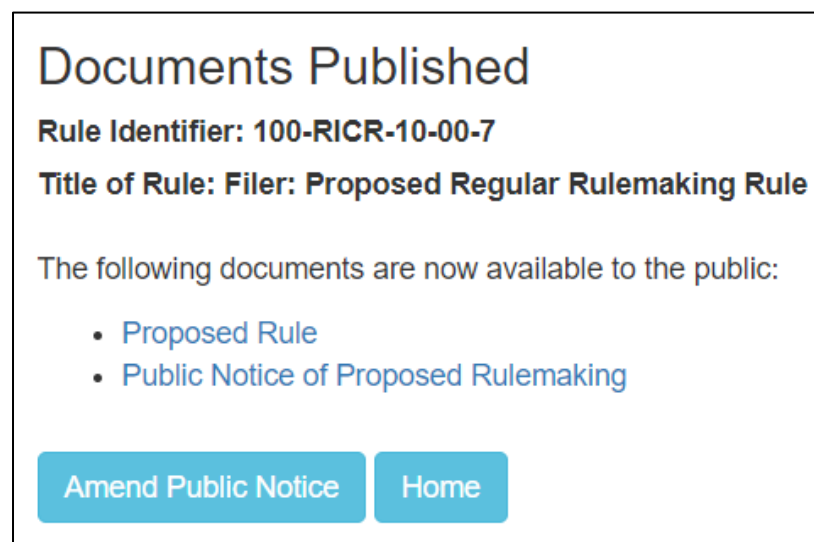
9. Review the Notice of Proposed Rulemaking:



- a. If any information within the notice is incorrect, click **Cancel** to go back and edit to update the information and complete steps as necessary.
- b. Once information is confirmed to be correct, click **Publish** to approve the notice and publish the rule in the RICR.

10. Click **Home** to return to the RICR home page:

- a. If after the notice is published there needs to be any changes made, click **Amend Public Notice** to create and publish an additional notice with corrections.

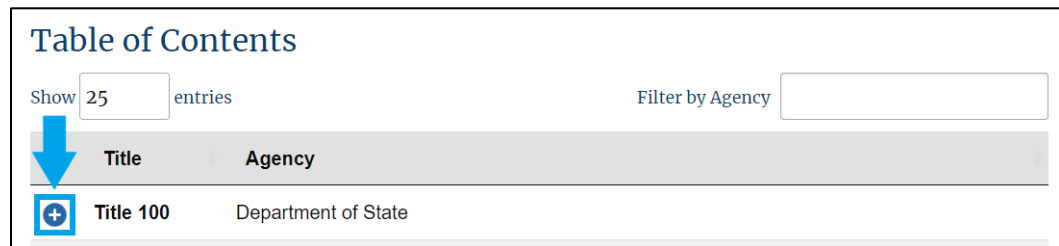


 **COMPLETED: Generation of the Notice Of Proposed Rulemaking**

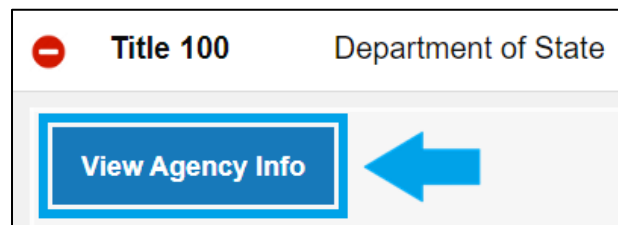
## AGENCY GUIDE: AGENCY HEADS

At this time, the Proposed Rule is now live in the RICR and may be viewed by completing the following:

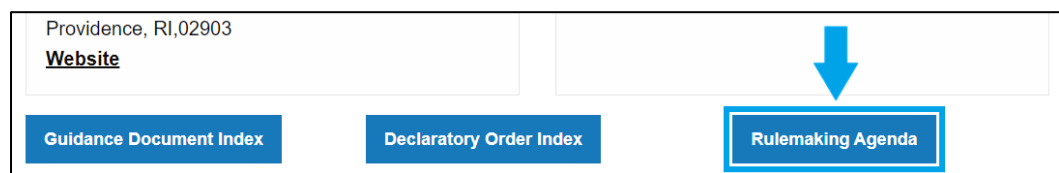
1. Go to <https://rules.sos.ri.gov/organizations>.
2. Locate the associated Title within the Table of Contents.
3. Click the plus sign (+) next to the Title:



4. Click **Agency Info**:



5. Click **Rulemaking Agenda**:



6. Locate the correct Proposed Rule and click the rule name to view:

The screenshot shows the 'Department of State Rulemaking Agenda' page. The main heading is 'Proposed Rules for Department of State'. On the right, it says 'Displaying 1 - 1 of 1'. A blue box highlights the 'Filer: Proposed Regular Rulemaking Rule' with a blue arrow pointing to it. Below this, the rule number '100 -RICR - 10 - 00 - 7' is shown, along with 'Type of filing: Adoption' and a yellow 'PROPOSED RULE' tag. Further down, the title is 'Department of State', chapter is 'Administration', and subchapter is 'N/A'. Public comment terms are '08/13/2024 to 09/12/2024' and the notice date is '08/13/2024'. At the bottom, there are three buttons: 'View Details', 'View Proposed', and 'Additional Information'.

7. Click through the navigation tabs to view the **Overview**, **Regulation**, **History**, **Rulemaking Documents**, and **Comments**:

The screenshot shows the 'Filer: Proposed Regular Rulemaking Rule' page. At the top, there are 'Home' and 'RICR FAQs' buttons. A navigation bar contains five tabs: 'Overview', 'Regulation', 'History', 'Rulemaking Documents', and 'Comments'. A blue box highlights these tabs with a blue arrow pointing to the 'Regulation' tab. A 'Download Regulation' button is visible. On the right, there is a 'Search Regulations' section with a search box containing 'ex. fish, 120 - RICR - 00 - 00 - 12345', an 'Exact Match' checkbox, and dropdown menus for 'Agencies', 'Sort by', and 'In Order of'. The main content area shows the rule details: '100-RICR-10-00-7', 'TITLE 100 – DEPARTMENT OF STATE', 'CHAPTER 10 – ADMINISTRATION', 'SUBCHAPTER 00 - N/A', and 'PART 7 – CONDUCT OF PUBLIC HEARINGS'.

8. The **Overview** tab displays the rule details:

### Filer: Proposed Regular Rulemaking Rule

100-RICR-10-00-7
PROPOSED RULE

Overview
Regulation
History
Rulemaking Documents
Comments

Notify Me

<b>Title</b>	100	Department of State
<b>Chapter</b>	10	Administration
<b>Subchapter</b>	00	N/A
<b>Part</b>	7	Filer: Proposed Regular Rulemaking Rule

<b>Type of Filing</b>	Adoption
<b>Regulation Status</b>	Proposed
<b>Filing Notice Date</b>	08/13/2024
<b>Public Comment Dates</b>	08/13/2024 to 09/12/2024

**Regulation Authority:**  
R.I. Gen. Laws § 42-35

**Purpose and Reason:**  
Filer: Proposed Regular Rulemaking Rule



#### 6.3.1.1.1.4 Submission for Promulgation and Public Comment Period Begin

*These steps will be completed automatically by the RICR System.*

Once the Public Comment Period ends, the RICR System will automatically advance the rule to the next step.

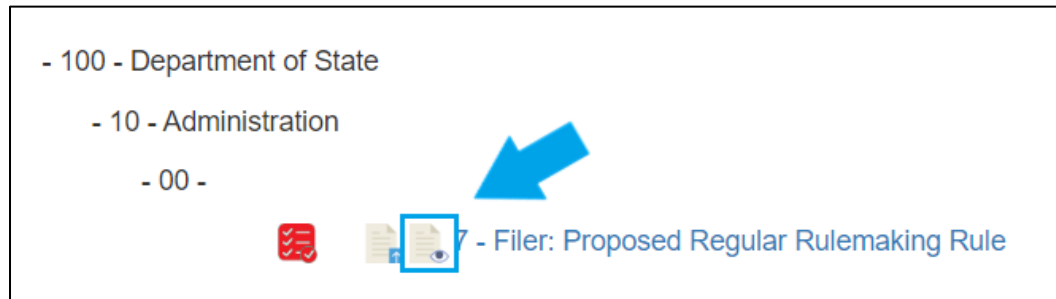
*If online public comments were allowed, you may review comments as they are submitted, or at the end of the Public Comment Period. See step 2 in the following section ([§ 6.3.1.1.1.5 of this Guide](#)) for how to review comments and generate a public comment document compiling all submitted rules.*



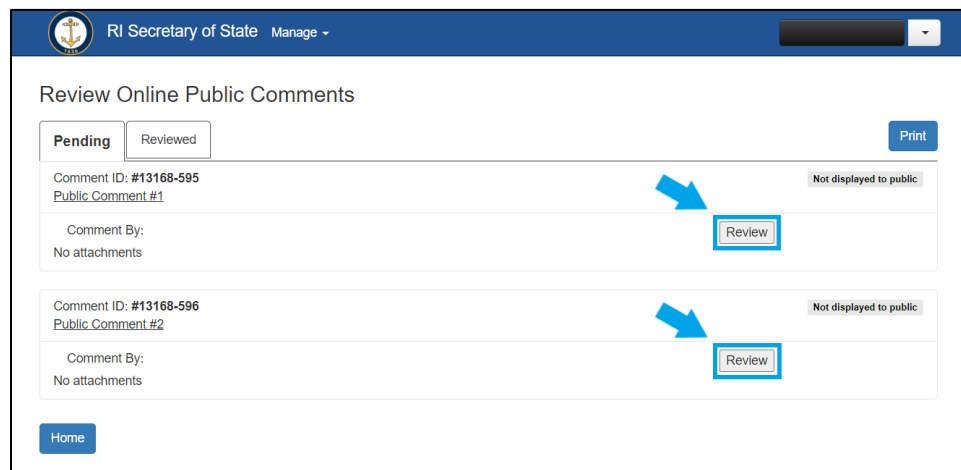
#### 6.3.1.1.1.5 Post Public Comment Period Data update and Document Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.

2. If online public comments were allowed, click the Review Comments icon, otherwise skip to step 3:



- a. Review every rule listed under the **Pending** tab by clicking **Review** for each comment submitted:



- i. Select to display the comment in the RICR or not, add any internal and public notes, and click **OK** to approve:

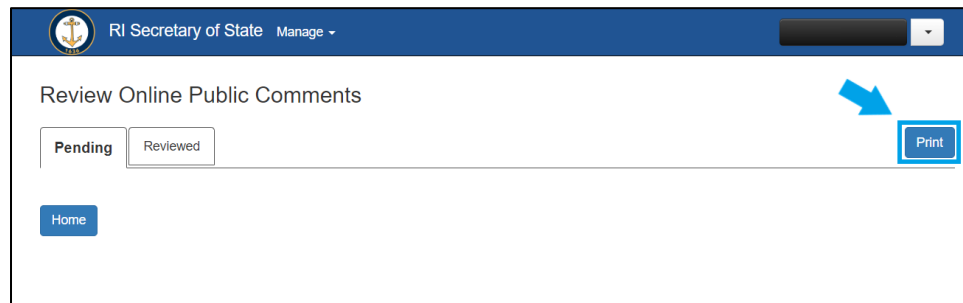


The screenshot shows a dialog box titled "Online Public Comment Review" with a close button (X) in the top right corner. The content includes:  
- Comment By: **First Last**  
- On: **08/13/2024**  
- Comment: **Public Comment #1**  
- Comment display to public is **disabled** and not yet reviewed  
- Enable public comment display?  Yes  No  
- Internal Review Notes: A text input field.  
- Public Review Notes: A text input field.  
-  Display these Public Review Notes to the public: ?  
- At the bottom right, there are "OK" and "Cancel" buttons.

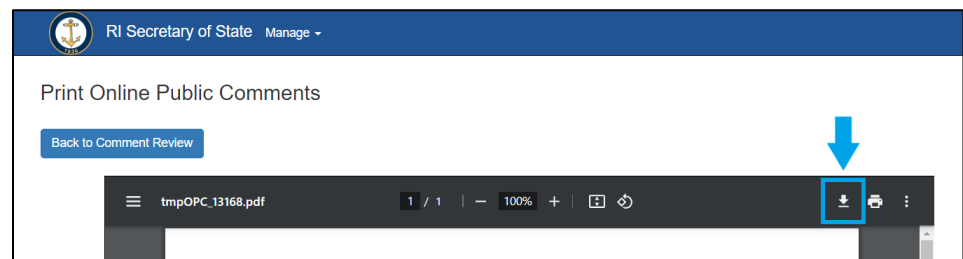
- b. Click the **Reviewed** tab to view who reviewed the comment, when it was approved, and review again if necessary:

The screenshot shows the "Review Online Public Comments" interface. At the top, there is a navigation bar with the RI Secretary of State logo and "Manage -". Below the navigation bar, there are tabs for "Pending" and "Reviewed", with "Reviewed" being the active tab. A "Print" button is located in the top right corner. The main content area displays two comment entries:  
- Comment ID: #13168-595, Public Comment #1. It has a "Review" button highlighted with a blue arrow. A green status indicator "Displayed to public" is visible.  
- Comment ID: #13168-596, Public Comment #2. It also has a "Review" button highlighted with a blue arrow and a "Displayed to public" status indicator.  
Each comment entry includes fields for "Comment By:", "No attachments", "Reviews:", "Reviewed By:", and "On:". A "Home" button is located at the bottom left.

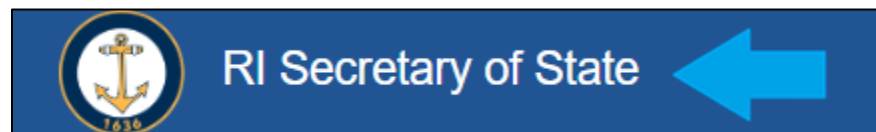
- c. Click **Print** to generate a public comment document:



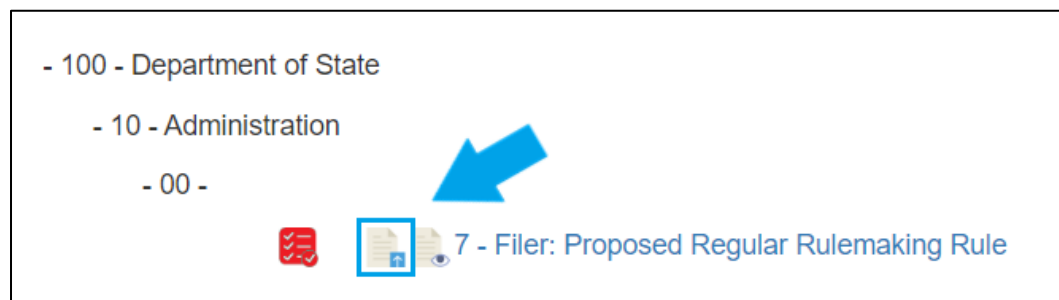
- d. Click the down arrow at the top-right of the PDF viewer to download the document so that it can be used to upload as the part of the final rulemaking documents in step 4:



- e. To navigate back to the homepage, click the Department of State logo:



- 3. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Upload Documents** icon:



- 4. Upload documents:

a. Select from the dropdown the **Document Type**:

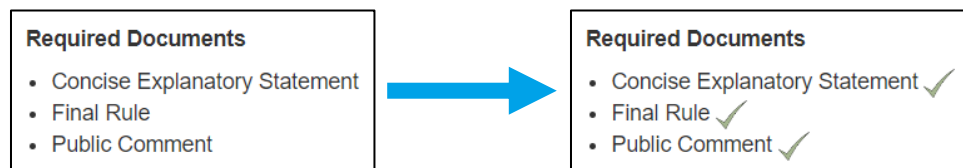
i. **Required:**

- Concise Explanatory Statement
- Final Rule
- Public Comment (*may upload multiple, if necessary*)

ii. **Optional:**

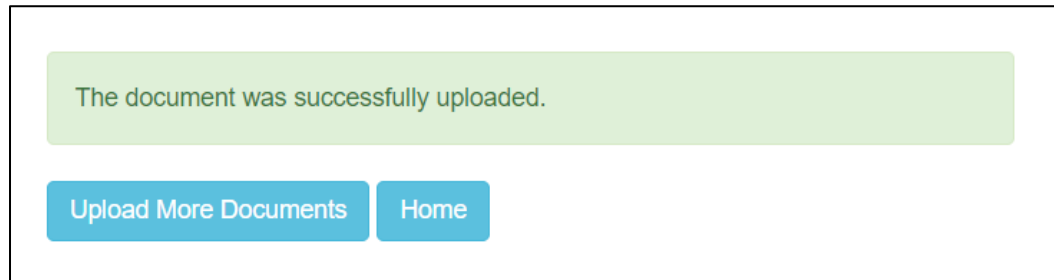
- Index of Studies/Reports
- Internal Organization Document
- Petition
- Public Hearing Documents
- Additional Documentation
- State Register publication
- Studies/Reports

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

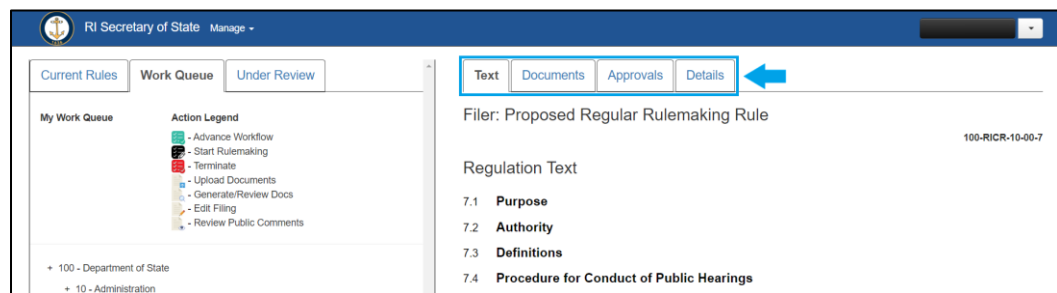


- b. Click **Choose File** to select the document from your computer;  
 and  
 c. Click **Upload Document** to upload.

- If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 4-5 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



- Click each tab on the right to ensure rule information and all rulemaking documents are correct (**Text**, **Documents**, **Approvals**, and **Details**):



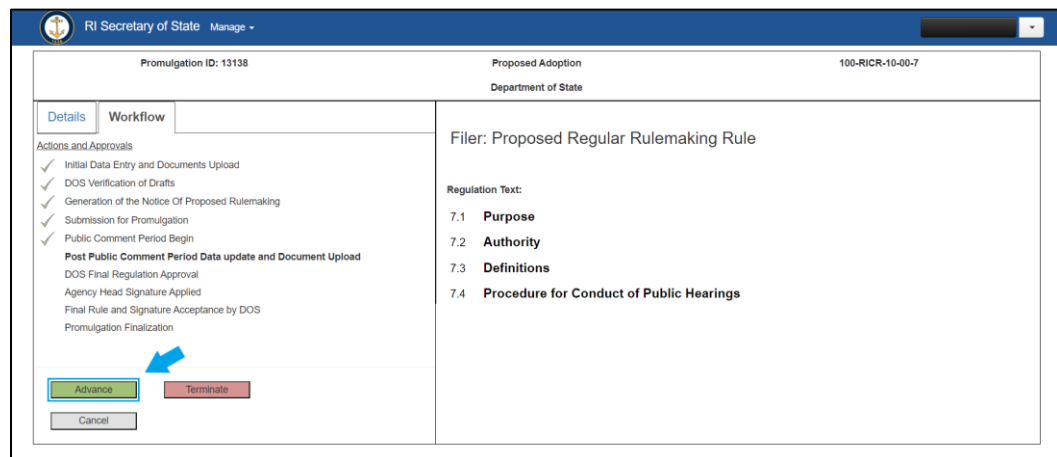
- If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 9(b)(i):



- To continue, click the **Advance Workflow** icon:



9. To advance the rule for the DOS Formatting Review, click **Advance**:



a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or

b. Click **Terminate** to end the promulgation process:

i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation

process:

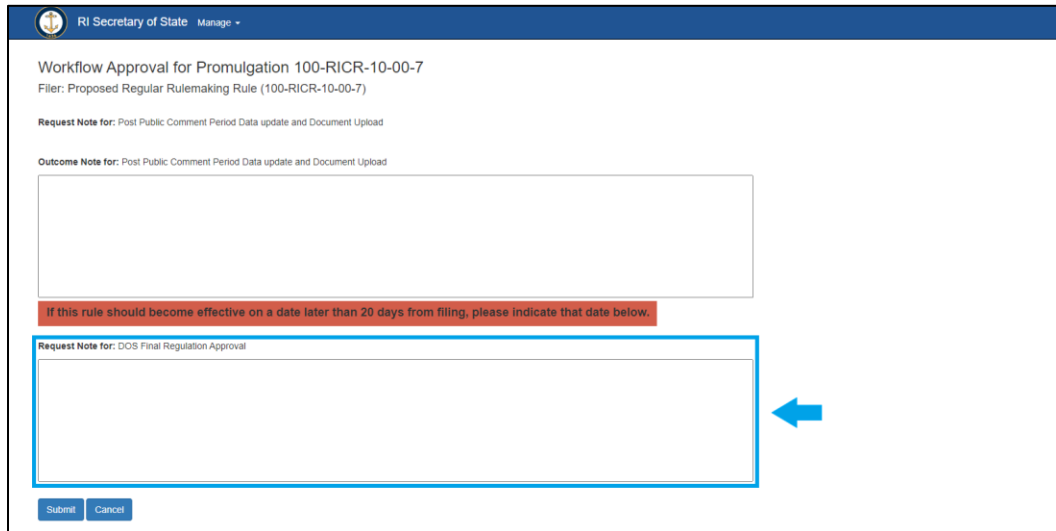
The screenshot shows a web interface for the RI Secretary of State. The header includes the RI logo and the text "RI Secretary of State" with a "Manage" dropdown menu. The main content area is titled "Workflow Termination for Filing 100-RICR-10-00-7". Below the title, it says "Filer: Proposed Regular Rulemaking Rule". There are two red warning boxes: the first says "Note: If you terminate this Part, you will not be able to use this Part number in the future." and the second says "Note: The reason for termination selected above will not be shown to the public and will not be published." Below these is a "Termination Reason:" label with an asterisk and a dropdown menu currently set to "Abandoned". A third red warning box says "Note: Fields marked with an asterisk (\*) are required." At the bottom are "Submit" and "Cancel" buttons.

10. Certify that your agency has either received official approval from OMB or is exempt from OMB’s review process by clicking **Yes**:

The screenshot shows a dialog box titled "ORR Compliance" with a close button (X) in the top right corner. The text inside reads: "Before uploading your agency's final regulation in the RICR, your agency **must certify** it has either received post-comment official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process. Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system. Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?" At the bottom right, there is a blue arrow pointing to a "Yes" button, which is highlighted with a blue border.

- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 8 to proceed.
11. If you would like to add a note for the DOS (i.e., if you would like the rule to become effective on a future date other than the minimum 20-day

waiting period), enter text in the **Request Note** and/or click **Submit**:



RI Secretary of State Manage

Workflow Approval for Promulgation 100-RICR-10-00-7  
Filer: Proposed Regular Rulemaking Rule (100-RICR-10-00-7)

**Request Note for:** Post Public Comment Period Data update and Document Upload

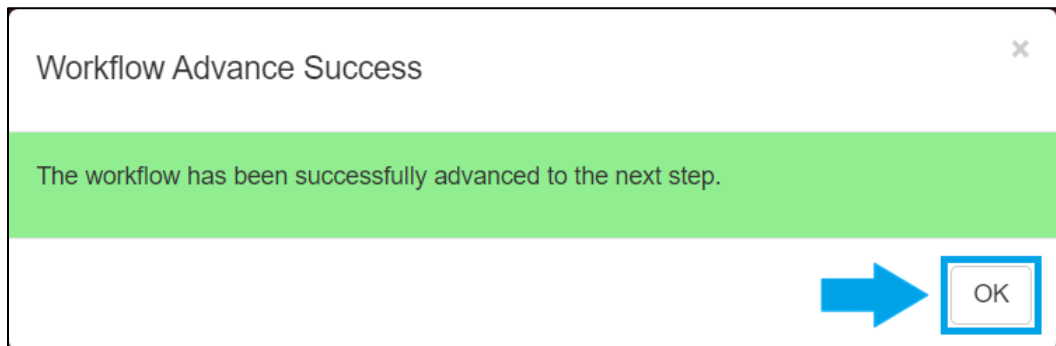
**Outcome Note for:** Post Public Comment Period Data update and Document Upload

If this rule should become effective on a date later than 20 days from filing, please indicate that date below.

**Request Note for:** DOS Final Regulation Approval

Submit Cancel

12. Upon submitting, click **OK** to return to the RICR System homepage:



Workflow Advance Success

The workflow has been successfully advanced to the next step.

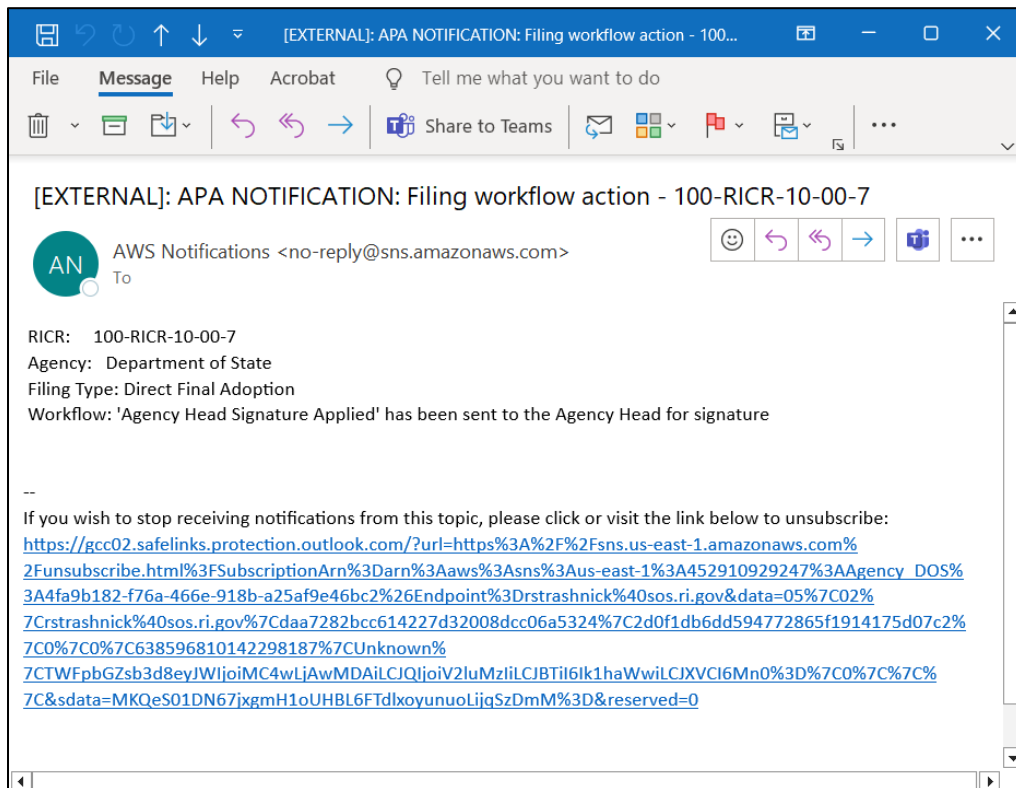
OK

 **COMPLETED:** *Post Public Comment Period Data update and Document Upload*

### 6.3.1.1.1.6 DOS Final Regulation Approval

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator and Agency Head will receive an AWS Notification email to indicate the rule is ready to be signed by the Agency Head:



### 6.3.1.1.7 Agency Head Signature Applied

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



### 6.3.1.1.8 Final Rule and Signature Acceptance by DOS

*This step will be completed by the Administrative Records Office.*

Once the Agency Head signs the rule, the Department of State will sign the rule and set the rule’s Effective Date.



### 6.3.1.1.9 Promulgation Finalization

*This step will be completed automatically by the RICR System.*



## AGENCY GUIDE: AGENCY HEADS

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.

**It is the Agency Head’s responsibility to download the signed Regulation for the agency’s files to be permanently retained per [GRS2.5 Rulemaking Files](#).**

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:



### 6.3.1.1.2 Proposed Direct Final Rulemaking

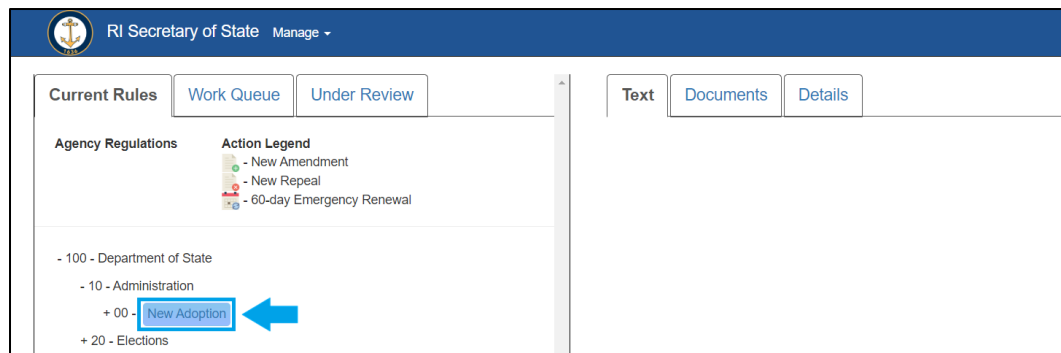
For information regarding this Rulemaking Action, see [§ 3.3.2 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
DOS Verification of Drafts	Department of State
Generation of the Notice of Proposed Rulemaking	Agency Head
Submission for Promulgation	RICR Filing System
Public Comment Period Begin	RICR Filing System
Post Public Comment Period Data update and Document Upload	Agency Head
DOS Final Regulation Approval	Department of State
Agency Head Signature Applied	Agency Head
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System



### 6.3.1.1.2.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, and **Subchapter** to open each level, then click **New Adoption** to promulgate a new rule:



3. Enter in the **Rulemaking Filing Details**:

**AGENCY GUIDE: AGENCY HEADS**

RI Secretary of State Manage ▾

Department of State

**Administration**

Rulemaking Type: Adoption

Rulemaking Action: \* ? a  Proposed  Emergency  Advance Notice

Rule Identifier: \* ? b 100-RICR-10-00-

Regulation Title: \* c

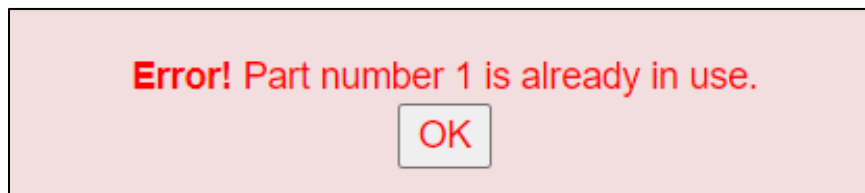
Rulemaking Authority: \* d

- a. Choose **Proposed**, then **Direct Final**, for the **Rulemaking Action** and **Rulemaking Process**;

Rulemaking Action: \* ?  Proposed  Emergency

Rulemaking Process: \* ?  Regular  Direct Final

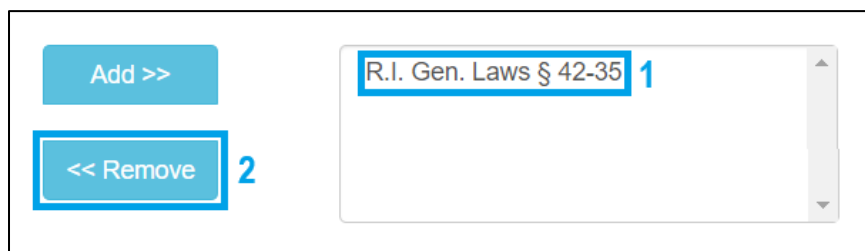
- b. Enter the **Rule Identifier** (a.k.a. Part number);
  - i. Part numbers may only be used once ([§ 2.3.4 of this Guide](#)). The RICR System will display an error message if a Part number has already been used after clicking the next field:



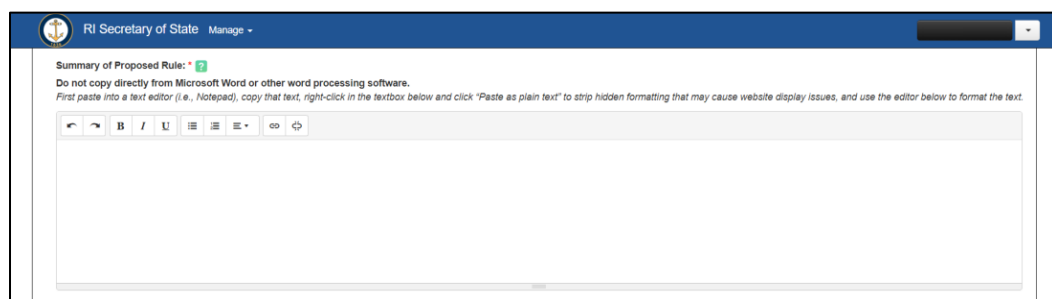
- ii. Enter in a new Part number until you no longer see an error, then update rulemaking documents to use the new Part number.
- c. Enter the **Regulation Title** using sentence case (i.e., use “Conduct of Public Hearings”, not “CONDUCT OF PUBLIC HEARINGS”); and

## AGENCY GUIDE: AGENCY HEADS

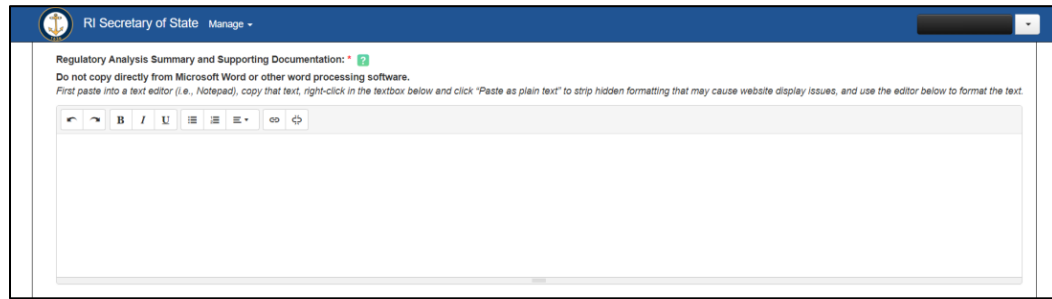
- d. Choose the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. If citing a whole Title or Chapter in the R.I. General Laws, select "Alternative" and write the citation in full. Selecting "R.I. General Laws" automatically adds a section symbol (§).
  - ii. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



4. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



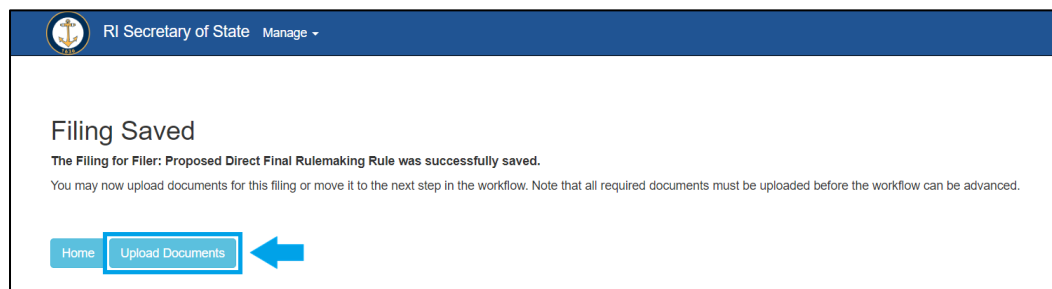
5. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



6. Enter the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

A screenshot of a form field labeled 'Additional Information URL: \* ?'. The field contains a dropdown menu with 'https://' selected and a text input field containing 'www.example.com'.

7. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel** to prevent the Part number from being used.
8. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:

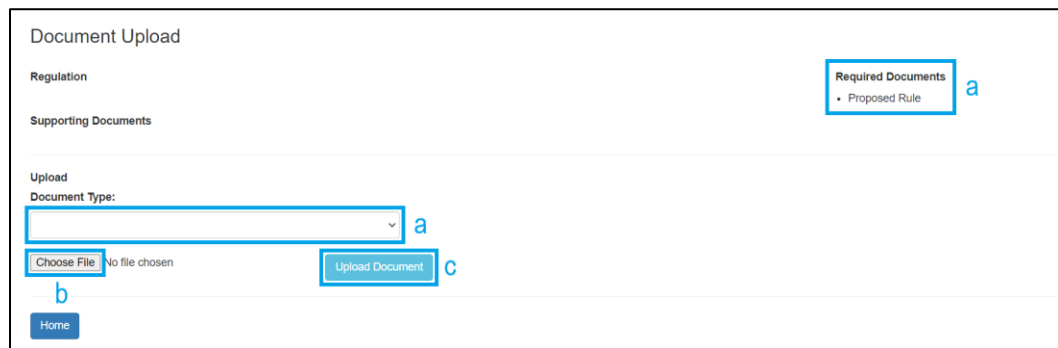


- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct

screen:



9. Upload documents:



a. Select from the dropdown the **Document Type**:

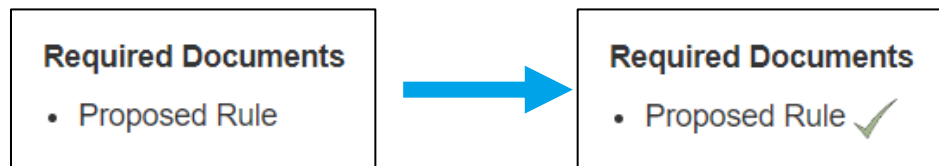
i. **Required:**

- Proposed Rule

ii. **Optional:**

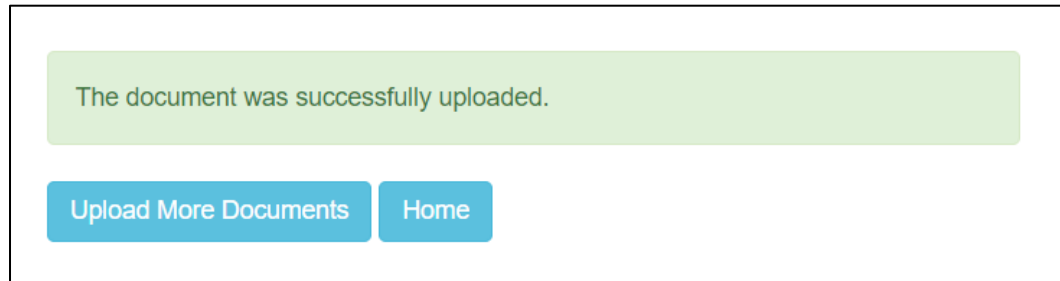
- Index of Studies/Reports
- Additional Documentation
- Internal Organization Document
- Studies/Reports
- Petition

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

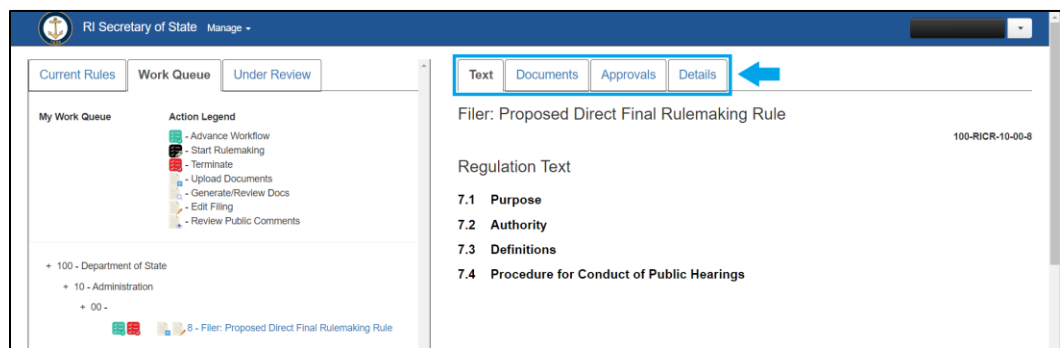


b. Click **Choose File** to select the document from your computer;  
and

- c. Click **Upload Document** to upload.
10. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 9-10 for each additional document (you will not be able to advance the rule until all required documents are uploaded), or click **Home** to continue to the next step:



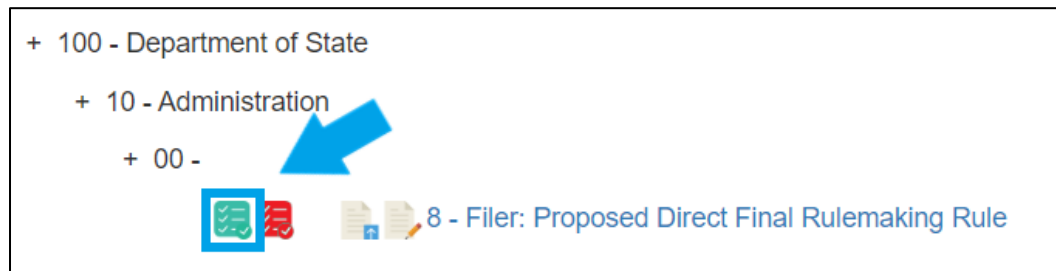
11. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



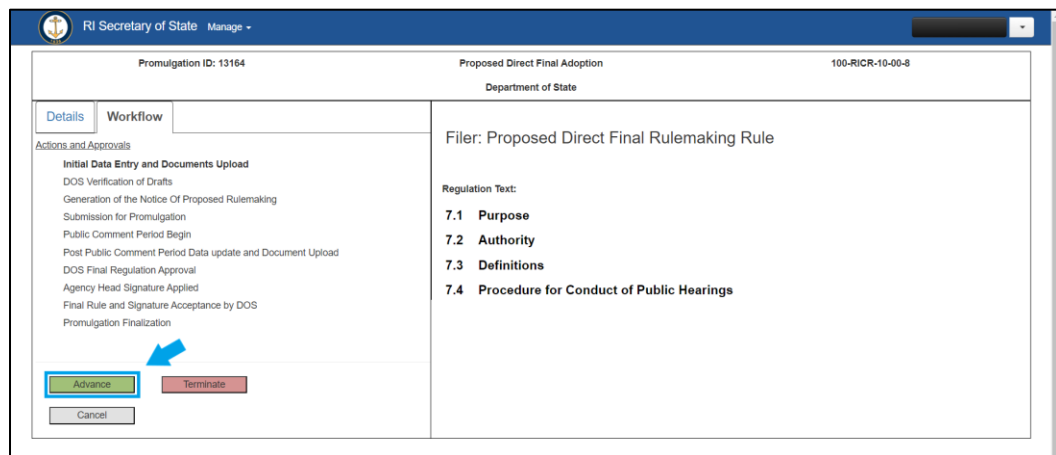
12. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 14(b)(i):



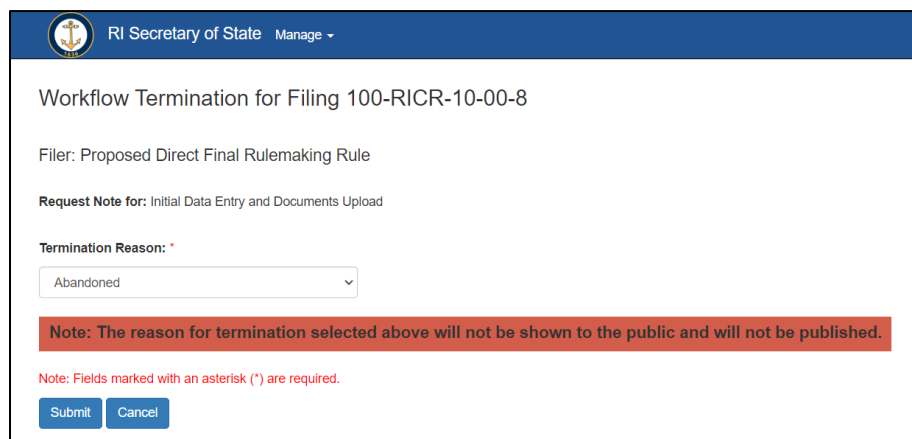
13. To continue, click the **Advance Workflow** icon:



14. To advance the rule for the DOS Formatting Review, click **Advance**:



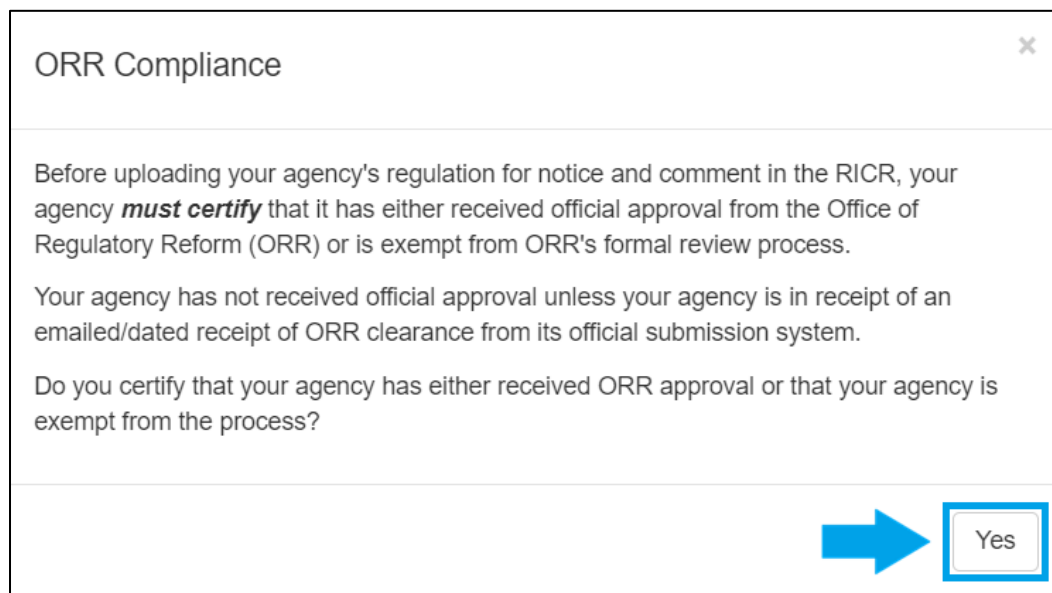
- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:
  - i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



15. Certify that your agency has either received official approval from OMB



or is exempt from OMB’s review process by clicking **Yes**:



ORR Compliance

Before uploading your agency's regulation for notice and comment in the RICR, your agency **must certify** that it has either received official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process.

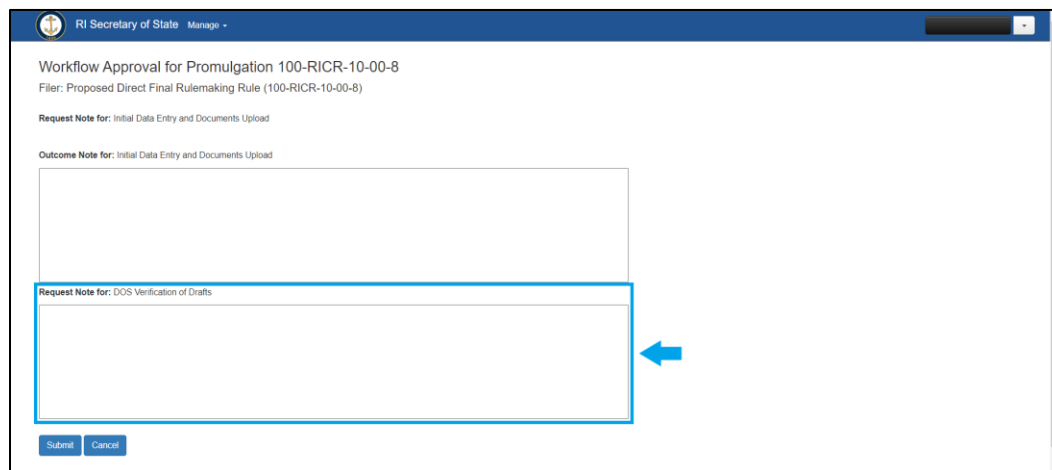
Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system.

Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?

**Yes**

- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 13 to proceed.

16. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:



RI Secretary of State Manage

Workflow Approval for Promulgation 100-RICR-10-00-8  
Filer: Proposed Direct Final Rulemaking Rule (100-RICR-10-00-8)

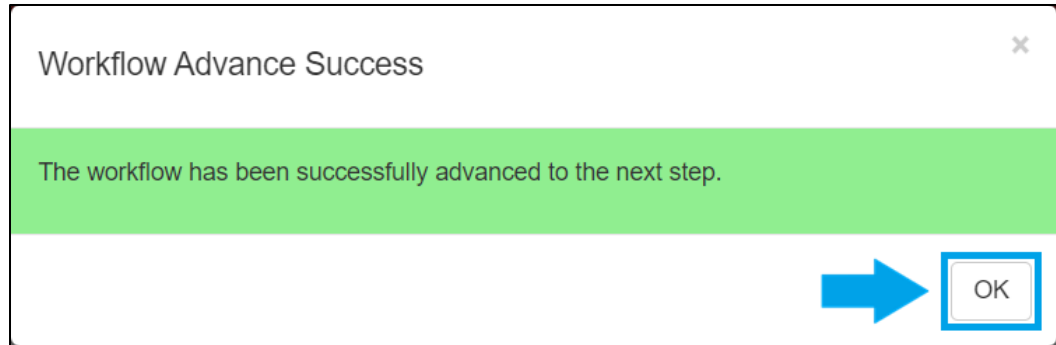
Request Note for: Initial Data Entry and Documents Upload

Outcome Note for: Initial Data Entry and Documents Upload

Request Note for: DOS Verification of Drafts

Submit Cancel

17. Upon submitting, click **OK** to return to the RICR System homepage:

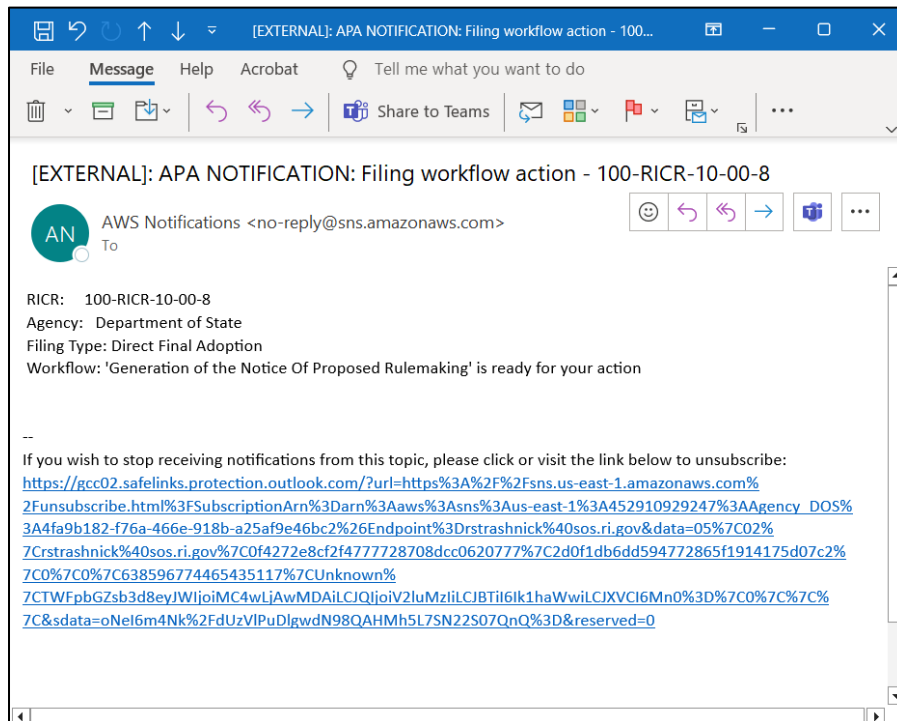


 **COMPLETED:** *Initial Data Entry and Documents Upload*

 **6.3.1.1.2.2 DOS Verification of Drafts**

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator will receive an AWS Notification email to indicate the next step should be taken:





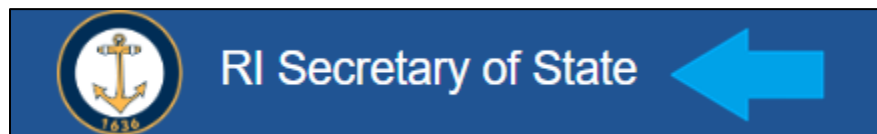
### 6.3.1.1.2.3 Generation of the Notice Of Proposed Rulemaking

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title, Rulemaking Authority, Summary of Proposed Rule, and Regulatory Analysis Summary and Supporting Documentation**, then click **Submit** once the details are updated:

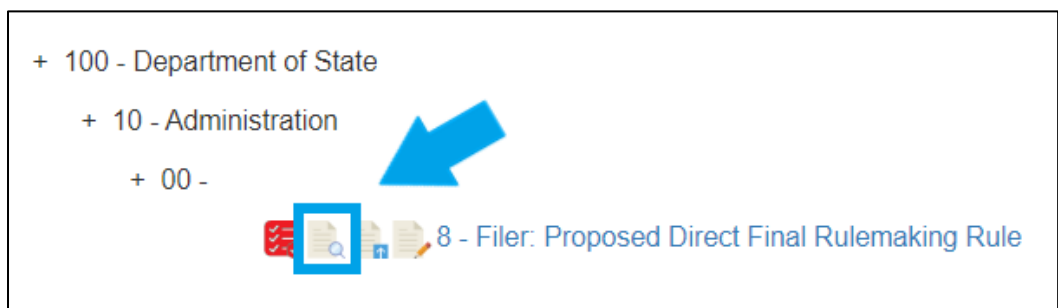
*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*



- a. Once completed, click the Department of State logo to navigate back to the homepage:



3. In the **Work Queue** tab, click on the **Title, Chapter, and Subchapter** to open each level, then click the **Generate/Review Docs** icon:



## AGENCY GUIDE: AGENCY HEADS

- Click **Add >>** under **Public Comment Period List**, and click **Edit** and **<< Remove** as necessary to adjust the Public Comment Period:

**Generate Public Notice of Proposed Rulemaking**

**Add a Public Comment Period**

**Public Comment Period List:**

- Fill out the form to add a Public Comment Period - all fields are required:

Public Comment Period ✕

**Date of Public Notice:** 08/13/2024

**Date of End of Comment Period: \*** ?

**Full Name of Contact Person: \***

**Contact Person Email: \***

**Contact Person Address: \***

, RI

**Allow online public comments? \***

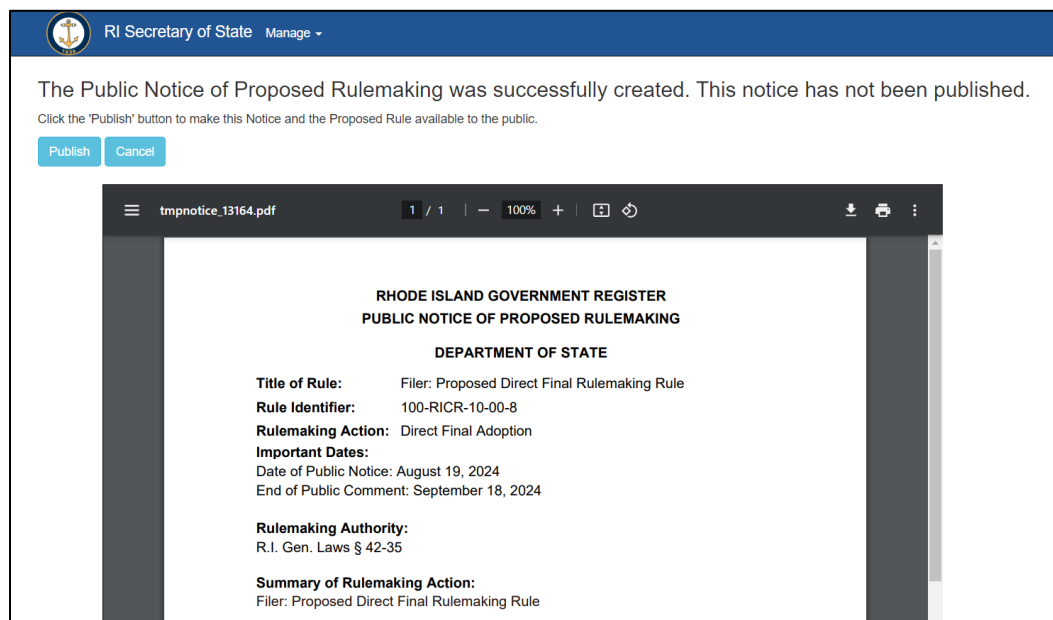
Yes  No

## AGENCY GUIDE: AGENCY HEADS

- a. The **Date of End of Comment Period** will automatically show the minimum first eligible date to be chosen, but you may choose a future date if needed.
  - b. Agencies may use the RICR Filing System to accept public comments by selecting **Yes to Allow online public comments?** Agencies may opt out by selecting **No**.
    - i. If **Yes** is selected, you have the option to specify dates for when your agency wants to allow online public comments within the Public Comment Period.
6. Click **Generate Notice** (this will not publish the rule, only preview the notice):



7. Review the Notice of Proposed Rulemaking:



- a. If any information within the notice is incorrect, click **Cancel** to go

back and edit to update the information and complete steps as necessary.

- b. Once information is confirmed to be correct, click **Publish** to approve the notice and publish the rule in the RICR.
8. Click **Home** to return to the RICR home page:
- a. If after the notice is published there needs to be any changes made, click **Amend Public Notice** to create and publish an additional notice with corrections.

## Documents Published

**Rule Identifier: 100-RICR-10-00-8**

**Title of Rule: Filer: Proposed Direct Final Rulemaking Rule**

The following documents are now available to the public:

- [Proposed Rule](#)
- [Public Notice of Proposed Rulemaking](#)

Amend Public NoticeHome

 **COMPLETED:** *Generation of the Notice Of Proposed Rulemaking*

At this time, the Proposed Rule is now live in the RICR and may be viewed by completing the following:

1. Go to <https://rules.sos.ri.gov/organizations>.
2. Locate the associated Title within the Table of Contents.

3. Click the plus sign (+) next to the Title:

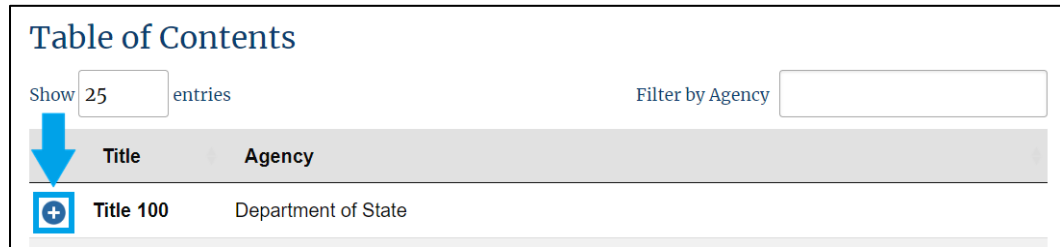

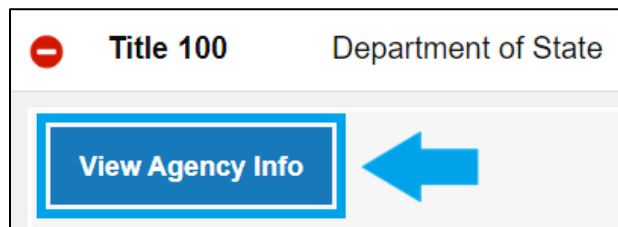
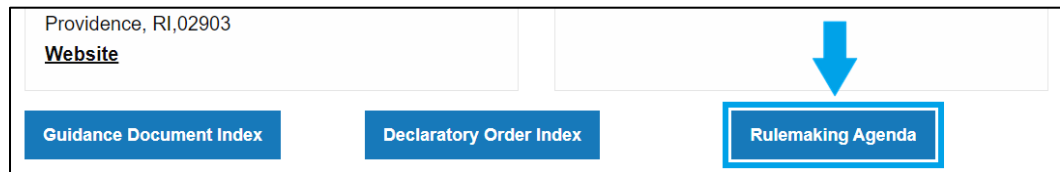


Table of Contents	
Show <input type="text" value="25"/> entries	Filter by Agency <input type="text"/>
Title	Agency
 Title 100	Department of State

4. Click **Agency Info**:



5. Click **Rulemaking Agenda**:



6. Locate the correct Proposed Rule and click the rule name to view:



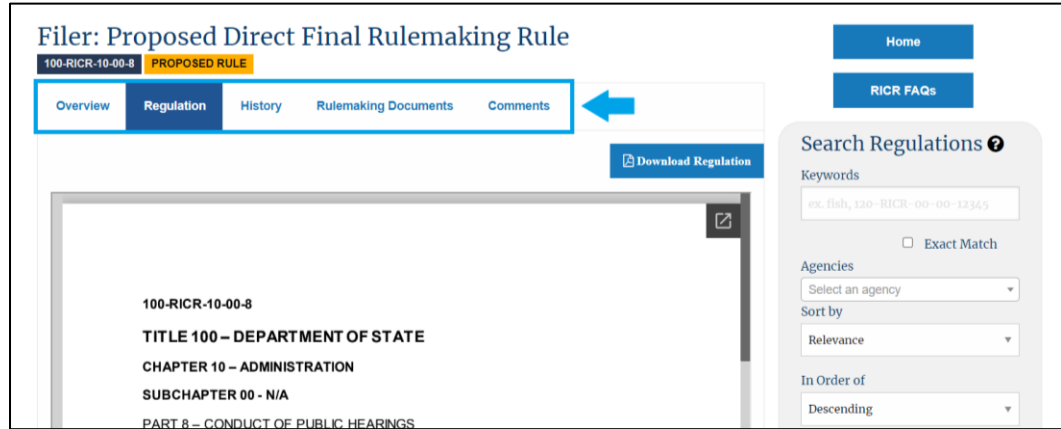
## Department of State Rulemaking Agenda

### Proposed Rules for Department of State

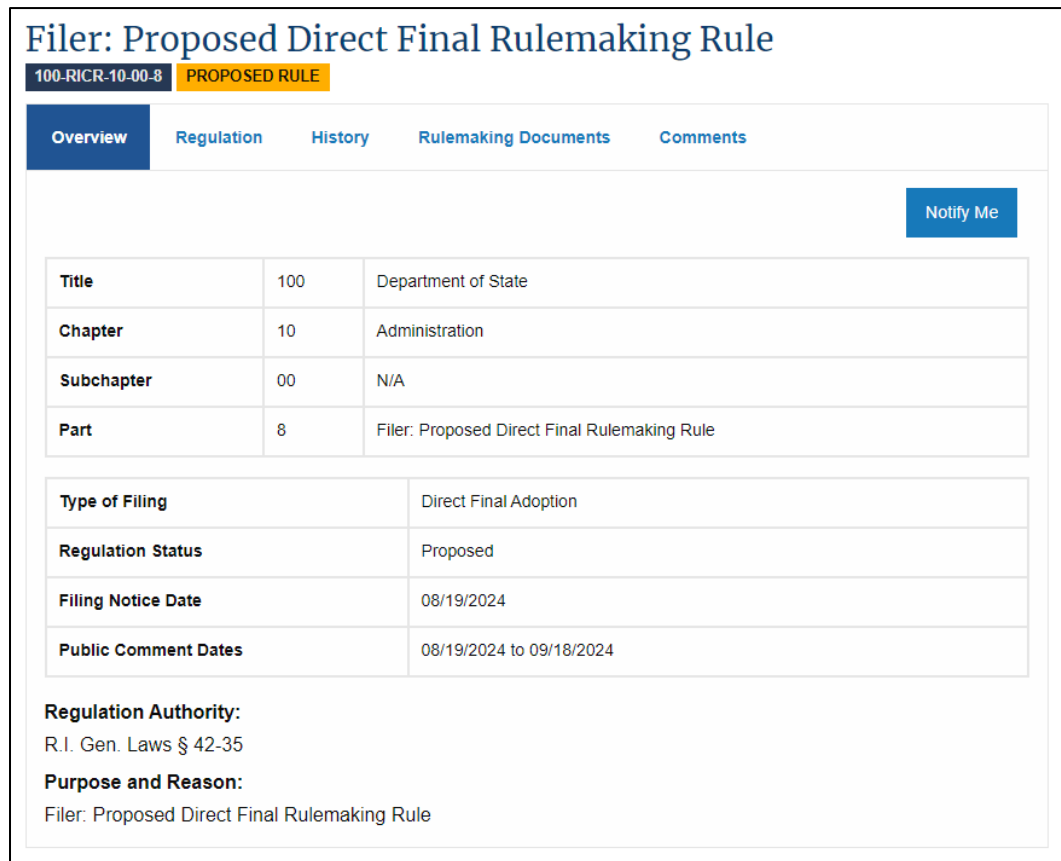
Displaying 1 - 1 of 1

<b>Filer: Proposed Direct Final Rulemaking Rule</b> 		
<b>100 -RICR - 10 - 00 - 8</b> <b>PROPOSED RULE</b>	Type of filing: Adoption	
Title: <b>Department of State</b>	Chapter: <b>Administration</b>	Subchapter: <b>N/A</b>
Public Comment Term(s): 08/19/2024 to 09/18/2024		Notice Date: 08/19/2024
<a href="#">View Details</a>	<a href="#">View Proposed</a>	<a href="#">Additional Information</a>

- Click through the navigation tabs to view the **Overview**, **Regulation**, **History**, **Rulemaking Documents**, and **Comments**:



- The **Overview** tab displays the rule details:







#### 6.3.1.1.2.4 Submission for Promulgation and Public Comment Period Begin

*These steps will be completed automatically by the RICR System.*

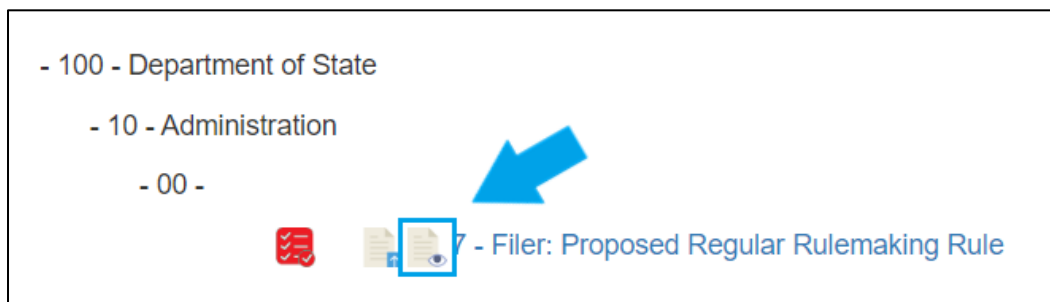
Once the Public Comment Period ends, the RICR System will automatically advance the rule to the next step.

*If online public comments were allowed, you may review comments as they are submitted, or at the end of the Public Comment Period. See step 2 in the following section ([§ 6.3.1.1.2.5 of this Guide](#)) for how to review comments and generate a public comment document compiling all submitted rules.*

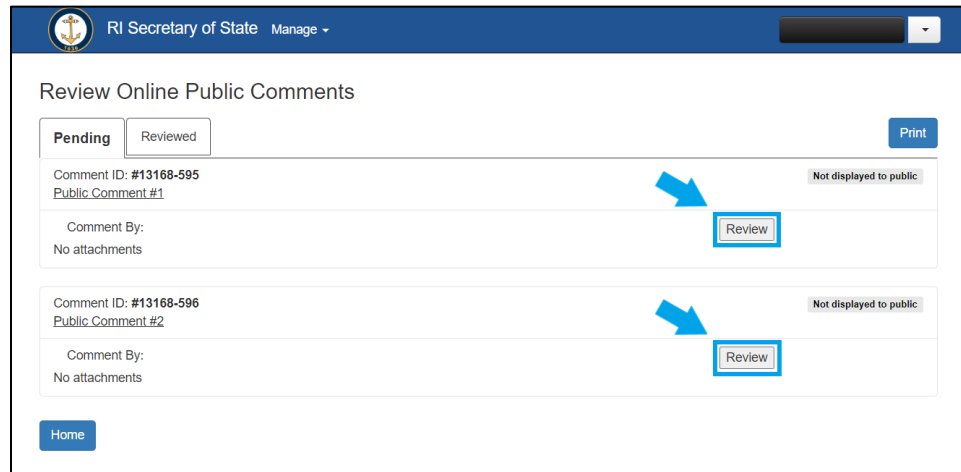


#### 6.3.1.1.2.5 Post Public Comment Period Data update and Document Upload

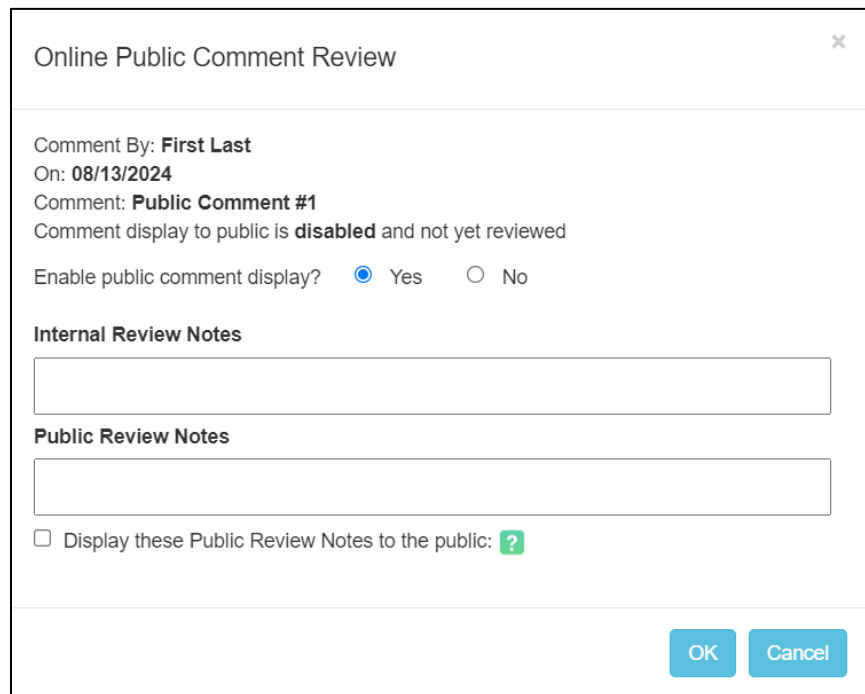
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If online public comments were allowed, click the **Review Comments** icon, otherwise skip to step 3:



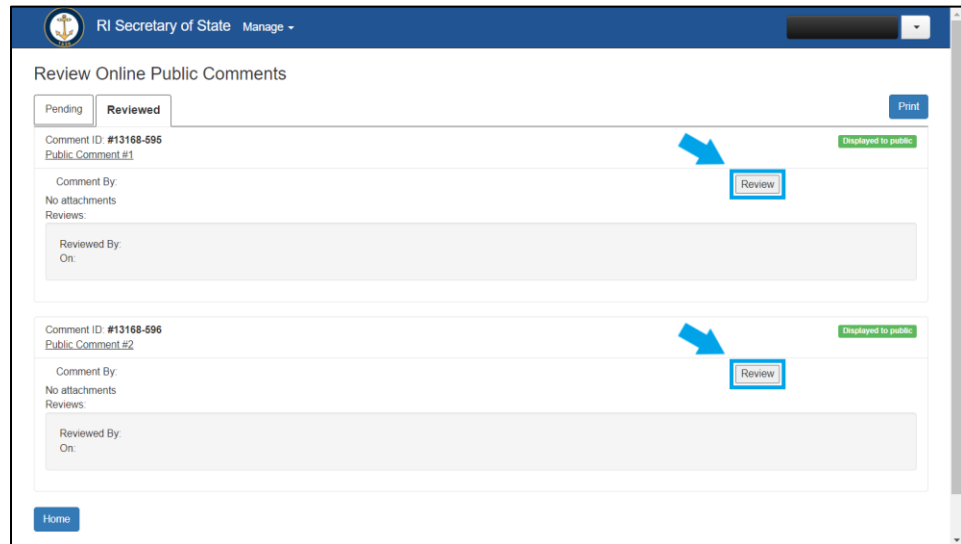
- a. Review every rule listed under the **Pending** tab by clicking **Review** for each comment submitted:



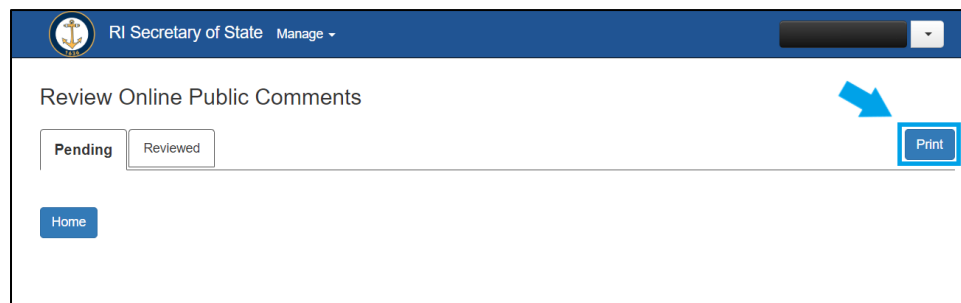
- i. Select to display the comment in the RICR or not, add any internal and public notes, and click **OK** to approve:



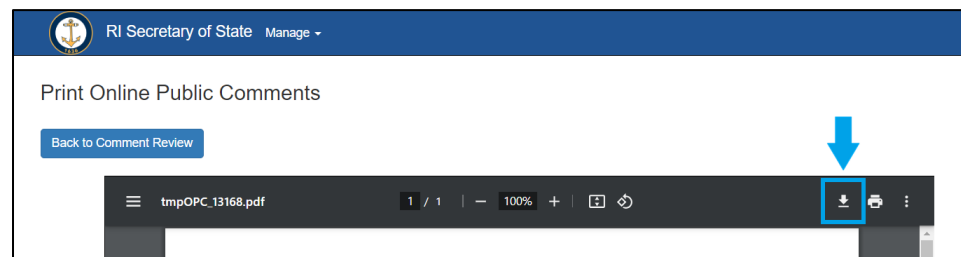
- b. Click the **Reviewed** tab to view who reviewed the comment, when it was approved, and review again if necessary:



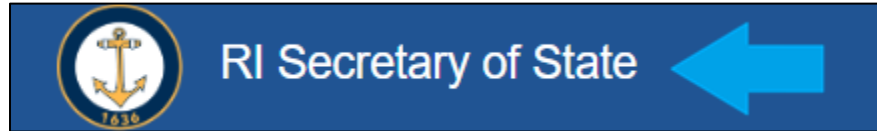
- c. Click **Print** to generate a public comment document:



- d. Click the down arrow at the top-right of the PDF viewer to download the document so that it can be used to upload as the part of the final rulemaking documents in step 4:



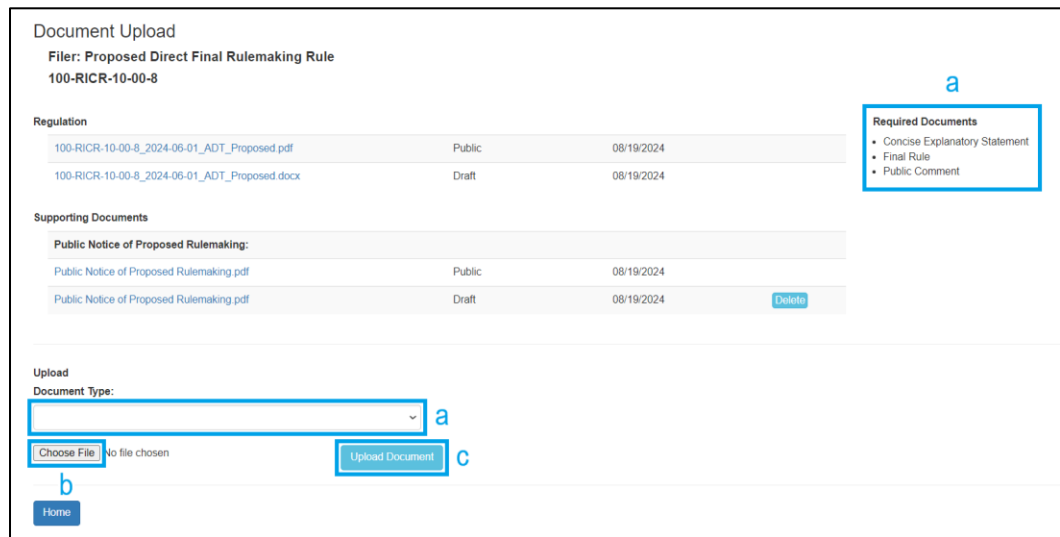
- e. To navigate back to the homepage, click the Department of State logo:



- 3. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Upload Documents** icon:



- 4. Upload documents:



- a. Select from the dropdown the **Document Type**:

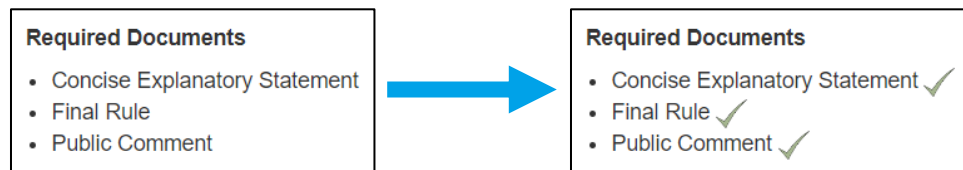
- i. **Required**:

- Concise Explanatory Statement
- Final Rule
- Public Comment (*may upload multiple, if necessary*)

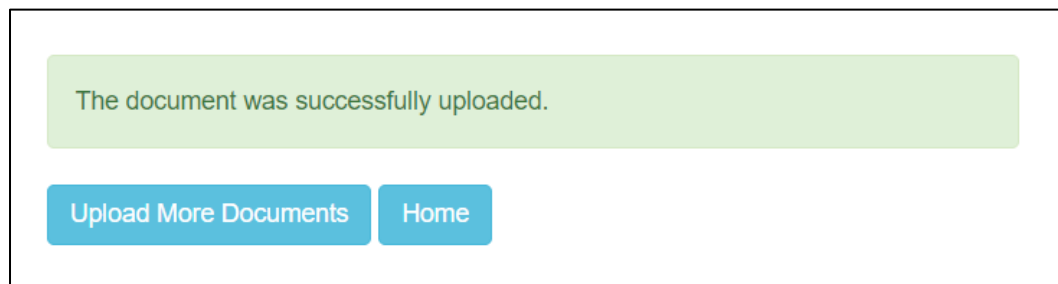
ii. **Optional:**

- Index of Studies/Reports
- Internal Organization Document
- Petition
- Public Hearing Documents
- Additional Documentation
- State Register publication
- Studies/Reports

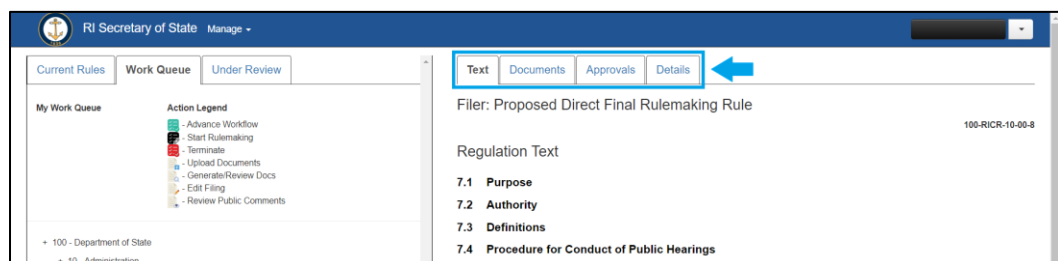
A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:



- b. Click **Choose File** to select the document from your computer; and
  - c. Click **Upload Document** to upload.
5. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 4-5 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



6. Click each tab on the right to ensure rule information and all rulemaking documents are correct (**Text**, **Documents**, **Approvals**, and **Details**):



## AGENCY GUIDE: AGENCY HEADS

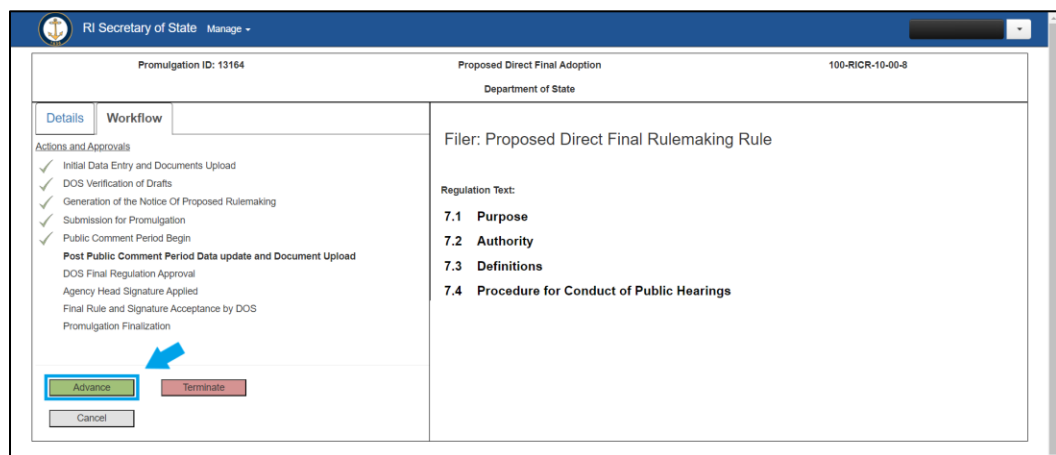
7. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 9(b)(i):



8. To continue, click the **Advance Workflow** icon:



9. To advance the rule for the DOS Formatting Review, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:

- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

RI Secretary of State Manage

Workflow Termination for Filing 100-RICR-10-00-8

Filer: Proposed Direct Final Rulemaking Rule

Note: If you terminate this Part, you will not be able to use this Part number in the future.

Request Note for: Post Public Comment Period Data update and Document Upload

Termination Reason: \*

Abandoned

Note: The reason for termination selected above will not be shown to the public and will not be published.

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

- 10. If you would like to add a note for the DOS (i.e., if you would like the rule to become effective on a future date rather than the last day of the Public Comment Period), enter text in the **Request Note** and/or click **Submit**:

RI Secretary of State Manage

Workflow Approval for Promulgation 100-RICR-10-00-8

Filer: Proposed Direct Final Rulemaking Rule (100-RICR-10-00-8)

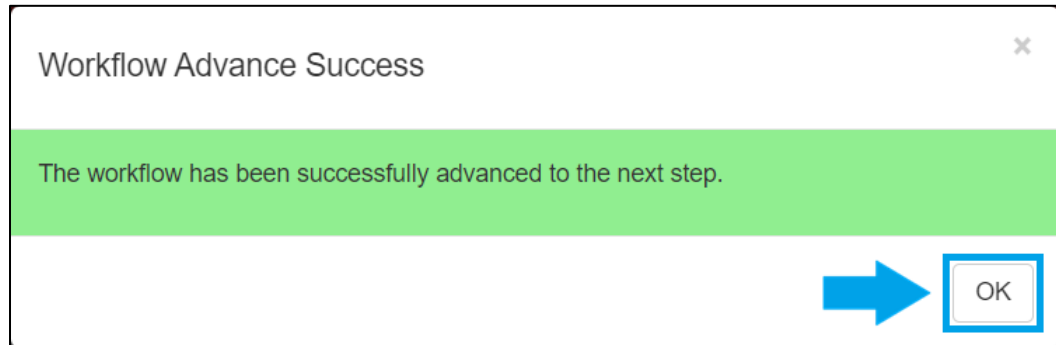
Request Note for: Post Public Comment Period Data update and Document Upload

Outcome Note for: Post Public Comment Period Data update and Document Upload

Request Note for: DOS Final Regulation Approval

Submit Cancel

11. Upon submitting, click **OK** to return to the RICR System homepage:

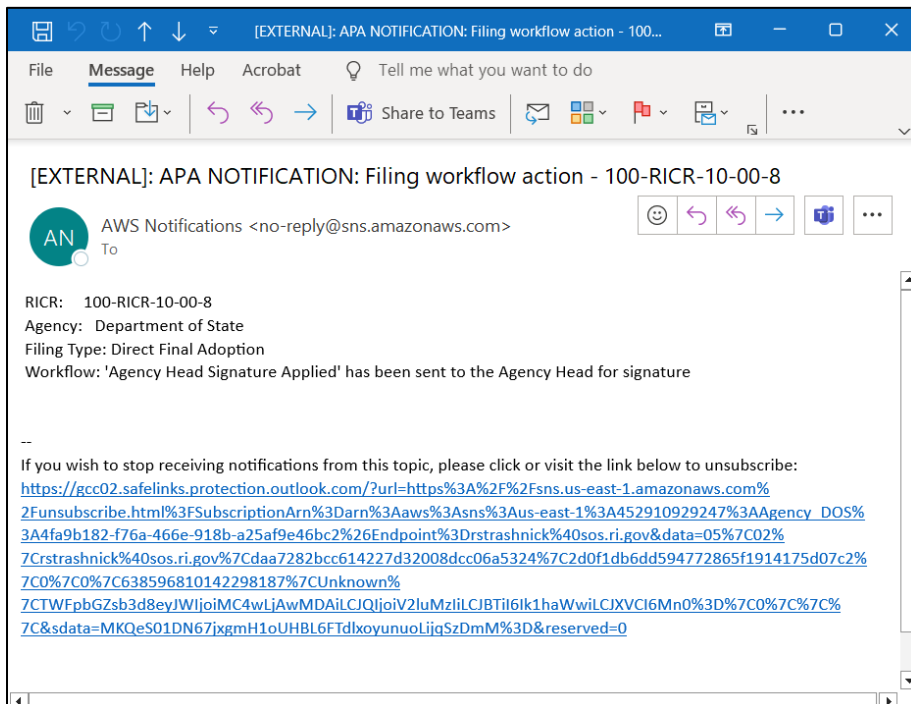


 **COMPLETED:** *Post Public Comment Period Data update and Document Upload*

### 6.3.1.1.2.6 **DOS Final Regulation Approval**

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator and Agency Head will receive an AWS Notification email to indicate the rule is ready to be signed by the Agency Head:







### 6.3.1.1.2.7 Agency Head Signature Applied

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



### 6.3.1.1.2.8 Final Rule and Signature Acceptance by DOS

*This step will be completed by the Administrative Records Office.*

Once the Agency Head signs the rule, the Department of State will sign the rule and set the rule’s Effective Date.



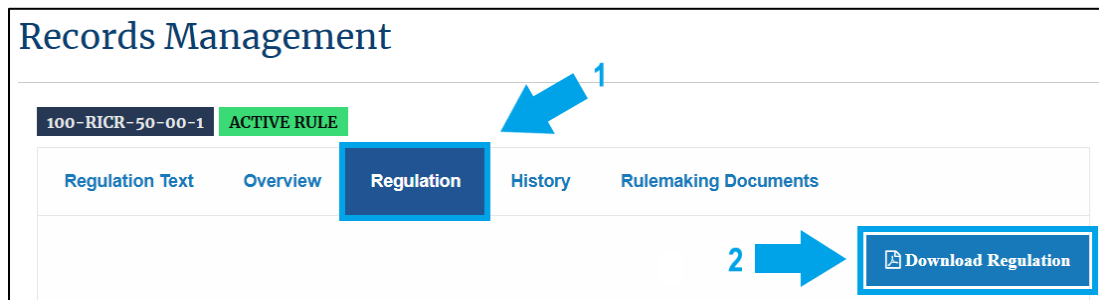
### 6.3.1.1.2.9 Promulgation Finalization

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.

**It is the Agency Head’s responsibility to download the signed Regulation for the agency’s files to be permanently retained per [GRS2.5 Rulemaking Files](#).**

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:



### 6.3.1.1.3 Emergency Rulemaking

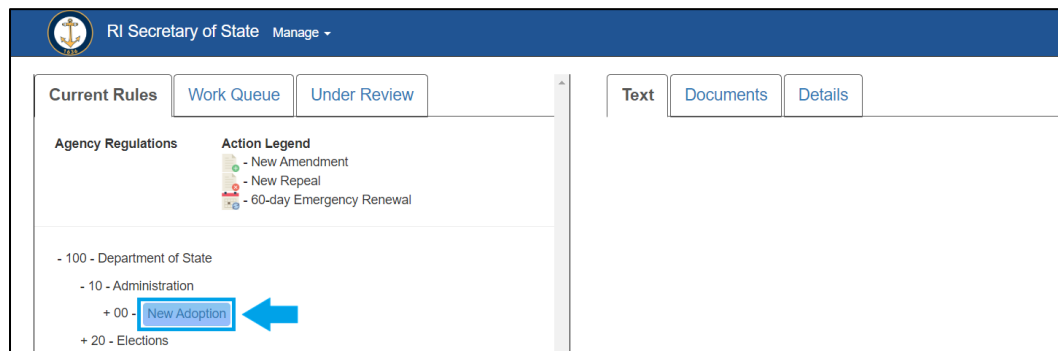
For information regarding this Rulemaking Action, see [§ 3.3.3 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
Rules Coordinator Notification of Emergency Rule	Rules Coordinator
Submission for Promulgation	RICR Filing System
Agency Head Signature Applied	Agency Head
Governor Signature Applied	Governor
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System
Submission for Emergency Extension 1	Agency Head
DOS Final Revision for Emergency Extension 1	Department of State
Finalization of Emergency Extension 1	RICR Filing System



#### 6.3.1.1.3.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, and **Subchapter** to open each level, then click **New Adoption** to promulgate a new rule:



3. Enter in the **Rulemaking Filing Details**:

RI Secretary of State Manage ▾

Department of State

**Administration**

Rulemaking Type: Adoption

Rulemaking Action: \* ? a  Proposed  Emergency  Advance Notice

Rule Identifier: \* ? b 100-RICR-10-00-

Regulation Title: \* c

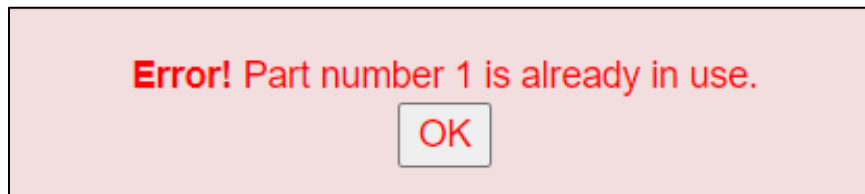
Rulemaking Authority: \* d

a. Choose **Emergency** for the **Rulemaking Action**;

Rulemaking Action: \* ?  Proposed  Emergency

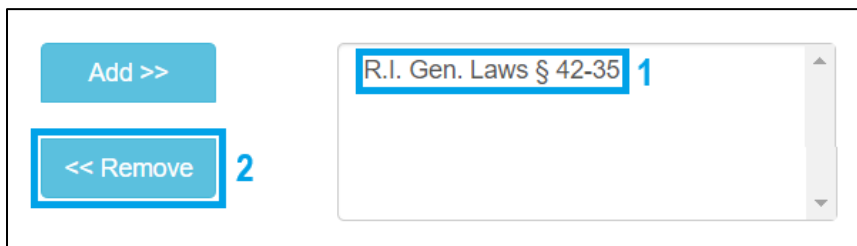
b. Enter the **Rule Identifier** (a.k.a. Part number);

- i. Part numbers may only be used once ([§ 2.3.4 of this Guide](#)). The RICR System will display an error message if a Part number has already been used after clicking the next field:

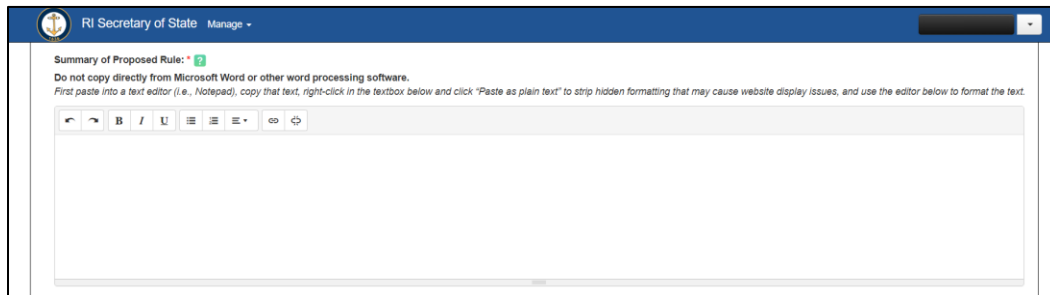


- ii. Enter in a new Part number until you no longer see an error, then update rulemaking documents to use the new Part number.
- c. Enter the **Regulation Title** using sentence case (i.e., use “Conduct of Public Hearings”, not “CONDUCT OF PUBLIC HEARINGS”); and

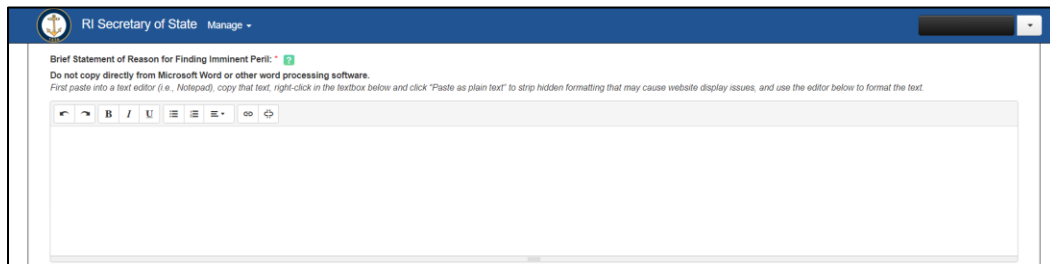
- d. Choose the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



4. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



5. Enter the **Brief Statement of Reason for Finding Imminent Peril** to state the reason this rule is required in order to avoid a threat to public health, safety, or welfare, or the loss of federal funding for an agency program ([R.I. Gen. Laws § 42-35-2.10](#)):
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



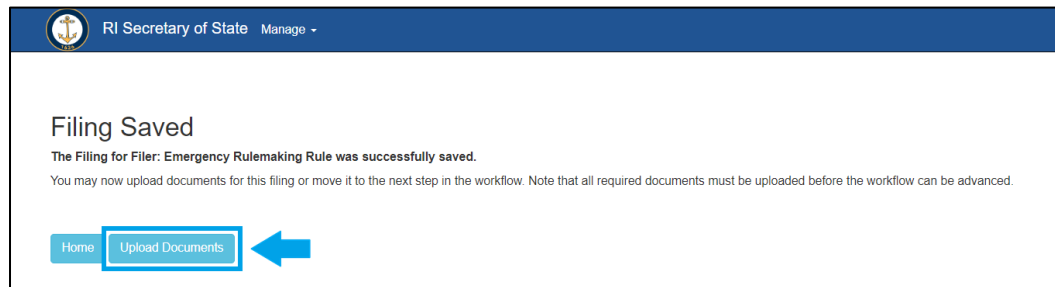
## AGENCY GUIDE: AGENCY HEADS

6. Enter the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):



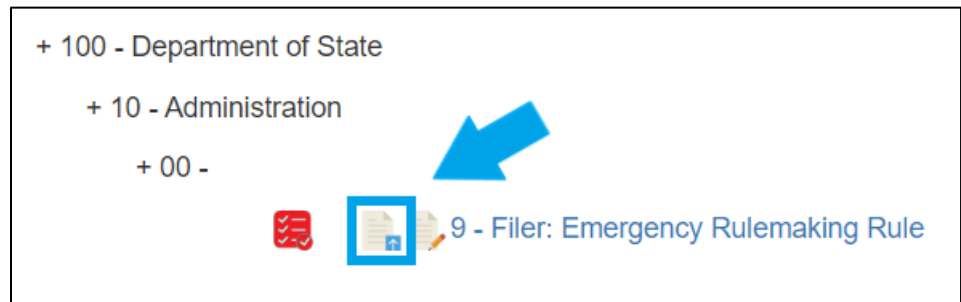
The screenshot shows a form field labeled "Additional Information URL: \* ?". The field contains the text "https://" followed by a dropdown arrow and "www.example.com".

7. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel** to prevent the Part number from being used.
8. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



The screenshot shows a confirmation message: "Filing Saved". Below the message, it says "The Filing for Filer: Emergency Rulemaking Rule was successfully saved." and "You may now upload documents for this filing or move it to the next step in the workflow. Note that all required documents must be uploaded before the workflow can be advanced." At the bottom, there are two buttons: "Home" and "Upload Documents". A blue arrow points to the "Upload Documents" button.

- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



The screenshot shows a list of parts in a "Work Queue" tab. The list includes: "+ 100 - Department of State", "+ 10 - Administration", and "+ 00 -". Below the list, there are three icons: a red icon with a white checkmark, a blue icon with a white document and a plus sign, and a yellow icon with a white document and a pencil. A blue arrow points to the blue icon, which is next to the text "9 - Filer: Emergency Rulemaking Rule".

## 9. Upload documents:

Document Upload

Regulation

Supporting Documents

Upload

Document Type:

Choose File No file chosen Upload Document

Home

Required Documents  
• Proposed Rule

a. Select from the dropdown the **Document Type**:

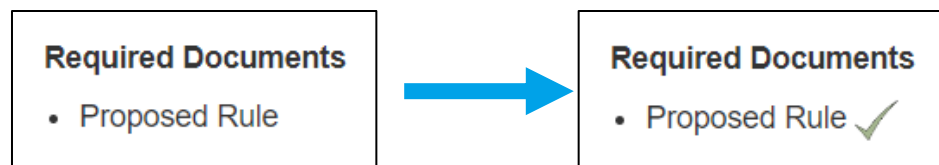
i. **Required:**

- Proposed Rule

ii. **Optional:**

- Index of Studies/Reports
- Additional Documentation
- Internal Organization Document
- Studies/Reports
- Petition

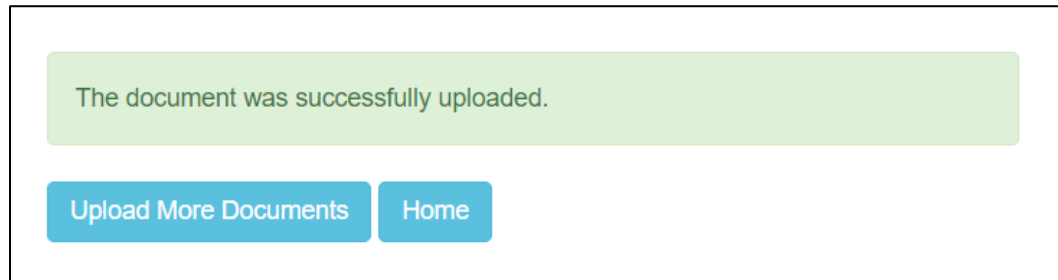
A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:



b. Click **Choose File** to select the document from your computer;  
and

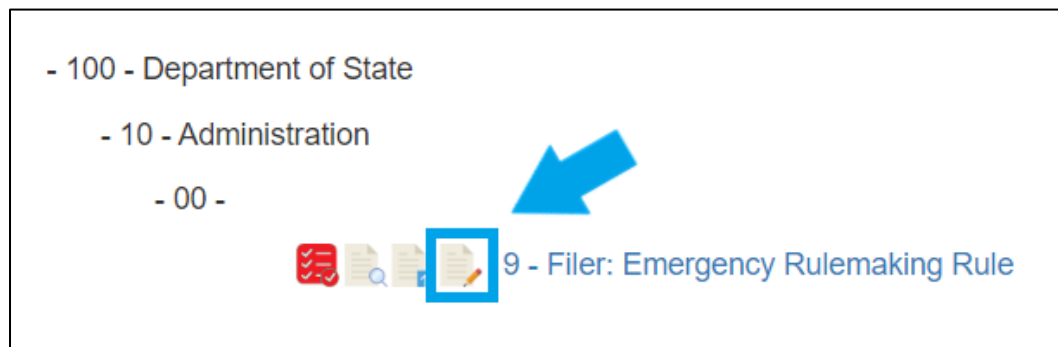
c. Click **Upload Document** to upload.

10. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 9-10 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:

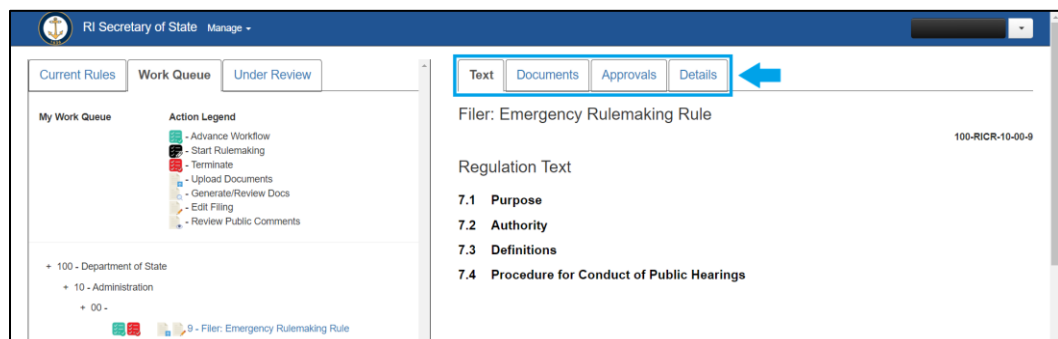


11. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title, Rulemaking Authority, Summary of Proposed Rule, and Brief Statement of Reason for Finding Imminent Peril**, then click **Submit** once the details are updated:

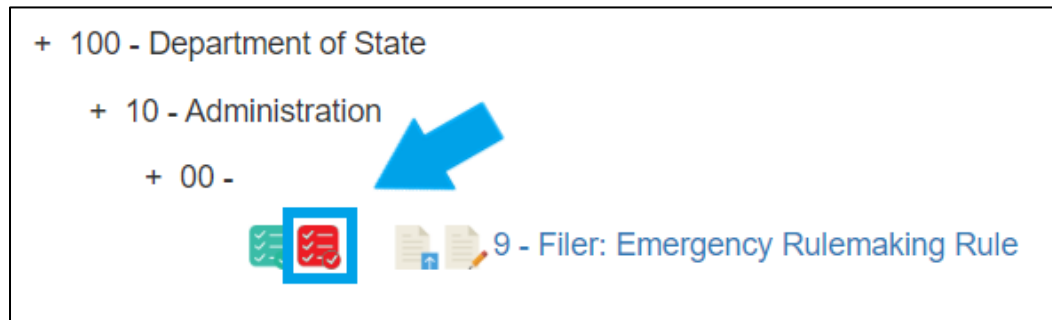
*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*



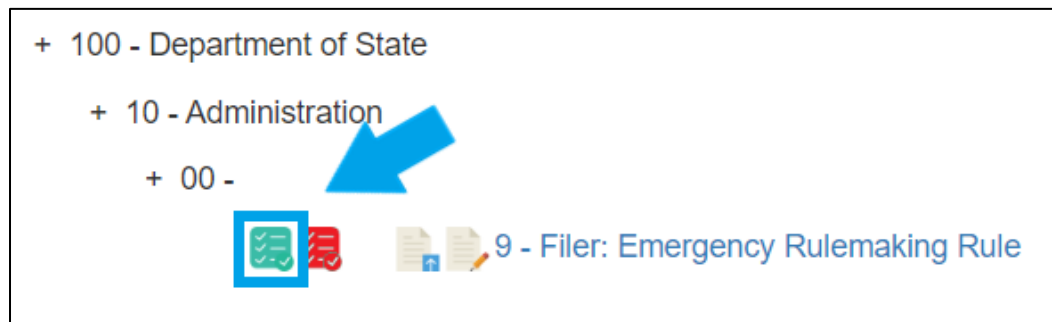
12. Click each tab on the right to ensure all information regarding the rule is correct (**Text, Documents, Approvals, and Details**):



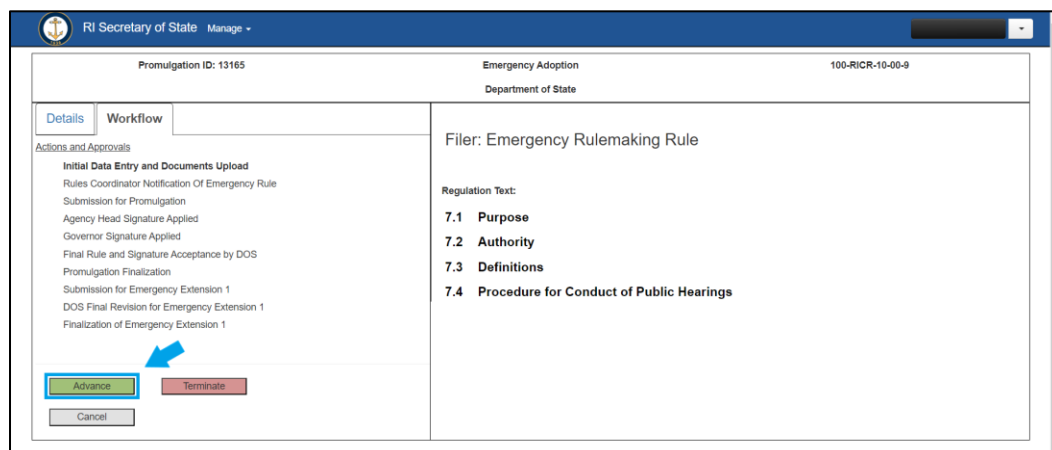
13. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 15(b)(i):



14. To continue, click the **Advance Workflow** icon:



15. To advance the rule for the DOS Formatting Review, click **Advance**:

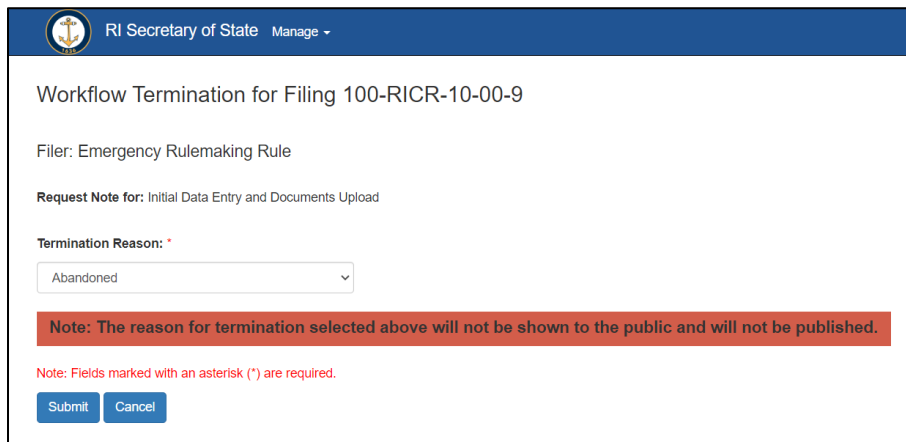


a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or



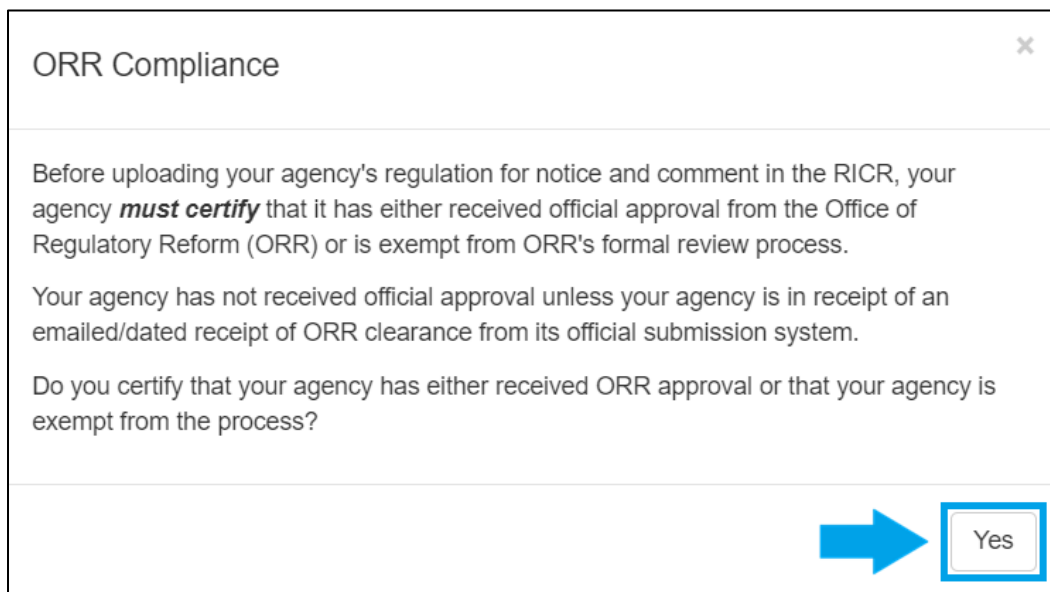
## AGENCY GUIDE: AGENCY HEADS

- b. Click **Terminate** to end the promulgation process:
  - i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



The screenshot shows a web interface for terminating a workflow. At the top, it says "RI Secretary of State" with a "Manage" dropdown. The main heading is "Workflow Termination for Filing 100-RICR-10-00-9". Below this, it identifies the filer as "Emergency Rulemaking Rule" and includes a "Request Note for: Initial Data Entry and Documents Upload". A "Termination Reason" dropdown menu is set to "Abandoned". A red banner below the dropdown states: "Note: The reason for termination selected above will not be shown to the public and will not be published." At the bottom, there is a note: "Note: Fields marked with an asterisk (\*) are required." and two buttons: "Submit" and "Cancel".

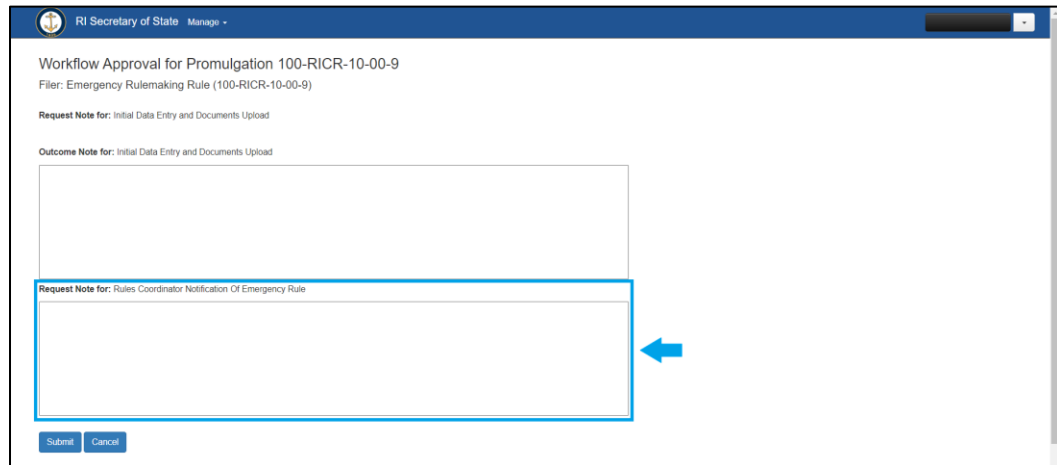
16. Certify that your agency has either received official approval from OMB or is exempt from OMB's review process by clicking **Yes**:



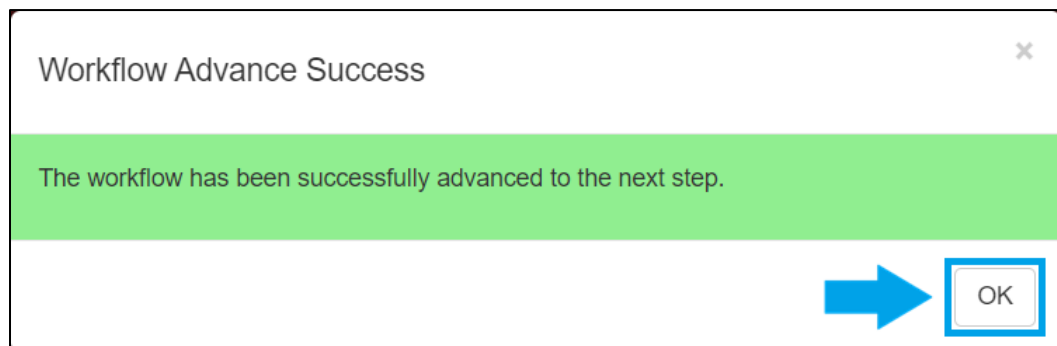
The screenshot shows a dialog box titled "ORR Compliance" with a close button (X) in the top right corner. The text inside reads: "Before uploading your agency's regulation for notice and comment in the RICR, your agency **must certify** that it has either received official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process. Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system. Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?" At the bottom right, there is a blue arrow pointing to a "Yes" button.

- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 14 to proceed.

17. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:



18. Upon submitting, click **OK** to return to the RICR System homepage:



 **COMPLETED:** *Initial Data Entry and Documents Upload*

 **6.3.1.1.3.2 Rules Coordinator Notification of Emergency Rule**

*This step will be completed by the Rules Coordinator.*

The Rules Coordinator will receive an AWS Notification to review the Emergency Rule, then log in and advance the rule for signatures.



#### **6.3.1.1.3.3 Submission for Promulgation**

*This step will be completed automatically by the RICR System.*

The RICR System will automatically advance the rule to the next step.



#### **6.3.1.1.3.4 Agency Head Signature Applied**

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



#### **6.3.1.1.3.5 Governor Signature Applied**

*This step will be completed by the Agency Head.*

The Governor will receive an automated email from OneSpan, the esignature provider, to sign the rule.



#### **6.3.1.1.3.6 Final Rule and Signature Acceptance by DOS**

*This step will be completed by the Administrative Records Office.*

Once the Agency Head and Governor signs the rule, the Department of State will sign the rule and set the rule’s Effective Date.



#### **6.3.1.1.3.7 Promulgation Finalization**

*This step will be completed automatically by the RICR System.*

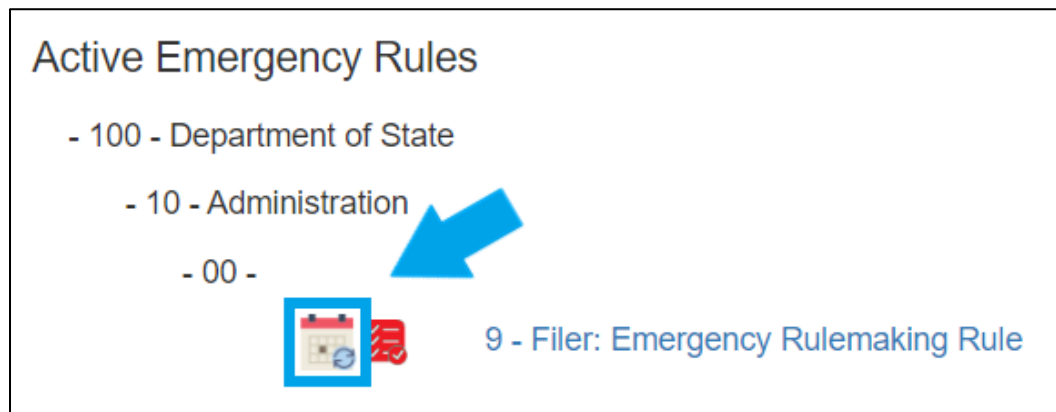
The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.



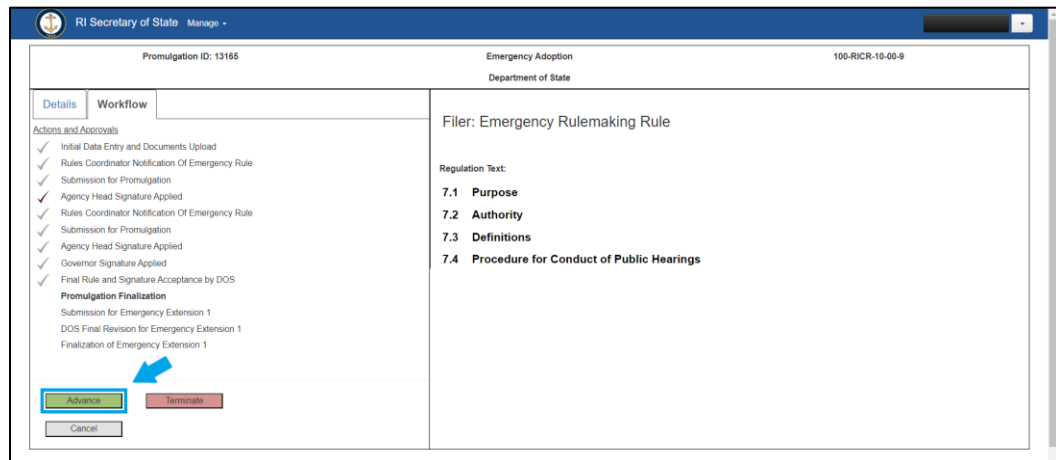
### 6.3.1.1.3.8 Submission for Emergency Extension 1

If the Emergency Rule must be extended:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Under **Active Emergency Rules**, click the **Title**, **Chapter**, and **Subchapter** to open each level, and click the **60-Day Emergency Renewal** icon (calendar) next to the Part to be extended:



3. To confirm the Part should be extended, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the Emergency Rule immediately, which will change the rule's Expiration Date to be set as today's date:

- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

RI Secretary of State Manage -

Workflow Termination for Filing 100-RICR-10-00-9

Filer: Emergency Rulemaking Rule

**Note: If you terminate this Part, you will not be able to use this Part number in the future.**

Request Note for: Promulgation Finalization

Termination Reason: \*

Abandoned

**Note: The reason for termination selected above will not be shown to the public and will not be published.**

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

- 4. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:

RI Secretary of State Manage -

Workflow Approval for Promulgation 100-RICR-10-00-9

Filer: Emergency Rulemaking Rule (100-RICR-10-00-9)

Request Note for: Promulgation Finalization

Outcome Note for: Promulgation Finalization

Request Note for: Submission for Emergency Extension 1

Submit Cancel

- 5. Upon submitting, click **OK** to return to the RICR System homepage:

Workflow Advance Success

The workflow has been successfully advanced to the next step.

OK

 **COMPLETED:** *Initial Data Entry and Documents Upload*

 **6.3.1.1.3.9 DOS Final Revision for Emergency Extension 1**

*This step will be completed by the Administrative Records Office.*

The Department of State will confirm the extension and advance the rule.

 **6.3.1.1.3.10 Finalization of Emergency Extension 1**

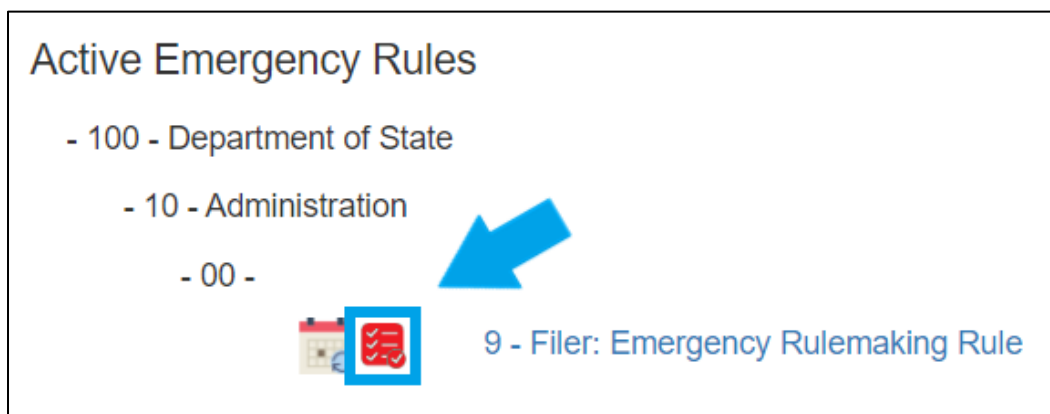
*This step will be completed automatically by the RICR System.*

The RICR System will automatically extend the Expiration Date for the Emergency Regulation in the RICR.

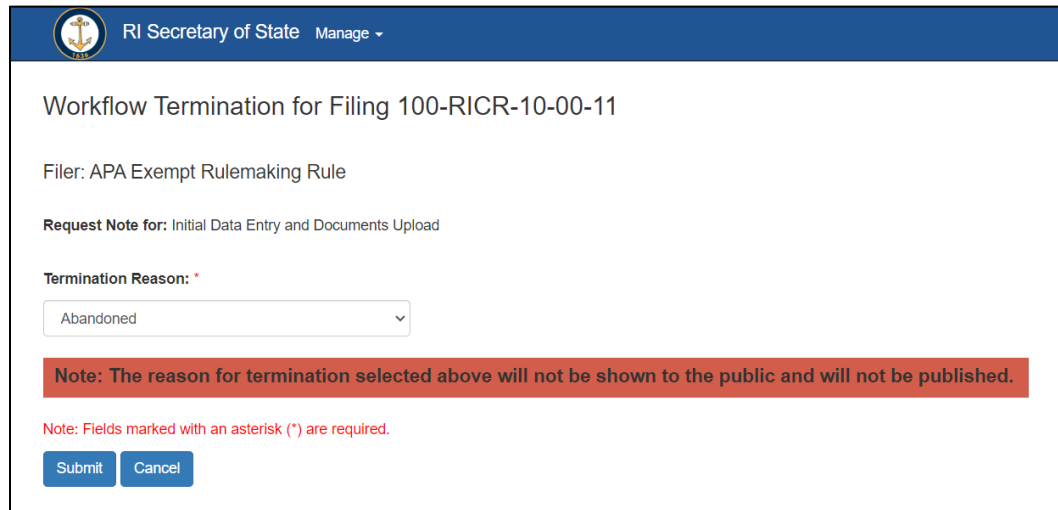
 **6.3.1.1.3.11 Early Termination**

**If the Emergency Rule must be terminated before the set Expiration Date:**

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Under **Active Emergency Rules**, click the **Title**, **Chapter**, and **Subchapter** to open each level, and click the **Terminate** icon next to the Part to be terminated:

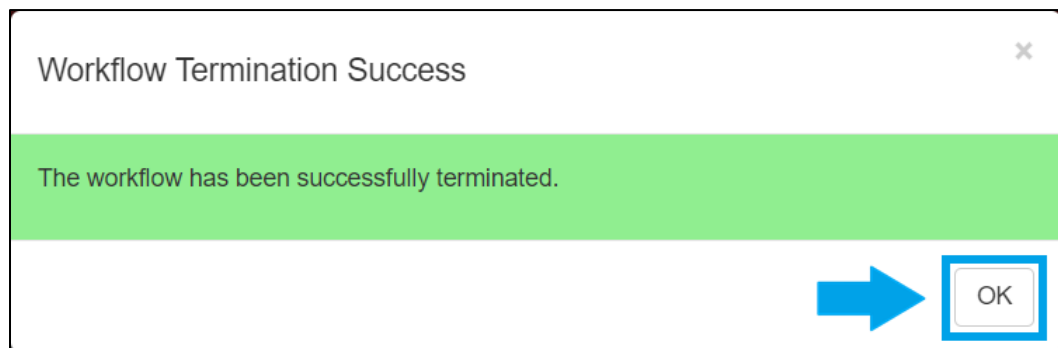


3. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel**:



The screenshot shows a web interface for terminating a workflow. At the top, there is a blue header with the RI Secretary of State logo and a 'Manage' dropdown menu. The main content area is titled 'Workflow Termination for Filing 100-RICR-10-00-11'. Below the title, it shows 'Filer: APA Exempt Rulemaking Rule' and 'Request Note for: Initial Data Entry and Documents Upload'. A 'Termination Reason:' field is present, with a dropdown menu currently showing 'Abandoned'. Below this field is a red warning box that reads: 'Note: The reason for termination selected above will not be shown to the public and will not be published.' Underneath the warning box is another note: 'Note: Fields marked with an asterisk (\*) are required.' At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

4. Upon submitting, click **OK** to return to the RICR System homepage:



### 6.3.1.1.3.11.1 Finalization of Termination

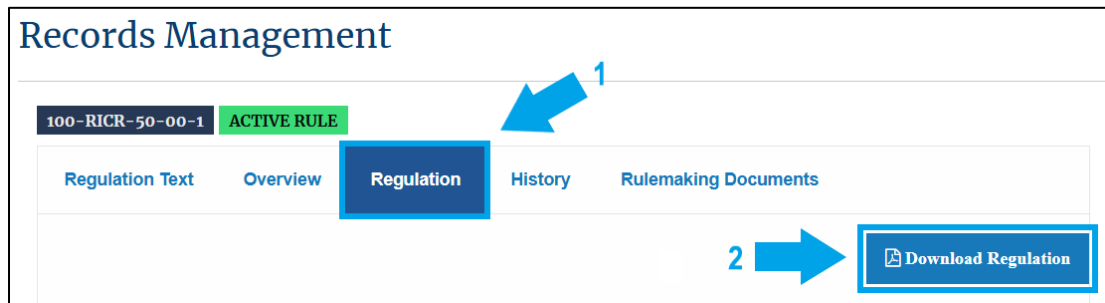
*This step will be completed automatically by the RICR System.*

The RICR System will automatically change the Expiration Date for the Emergency Regulation in the RICR to today's date.

**It is the Agency Head's responsibility to download the signed Regulation for the agency's files to be permanently retained per [GRS2.5 Rulemaking Files](#).**

Final Regulations can be downloaded by opening the active Part in the

[RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:





### 6.3.1.1.4 Advance Notice of Proposed Rulemaking

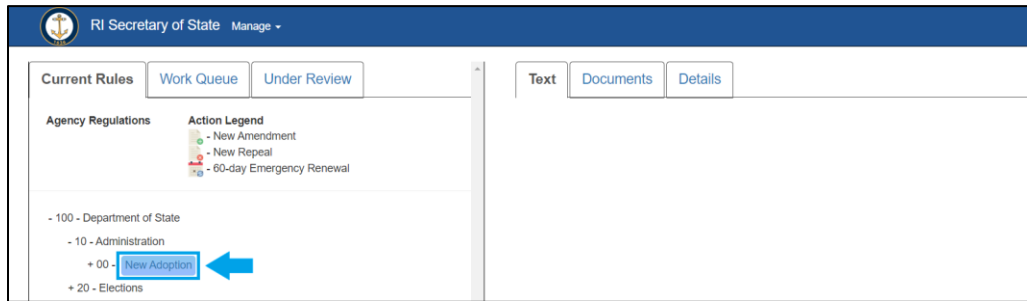
For information regarding this Rulemaking Action, see [§ 3.3.4 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
Generation of the Notice of Proposed Rulemaking	Agency Head
Public Comment Period Begin	RICR Filing System & Agency Head



#### 6.3.1.1.4.1 Initial Data Entry and Documents Upload

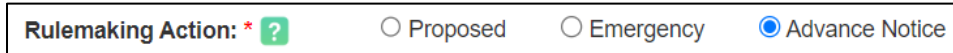
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, and **Subchapter** to open each level, then click **New Adoption** to promulgate a new rule:



3. Enter in the **Rulemaking Filing Details**:

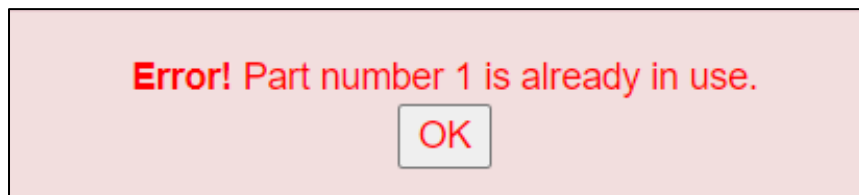
## AGENCY GUIDE: AGENCY HEADS

- a. Choose **Proposed**, then **Regular**, for the **Rulemaking Action** and **Rulemaking Process**;

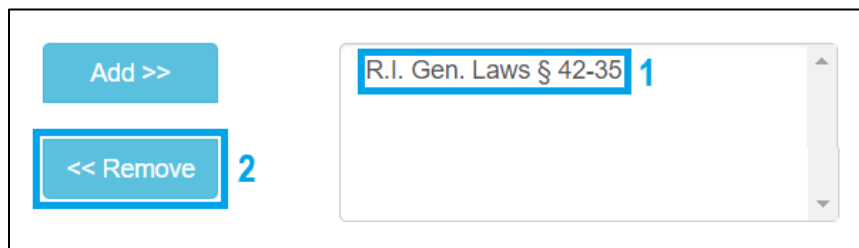


A horizontal selection bar with the text "Rulemaking Action: \* ?" on the left. To the right are three radio button options: "Proposed", "Emergency", and "Advance Notice". The "Advance Notice" option is selected, indicated by a blue dot.

- b. Enter the **Rule Identifier** (a.k.a. Part number);
- i. Part numbers may only be used once ([§ 2.3.4 of this Guide](#)). The RICR System will display an error message if a Part number has already been used after clicking the next field:

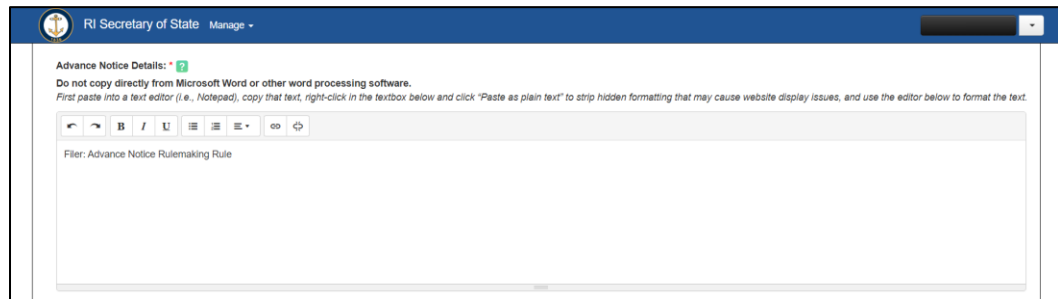


- ii. Enter in a new Part number until you no longer see an error, then update rulemaking documents to use the new Part number.
- c. Enter the **Regulation Title** using sentence case (i.e., use "Conduct of Public Hearings", not "CONDUCT OF PUBLIC HEARINGS"); and
- d. Choose the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
- i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



4. Enter the **Advance Notice Details** to indicate where, when, and how persons may comment before the rulemaking process begins (any meeting held is open to the Open Meetings Act and subject to [R.I. Gen. Laws Chapter 42-46](#)):

- a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



5. Enter the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

**Additional Information URL:** \* ?

https://
v

6. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel** to prevent the Part number from being used.



7. **DO NOT CLICK ANYTHING UNTIL ALL OPTIONS ARE REVIEWED**  
 There are three (3) options to move forward based on if documents need to be uploaded or not, *and two (2) options have immediate ramifications.*

Advance Notice Rulemaking does not require documents to be uploaded, however, if the promulgating agency wants or needs to upload documents, the following optional documents may be uploaded:

- Proposed Rule
- Index of Studies/Reports\*
- Internal Organization Document\*
- Petition\*
- Additional Documentation\*
- Studies/Reports\*

*\*This document type cannot be uploaded alone. A Proposed Rule must also be uploaded to be able to advance to the next step.*

## AGENCY GUIDE: AGENCY HEADS

Read through all three options carefully before determining and taking action to advance to the next step:

- a. **Advance Workflow** - Choose if you don't need to upload documents.  
*If you choose this option, documents may still be uploaded later if need be.*

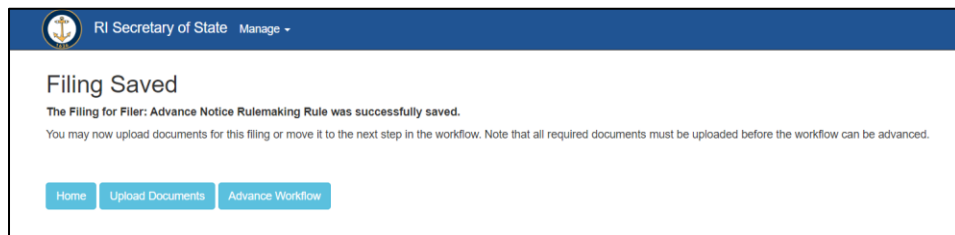
See step 8 for next steps.

- b. **Upload Documents** - Choose if you need to upload documents.  
*If you choose this option and documents do not actually need to be uploaded, the RICR System will not allow you to advance the workflow until a Proposed Rule is uploaded, so you **will need to terminate the rule and start over** if you do not wish to upload a Proposed Rule.*

See step 9 for next steps.

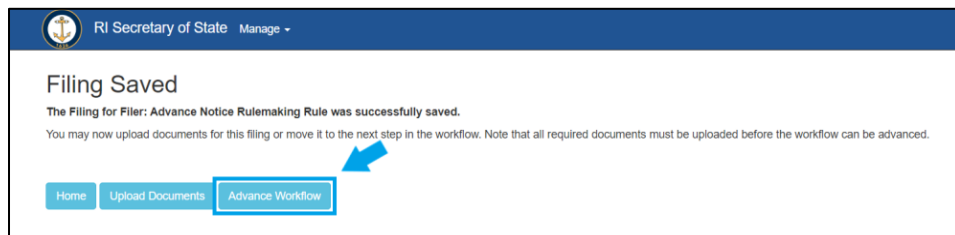
- c. **Home** - Equivalent to choosing Upload Documents, do not use.  
*If you choose this option and documents do not actually need to be uploaded, the RICR System will not allow you to advance the workflow until a Proposed Rule is uploaded, so you **will need to terminate the rule and start over** if you do not wish to upload a Proposed Rule.*

If accidentally clicked, see step 10 for next steps.

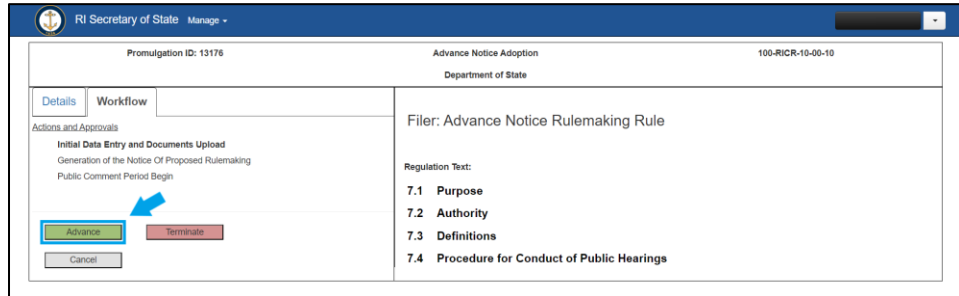


### 8. For **Advance Workflow**:

- a. Click **Advance Workflow**:

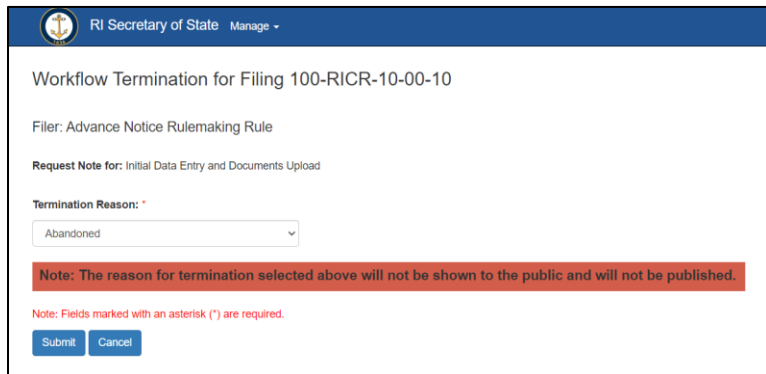


- b. To advance the rule to generate the Advance Notice of Proposed Rulemaking, click **Advance** and skip to step 11:



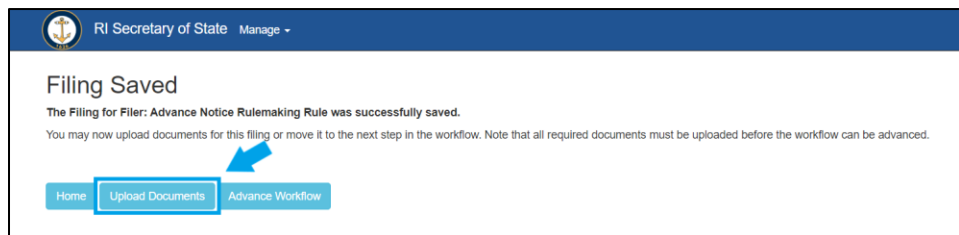
- i. If for any reason at this stage it is determined that documents need to be uploaded, click **Cancel** and skip to step 10(b); or
- ii. Click **Terminate** to end the promulgation process:

(1) Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



## 9. For **Upload Documents**:

- a. Click **Upload Documents**:



b. Select from the dropdown the **Document Type**:

Document Upload

Regulation

Supporting Documents

Upload

Document Type:

Choose File No file chosen Upload Document

Home

- Proposed Rule
- Index of Studies/Reports\*
- Internal Organization Document\*
- Petition\*
- Additional Documentation\*
- Studies/Reports\*

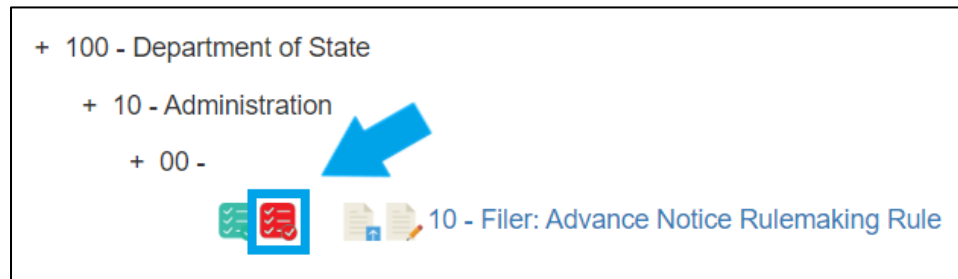
*\*This document type cannot be uploaded alone. A Proposed Rule must also be uploaded to be able to advance to the next step.*

- c. Click **Choose File** to select the document from your computer.
- d. Click **Upload Document** to upload.
- e. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps b-e for each additional document (you will not be able to advance the rule until the Proposed Rule is uploaded), or click **Home**:

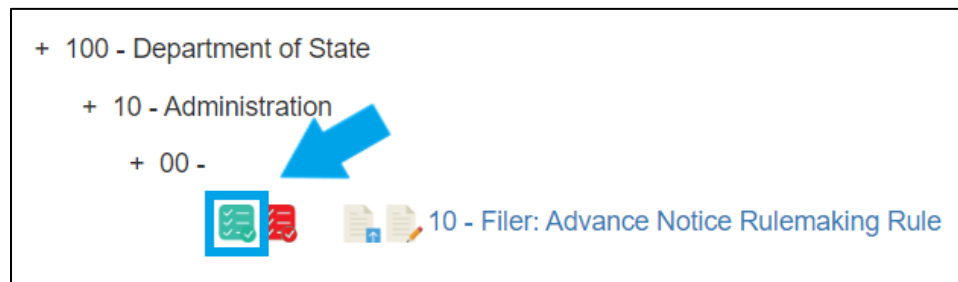
The document was successfully uploaded.

Upload More Documents Home

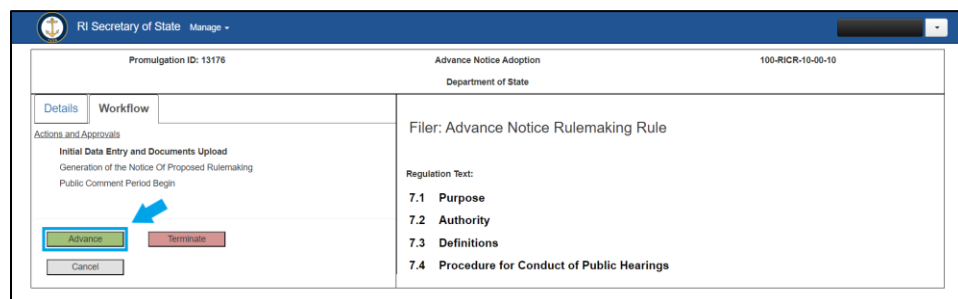
- f. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 9(h)(ii)(1):



- g. To continue, click the **Advance Workflow** icon:



- h. To advance the rule to generate the Advance Notice of Proposed Rulemaking, click **Advance** and skip to step 11:



- i. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- ii. Click **Terminate** to end the promulgation process:

- (1) Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

RI Secretary of State Manage -

Workflow Termination for Filing 100-RICR-10-00-10

Filer: Advance Notice Rulemaking Rule

Request Note for: Initial Data Entry and Documents Upload

Termination Reason: \*

Abandoned

Note: The reason for termination selected above will not be shown to the public and will not be published.

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

## 10. **DO NOT USE - ONLY FOLLOW IF ACCIDENTALLY CHOSEN**

For **Home**:

- a. Click **Home**:

RI Secretary of State Manage -

Filing Saved

The Filing for Filer: Advance Notice Rulemaking Rule was successfully saved.

You may now upload documents for this filing or move it to the next step in the workflow. Note that all required documents must be uploaded before the workflow can be advanced.

Home Upload Documents Advance Workflow

- b. Click the **Upload Documents** icon next to the Part in the **Work Queue** tab to upload documents to be able to advance the rule:

+ 100 - Department of State

+ 10 - Administration

+ 00 -

10 - Filer: Advance Notice Rulemaking Rule



c. Select from the dropdown the **Document Type**:

The screenshot shows a web form titled "Document Upload". It is divided into two main sections: "Regulation" and "Supporting Documents". Under the "Supporting Documents" section, there is an "Upload" subsection. This subsection contains a "Document Type:" label followed by a dropdown menu (labeled 'c'). Below the dropdown is a "Choose File" button (labeled 'd') with the text "No file chosen" next to it. To the right of the "Choose File" button is an "Upload Document" button (labeled 'e'). At the bottom left of the form is a "Home" button.

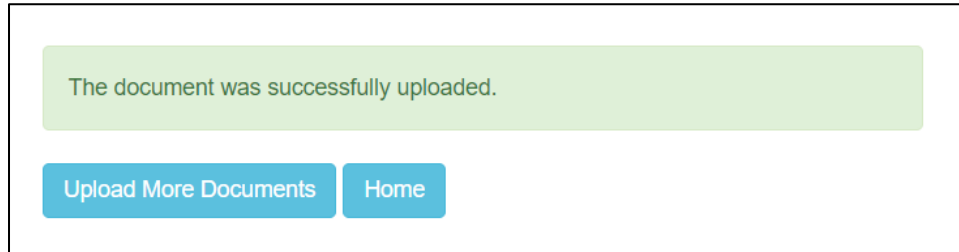
- Proposed Rule
- Index of Studies/Reports\*
- Internal Organization Document\*
- Petition\*
- Additional Documentation\*
- Studies/Reports\*

*\*This document type cannot be uploaded alone. A Proposed Rule must also be uploaded to be able to advance to the next step.*

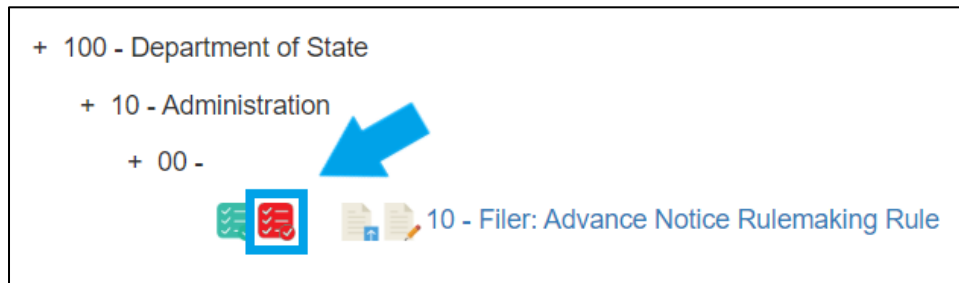
- d. Click **Choose File** to select the document from your computer.
- e. Click **Upload Document** to upload.

## AGENCY GUIDE: AGENCY HEADS

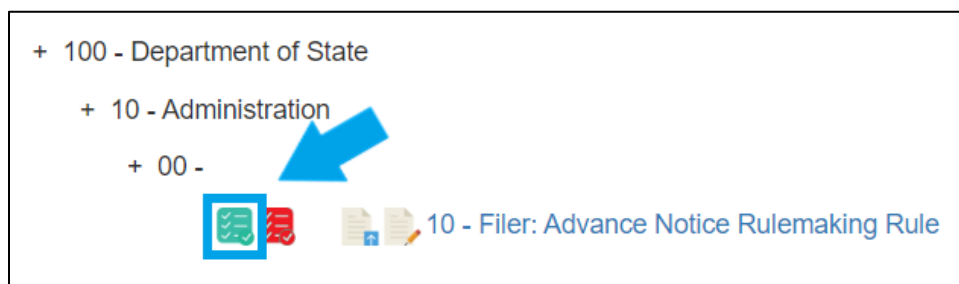
- f. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps c-f for each additional document (you will not be able to advance the rule until the Proposed Rule is uploaded), or click **Home**:



- g. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 10(i)(ii)(1):



- h. To continue, click the **Advance Workflow** icon:



- i. To advance the rule to generate the Advance Notice of Proposed Rulemaking, click **Advance** and skip to step 11:

The screenshot shows the 'RI Secretary of State' interface for 'Advance Notice Adoption' of rule 100-RICR-10-00-10. The 'Workflow' tab is active, showing a sequence of steps: 'Initial Data Entry and Documents Upload', 'Generation of the Notice Of Proposed Rulemaking', and 'Public Comment Period Begin'. The 'Advance' button is highlighted with a blue arrow. Other buttons include 'Terminate' and 'Cancel'. The right side of the interface shows the 'Filer: Advance Notice Rulemaking Rule' and a list of regulation sections: 7.1 Purpose, 7.2 Authority, 7.3 Definitions, and 7.4 Procedure for Conduct of Public Hearings.

- i. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- ii. Click **Terminate** to end the promulgation process:

(1) Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

The screenshot shows the 'Workflow Termination for Filing 100-RICR-10-00-10' form. It includes the 'Filer: Advance Notice Rulemaking Rule' and a 'Request Note for: Initial Data Entry and Documents Upload'. The 'Termination Reason' dropdown menu is set to 'Abandoned'. A red note states: 'Note: The reason for termination selected above will not be shown to the public and will not be published.' At the bottom, there are 'Submit' and 'Cancel' buttons. A small note at the bottom left says: 'Note: Fields marked with an asterisk (\*) are required.'

## AGENCY GUIDE: AGENCY HEADS


11. Certify that your agency *will* receive official approval from OMB if the rule is to be fully promulgated or is exempt from OMB's review process by clicking **Yes**:

ORR Compliance

Before uploading your agency's regulation for notice and comment in the RICR, your agency **must certify** that it has either received official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process.

Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system.

Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?



12. If you would like to add a note for the DOS for the future DOS review, enter text in the **Request Note** and/or click **Submit**:


RI Secretary of State Manage

Workflow Approval for Promulgation 100-RICR-10-00-10  
Filer: Advance Notice Rulemaking Rule (100-RICR-10-00-10)

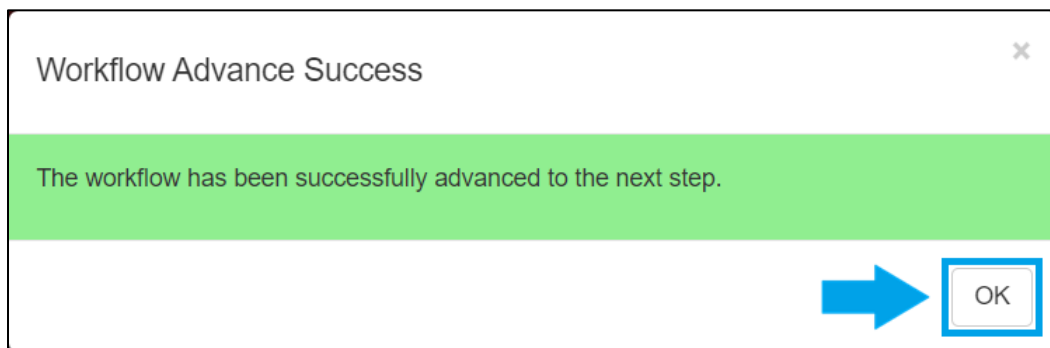
**Request Note for:** Initial Data Entry and Documents Upload

**Outcome Note for:** Initial Data Entry and Documents Upload

**Request Note for:** Generation of the Notice Of Proposed Rulemaking



13. Upon submitting, click **OK** to return to the RICR System homepage:



 **COMPLETED:** *Initial Data Entry and Documents Upload*

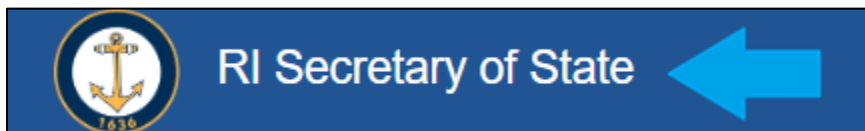
 **6.3.1.1.4.2 Generation of the Notice of Proposed Rulemaking**

1. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level to view the rule.
2. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, and **Advance Notice Details**, then click **Submit** once the details are updated:

*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*



- a. Once completed, click the Department of State logo to navigate back to the homepage:

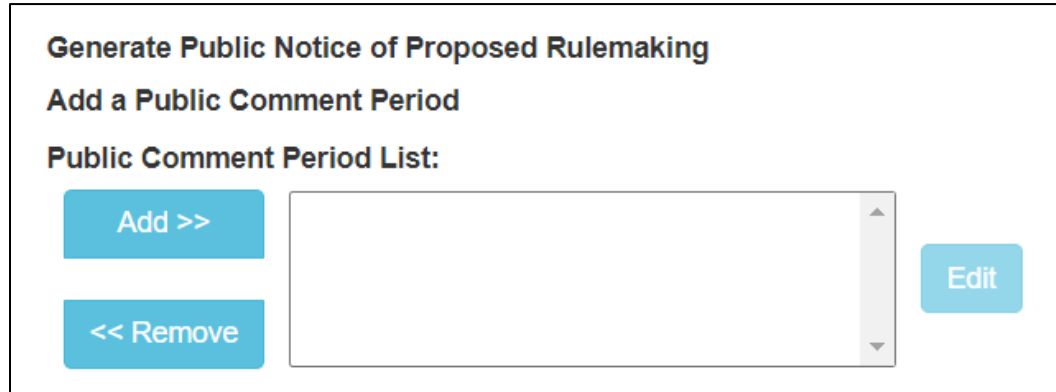


## AGENCY GUIDE: AGENCY HEADS

3. Click the **Generate/Review Docs** icon:



4. Click **Add >>** under **Public Comment Period List**, and click **Edit** and **<< Remove** as necessary to adjust the Public Comment Period:



**AGENCY GUIDE: AGENCY HEADS**

5. Fill out the form to add a Public Comment Period – all fields are required:

Public Comment Period
✕

---

**Date of Public Notice:**

08/13/2024

**Date of End of Comment Period: \*** ?

**Full Name of Contact Person: \***

**Contact Person Email: \***

**Contact Person Address: \***

, RI

**Allow online public comments? \***

Yes  No

- a. The **Date of End of Comment Period** will automatically show the minimum first eligible date to be chosen, but you may choose a future date if needed.
- b. Agencies may use the RICR Filing System to accept public comments by selecting **Yes** to **Allow online public comments?**. Agencies may opt out by selecting **No**.
  - i. If **Yes** is selected, you have the option to specify dates for when your agency wants to allow online public comments within the Public Comment Period.

**AGENCY GUIDE: AGENCY HEADS**

- 6. If there will be a hearing, click on the Public Comment Period, then click **Add >>** under **Add a Public Hearing:**

**Generate Advance Notice of Proposed Rulemaking**

**Add a Public Comment Period**

**Public Comment Period List:**

**08/23/2024 - 08/23/2024**

**Add a Public Hearing: ?**

- 7. Fill out the form to add a Public Hearing - all fields are required:

**Public Hearing** [Close]

**Hearing date/time: \***

Time:

**Hearing Location: \***

State: Rhode Island

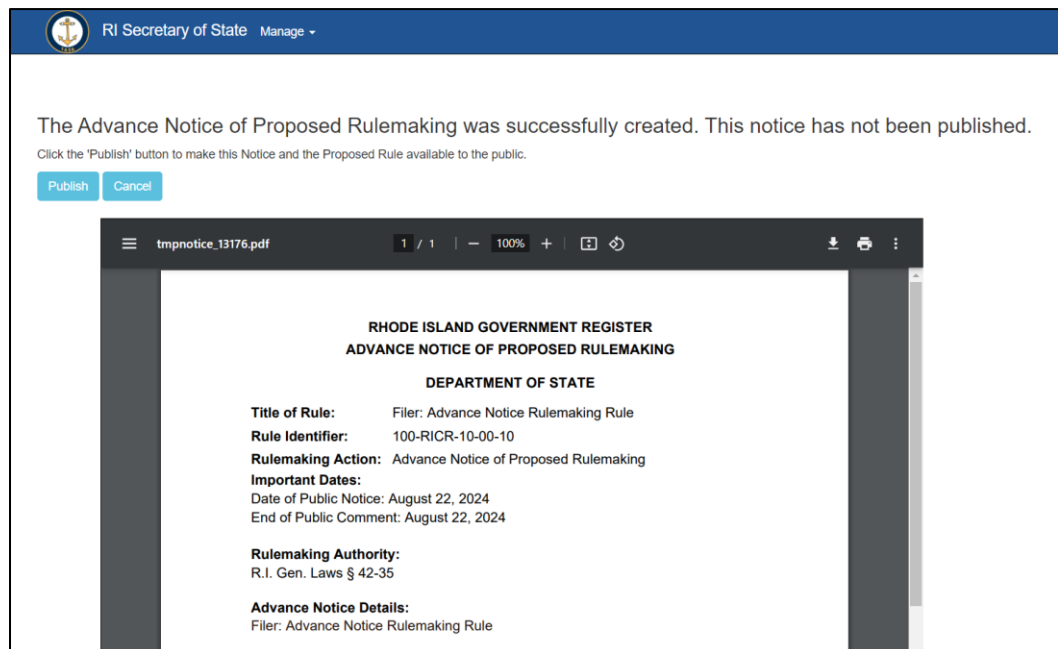
**Phone Number for Special Assistance: \***



8. Click **Generate Notice** (this will not publish the rule, only preview the notice):



9. Review the Notice of Proposed Rulemaking:



- a. If any information within the notice is incorrect, click **Cancel** to go back and edit to update the information and complete steps as necessary.
- b. Once information is confirmed to be correct, click **Publish** to approve the notice and publish the rule in the RICR.

10. Click **Home** to return to the RICR home page:

- a. If after the notice is published there needs to be any changes made, click **Amend Public Notice** to create and publish an additional notice with corrections.

## Documents Published

**Rule Identifier: 100-RICR-10-00-10**

**Title of Rule: Filer: Advance Notice Rulemaking Rule**

The following documents are now available to the public:

- [Proposed Rule](#)
- [Public Notice of Proposed Rulemaking](#)

Amend Public Notice
Home


 **COMPLETED:** *Generation of the Notice Of Proposed Rulemaking*

At this time, the Proposed Rule is now live in the RICR and may be viewed by completing the following:

1. Go to <https://rules.sos.ri.gov/organizations>.
2. Locate the associated Title within the Table of Contents.
3. Click the plus sign (+) next to the Title:

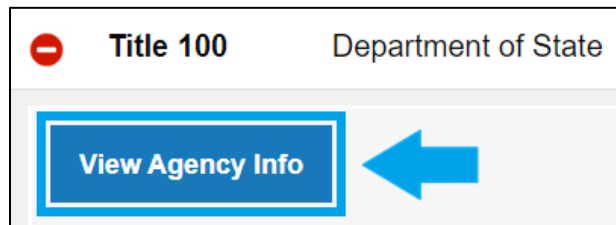
### Table of Contents

Show  entries Filter by Agency

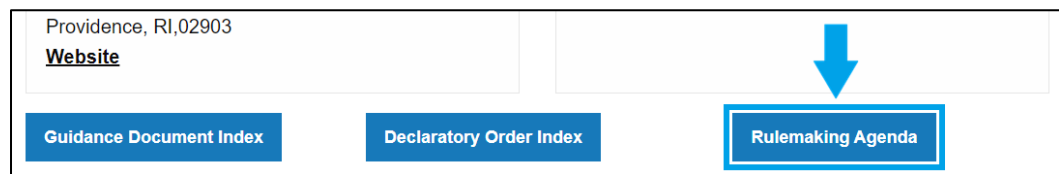
	Title	Agency
	Title 100	Department of State

## AGENCY GUIDE: AGENCY HEADS

4. Click **Agency Info**:



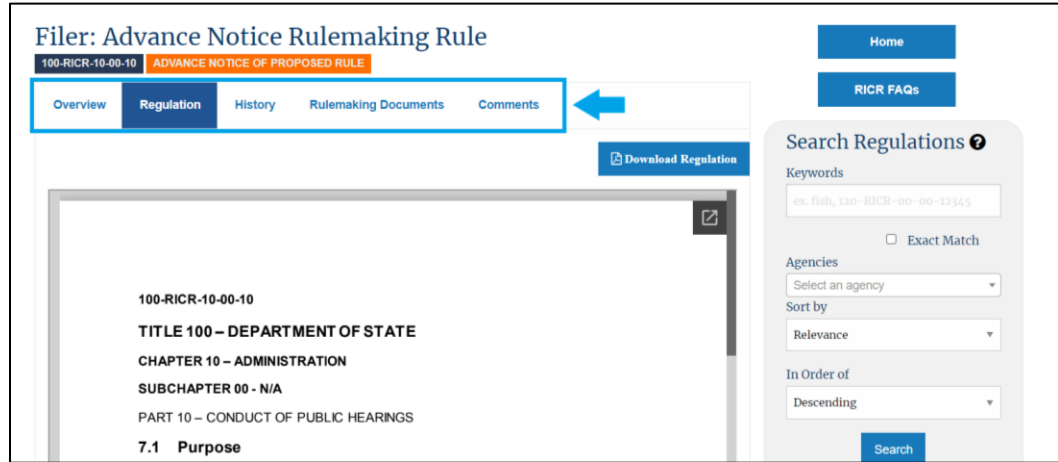
5. Click **Rulemaking Agenda**:



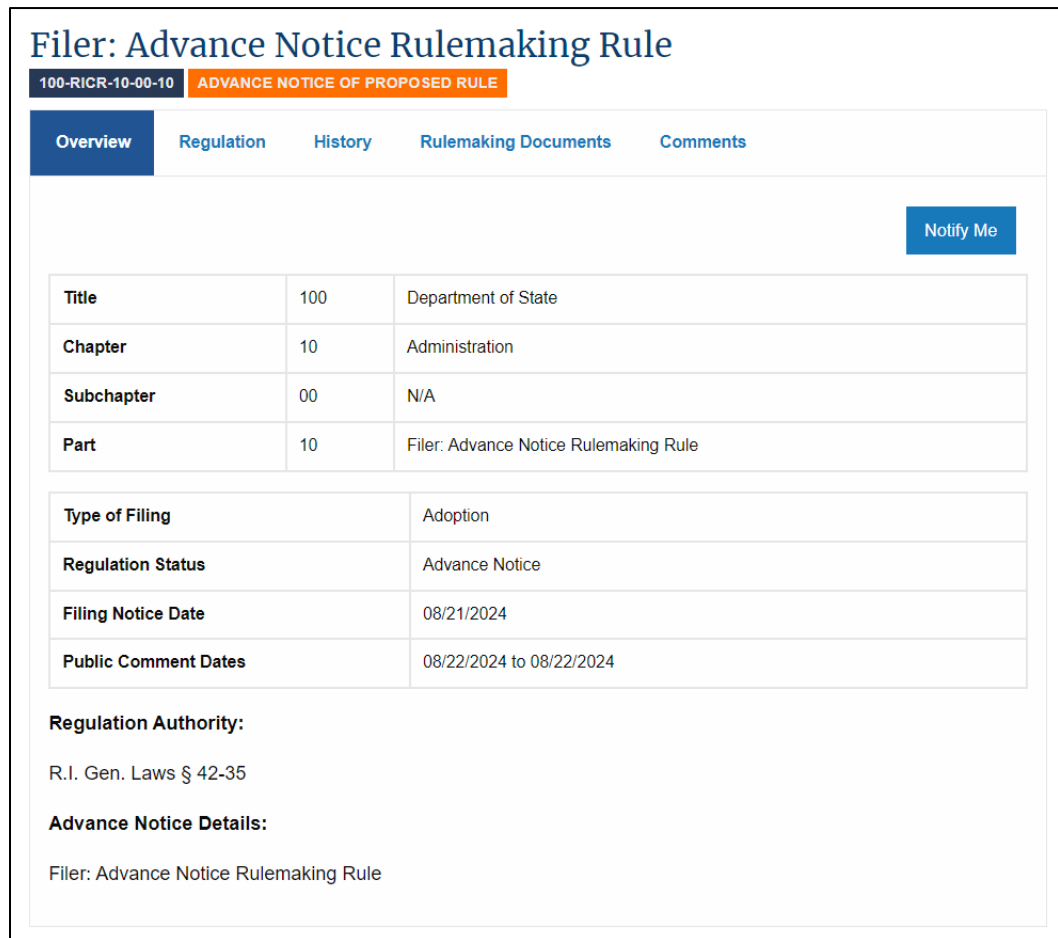
6. Locate the correct Proposed Rule and click the rule name to view:



- Click through the navigation tabs to view the **Overview**, **Regulation**, **History**, **Rulemaking Documents**, and **Comments**:



- The **Overview** tab displays the rule details:





### 6.3.1.1.4.3 Public Comment Period Begin

*The first half of this step will be completed automatically by the RICR System to start the Public Comment Period in the RICR.*

If online public comments were allowed, you may review comments as they are submitted, or at the end of the Public Comment Period. See step 2 in the following section ([§ 6.3.1.1.4.4 of this Guide](#)) for how to review comments and generate a public comment document compiling all submitted rules.

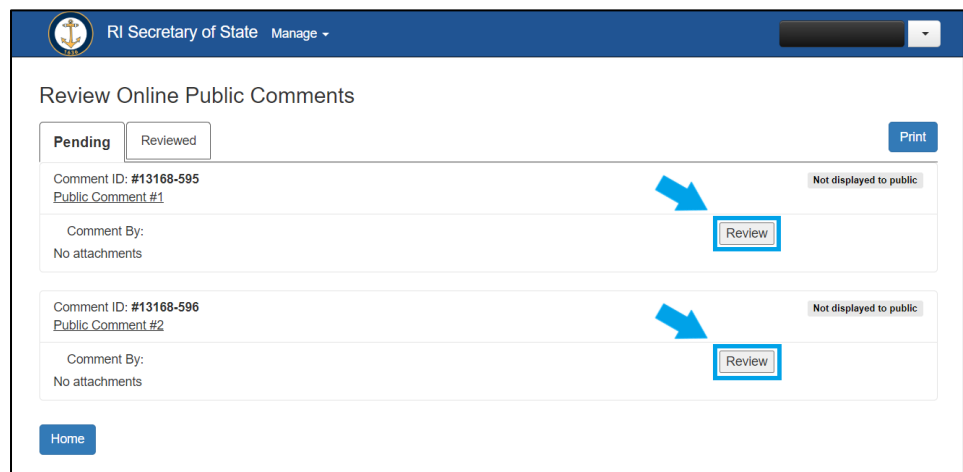


### 6.3.1.1.4.4 Public Comment Period Begin

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If online public comments were allowed, click the Review Comments icon, otherwise skip to step 3:



- a. Review every rule listed under the **Pending** tab by clicking **Review** for each comment submitted:



- i. Select to display the comment in the RICR or not, add any internal and public notes, and click **OK** to approve:

Online Public Comment Review

Comment By: **First Last**  
On: **08/13/2024**  
Comment: **Public Comment #1**  
Comment display to public is **disabled** and not yet reviewed

Enable public comment display?  Yes  No

**Internal Review Notes**

**Public Review Notes**

Display these Public Review Notes to the public: ?

OK Cancel

- b. Click the **Reviewed** tab to view who reviewed the comment, when it was approved, and review again if necessary:

RI Secretary of State Manage

Review Online Public Comments

Pending **Reviewed** Print

Comment ID: #13168-595  
Public Comment #1 Displayed to public

Comment By:  
No attachments  
Reviews:

Reviewed By:  
On:

Review

Comment ID: #13168-596  
Public Comment #2 Displayed to public

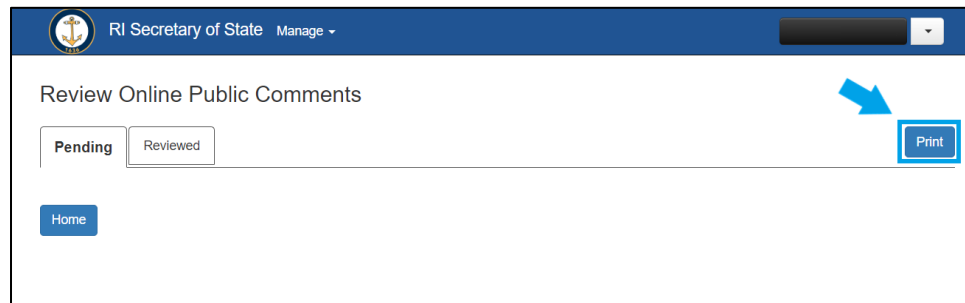
Comment By:  
No attachments  
Reviews:

Reviewed By:  
On:

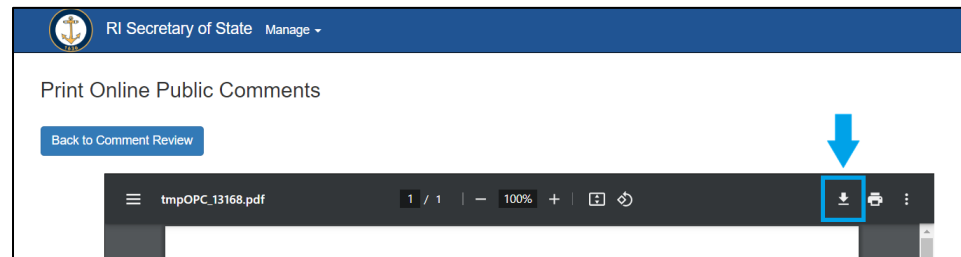
Review

Home

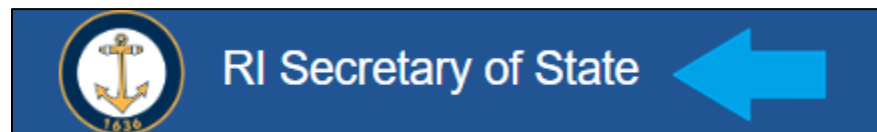
- c. Click **Print** to generate a public comment document:



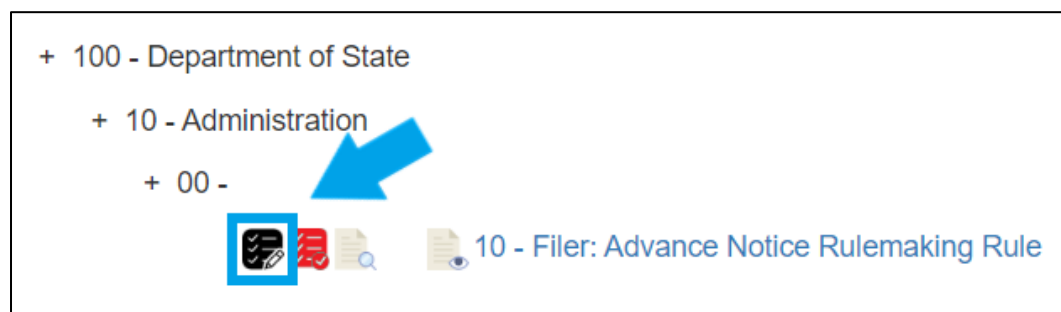
- d. Click the down arrow at the top-right of the PDF viewer to download the document so that it can be used to upload as the part of the final rulemaking documents:



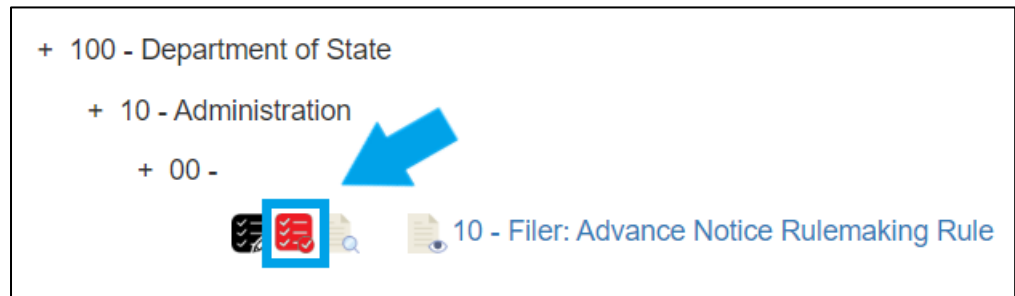
- e. To navigate back to the homepage, click the Department of State logo:



3. To start rulemaking, in the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Start Rulemaking** icon:



- a. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process:



- b. Select a **Termination Reason**, then click **Submit** to terminate.



***DO NOT CLICK Cancel - THIS WILL START PROPOSED REGULAR RULEMAKING.***

*Instead, click the RICR logo at the top-left corner to go back if need be.*

RI Secretary of State Manage

Workflow Termination for Filing 100-RICR-10-00-10

Filer: Advance Notice Rulemaking Rule

**Note: If you terminate this Part, you will not be able to use this Part number in the future.**

Request Note for: Public Comment Period Begin

Termination Reason: \*

Abandoned

**Note: The reason for termination selected above will not be shown to the public and will not be published.**

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel



**AGENCY GUIDE: AGENCY HEADS**

4. Enter and confirm the **Rulemaking Filing Details**:

- a. Choose the **Rulemaking Action** and **Rulemaking Process** to start rulemaking, either **Proposed Regular**, **Proposed Direct Final**, or **Emergency**:

*If another Advance Notice Public Comment Period is necessary, choose Advance Notice.*

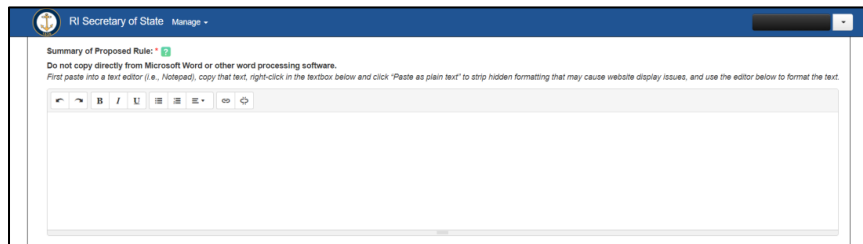
<b>Rulemaking Action:</b> * ?	<input type="radio"/> Proposed	<input type="radio"/> Emergency	<input type="radio"/> Advance Notice
<b>Rulemaking Process:</b> * ?	<input type="radio"/> Regular	<input type="radio"/> Direct Final	

- b. Confirm the **Regulation Title** is correct and uses sentence case (i.e., use “Conduct of Public Hearings”, not “CONDUCT OF PUBLIC HEARINGS”); and
- c. Confirm the Rulemaking Authority is correct and update as necessary by selecting the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:

Add >>	R.I. Gen. Laws § 42-35 1
<< Remove 2	

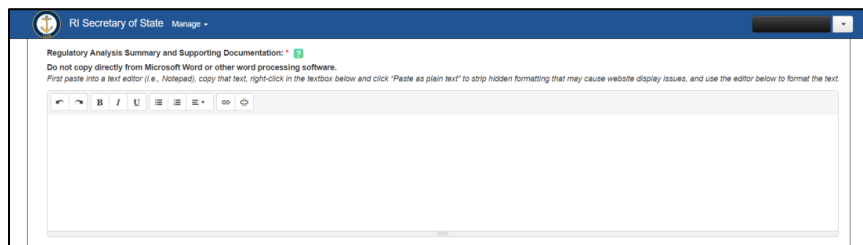
- d. If **Proposed Regular** or **Proposed Direct Final** was chosen:
  - i. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:

- (1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



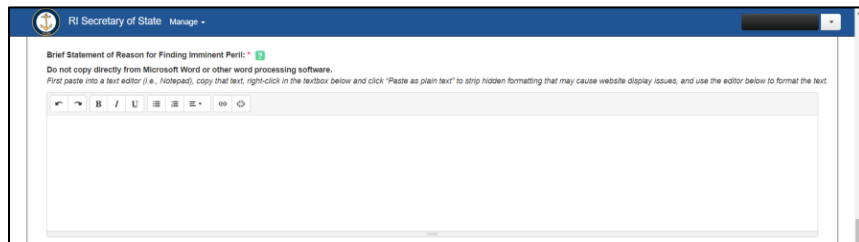
- i. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:

- (1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



- e. If **Emergency** was chosen:
  - i. Enter the **Brief Statement of Reason for Finding Imminent Peril** to state the reason this rule is required in order to avoid a threat to public health, safety, or welfare, or the loss of federal funding for an agency program ([R.I. Gen. Laws § 42-35-2.10](#)):

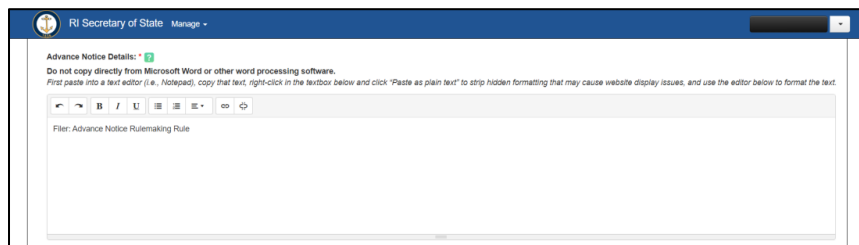
- (1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



- f. If **Advance Notice** was chosen:

- i. Enter the **Advance Notice Details** to indicate where, when, and how persons may comment before the rulemaking process begins (any meeting held is open to the Open Meetings Act and subject to [R.I. Gen. Laws Chapter 42-46](#)):

- (1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



5. Confirm the **Additional Information URL** is correct to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

**Additional Information URL:** \* ?

6. Review to ensure all entered text is correct and click **Submit**.



***DO NOT CLICK Cancel - THIS WILL START PROPOSED REGULAR***

***RULEMAKING.***

*Instead, click the RICR logo at the top-left corner to go back if need be.*



**COMPLETED:** *Public Comment Period Begin*



**6.3.1.1.4.5 Initial Data Entry and Documents Upload**

1. Based on the Rulemaking Action and Process chosen, continue rulemaking by following:
  - a. **Proposed Regular** Rulemaking in [§ 6.3.1.1.1.1\(9\) of this Guide](#);
  - b. **Proposed Direct Final** Rulemaking in [§ 6.3.1.1.2.1\(9\) of this Guide](#);
  - c. **Emergency** Rulemaking in [§ 6.3.1.1.3.1\(9\) of this Guide](#); or
  - d. Restart **Advance Notice** Rulemaking in [§ 6.3.1.1.4.1\(7\) of this Guide](#).

### 6.3.1.1.5 APA Exempted Rulemaking

For information regarding this Rulemaking Action, see [§ 3.3.5 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
Rules Coordinator Approval for Notice of Proposed Rulemaking	Rules Coordinator
DOS Verification of Drafts	Department of State
Submission for Promulgation	RICR Filing System
Rules Coordinator Approval for Final Submission	Rules Coordinator
Agency Head Signature Applied	Agency Head
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System

Before initiating the process in the RICR Filing System, [email the Administrative Records Office \(ARO\)](#) to request the APA Exemption be applied to the Part to be promulgated:

1. Provide the full RICR Citation (##-RICR-##-##-#); and
2. Confirm the promulgating agency/division may use the exemption per [R.I. Gen. Laws § 42-35-18](#).

Only once the ARO confirms in an email reply that the exemption was applied can the promulgation process be started in the RICR Filing System.

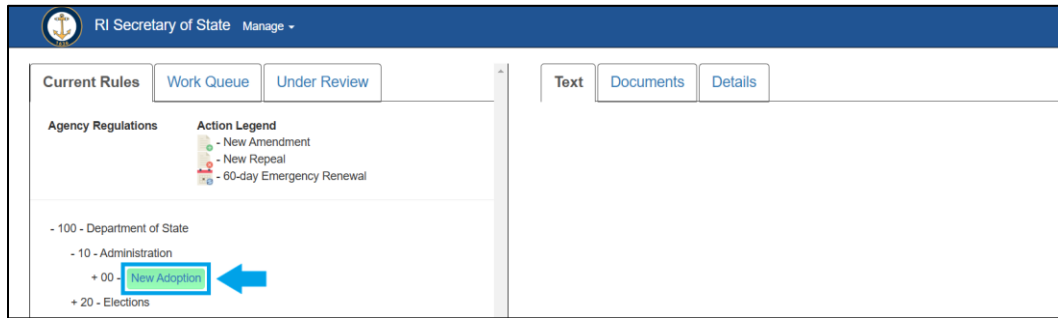


#### 6.3.1.1.5.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, and **Subchapter** to open each level, and:
  - a. Ensure the New Adoption button is **green**, not **blue**; and

*If the button is **blue**, do not move forward with the promulgation and immediately contact the ARO per [§ 6.3.1.1.5 of this Guide](#).*

b. Click **New Adoption** to promulgate a new rule:



3. Enter in the **Rulemaking Filing Details**:

A screenshot of the 'Rulemaking Filing Details' form in the RI Secretary of State web application. The form is titled 'Department of State' and 'Administration'. It contains several fields: 'Rulemaking Type' is set to 'Adoption'; 'Rulemaking Action' has three radio buttons: 'Proposed', 'Emergency', and 'Advance Notice', with 'Proposed' selected; 'Rule Identifier' is '100-RICR-10-00-' followed by a text input field containing '00'; 'Regulation Title' is an empty text input field; 'Rulemaking Authority' is a dropdown menu with 'R.I. General Laws' selected. There are 'Add >>' and '<< Remove' buttons. The fields are highlighted with blue boxes and labeled with letters: 'a' for the 'Rulemaking Action' radio buttons, 'b' for the 'Rule Identifier' text input, 'c' for the 'Regulation Title' text input, and 'd' for the 'Rulemaking Authority' dropdown.

a. Do not choose a **Rulemaking Action**;

b. Enter the **Rule Identifier** (a.k.a. Part number) as confirmed in the email exchange with the ARO.

After clicking the next field to fill out, this should immediately update the Rulemaking Action to display **APA Exempted**:

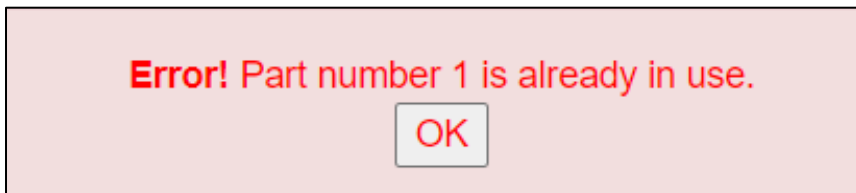


If the Rulemaking Action does not change to APA Exempted, *do not move forward with the promulgation* and instead scroll to the

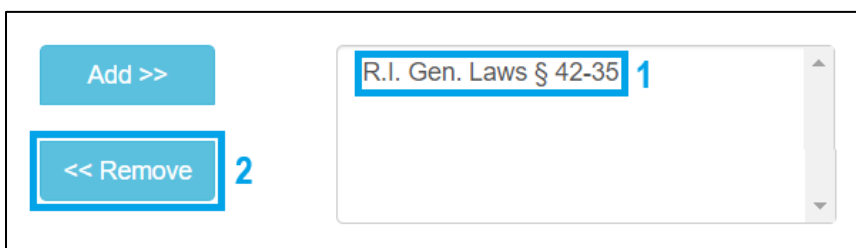
## AGENCY GUIDE: AGENCY HEADS

bottom of the page to click **Cancel** and [email the ARO](#) immediately to fix this;

- i. Part numbers may only be used once ([§ 2.3.4 of this Guide](#)). The RICR System will display an error message if a Part number has already been used after clicking the next field:



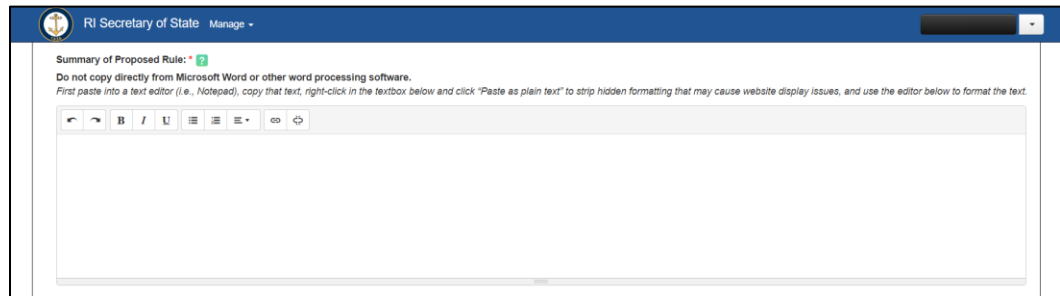
- ii. Enter in a new Part number until you no longer see an error, then update rulemaking documents and work with the ARO to apply the exemption to use the new Part number.
- c. Enter the **Regulation Title** using sentence case (i.e., use "Conduct of Public Hearings", not "CONDUCT OF PUBLIC HEARINGS"); and
- d. Choose the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



4. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:

## AGENCY GUIDE: AGENCY HEADS

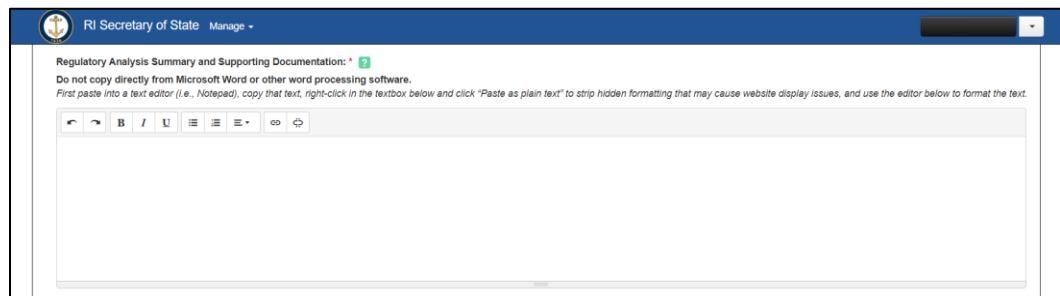
- a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



The screenshot shows a web browser window titled "RI Secretary of State" with a "Manage" dropdown menu. The main content area is titled "Summary of Proposed Rule: \* ?" and contains the following instructions: "Do not copy directly from Microsoft Word or other word processing software. First paste into a text editor (i.e., Notepad), copy that text, right-click in the textbox below and click 'Paste as plain text' to strip hidden formatting that may cause website display issues, and use the editor below to format the text." Below the instructions is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and a text color picker. The text area below the toolbar is currently empty.

5. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:

- a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



The screenshot shows a web browser window titled "RI Secretary of State" with a "Manage" dropdown menu. The main content area is titled "Regulatory Analysis Summary and Supporting Documentation: \* ?" and contains the following instructions: "Do not copy directly from Microsoft Word or other word processing software. First paste into a text editor (i.e., Notepad), copy that text, right-click in the textbox below and click 'Paste as plain text' to strip hidden formatting that may cause website display issues, and use the editor below to format the text." Below the instructions is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and a text color picker. The text area below the toolbar is currently empty.

6. Enter the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):



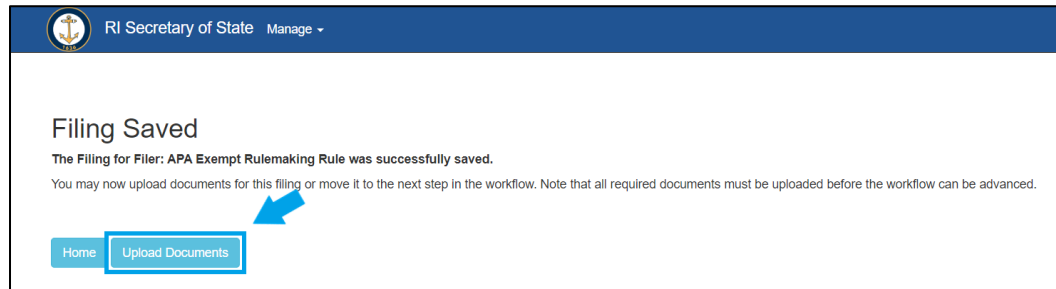
The screenshot shows a form field titled "Additional Information URL: \* ?". The input field contains the text "https://" followed by a dropdown arrow and "www.example.com".

7. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel** to prevent the Part number from being



used.

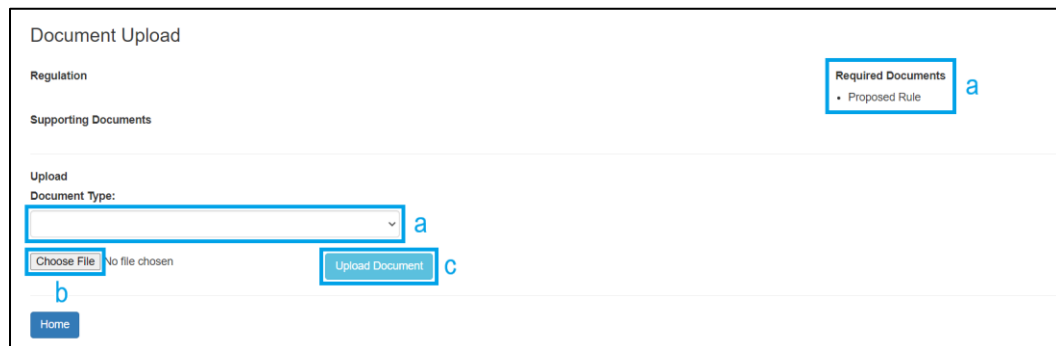
8. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



9. Upload documents:



- a. Select from the dropdown the **Document Type**:
      - i. **Required**:
        - Proposed Rule\*

## AGENCY GUIDE: AGENCY HEADS

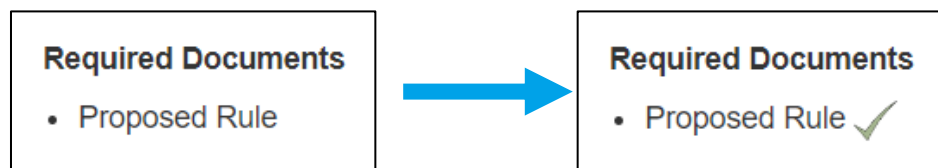
ii. **Optional:**

- Index of Studies/Reports
- Internal Organization Document
- Petition
- Additional Documentation
- Studies/Reports

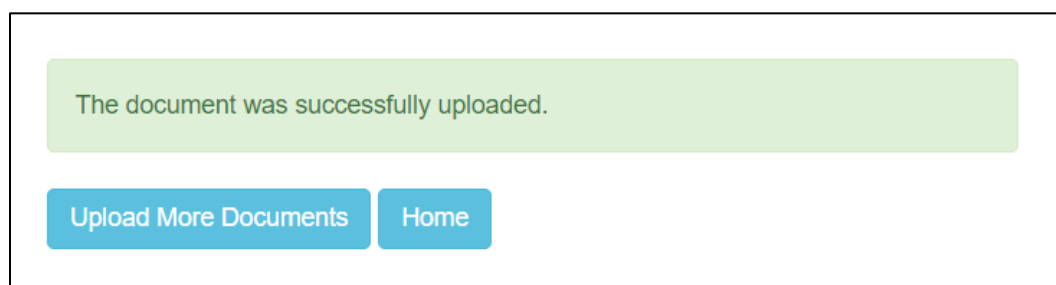
***\*There will be no option to upload a Final Rule.***

*Upload the Final Rule with Track Changes still on as the Proposed Rule in the RICR Filing System. The ARO will accept all changes before the Final Rule goes into effect.*

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:



- b. Click **Choose File** to select the document from your computer; and
- c. Click **Upload Document** to upload.
10. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 9-10 for each additional document (you will not be able to advance the rule until all required documents are uploaded), or click **Home** to continue to the next step:



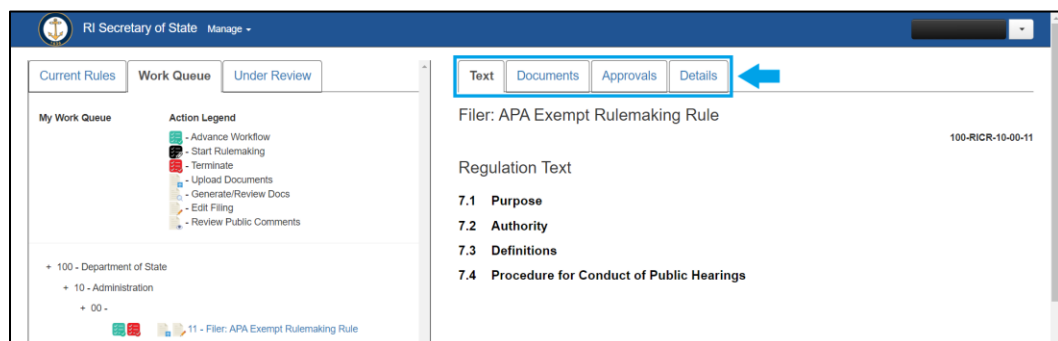
## AGENCY GUIDE: AGENCY HEADS

11. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, **Summary of Proposed Rule**, and **Regulatory Analysis Summary and Supporting Documentation**, then click **Submit** once the details are updated:

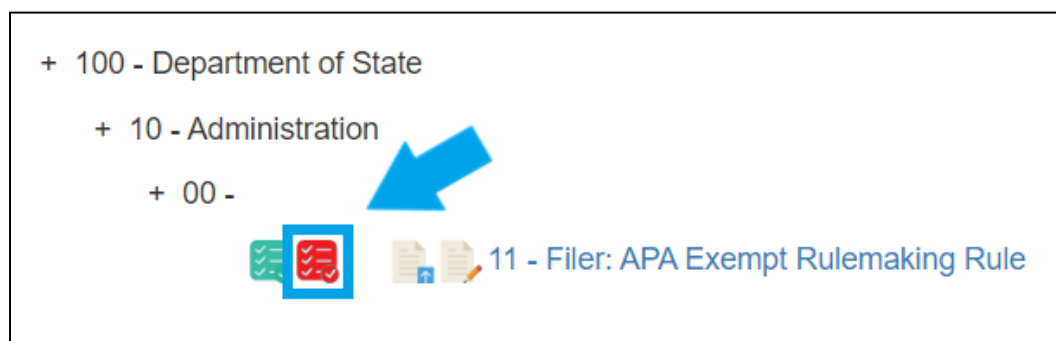
*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*



12. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



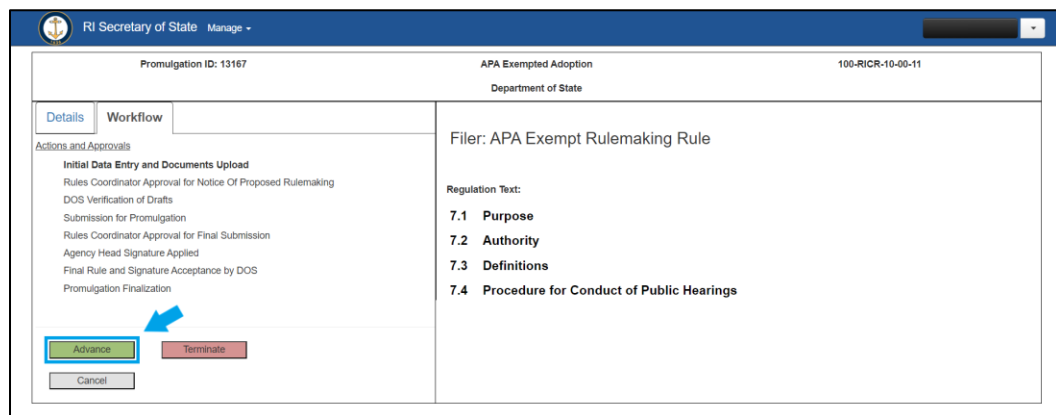
13. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 15(b)(i):



14. To continue, click the **Advance Workflow** icon:



15. To advance the rule for the DOS Formatting Review, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:

- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

RI Secretary of State Manage

Workflow Termination for Filing 100-RICR-10-00-11

Filer: APA Exempt Rulemaking Rule

Request Note for: Initial Data Entry and Documents Upload

Termination Reason: \*

Abandoned

Note: The reason for termination selected above will not be shown to the public and will not be published.

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

- 16. Enter what the Effective Date should be set to (i.e., either a minimum 20-day waiting period or other date) in the **Request Note** and click **Submit**:

RI Secretary of State Manage

Workflow Approval for Promulgation 100-RICR-10-00-11

Filer: APA Exempt Rulemaking Rule (100-RICR-10-00-11)

Request Note for: Initial Data Entry and Documents Upload

Outcome Note for: Initial Data Entry and Documents Upload

Request Note for: Rules Coordinator Approval for Notice Of Proposed Rulemaking

Submit Cancel

- 17. Upon submitting, click **OK** to return to the RICR System homepage:

Workflow Advance Success

The workflow has been successfully advanced to the next step.

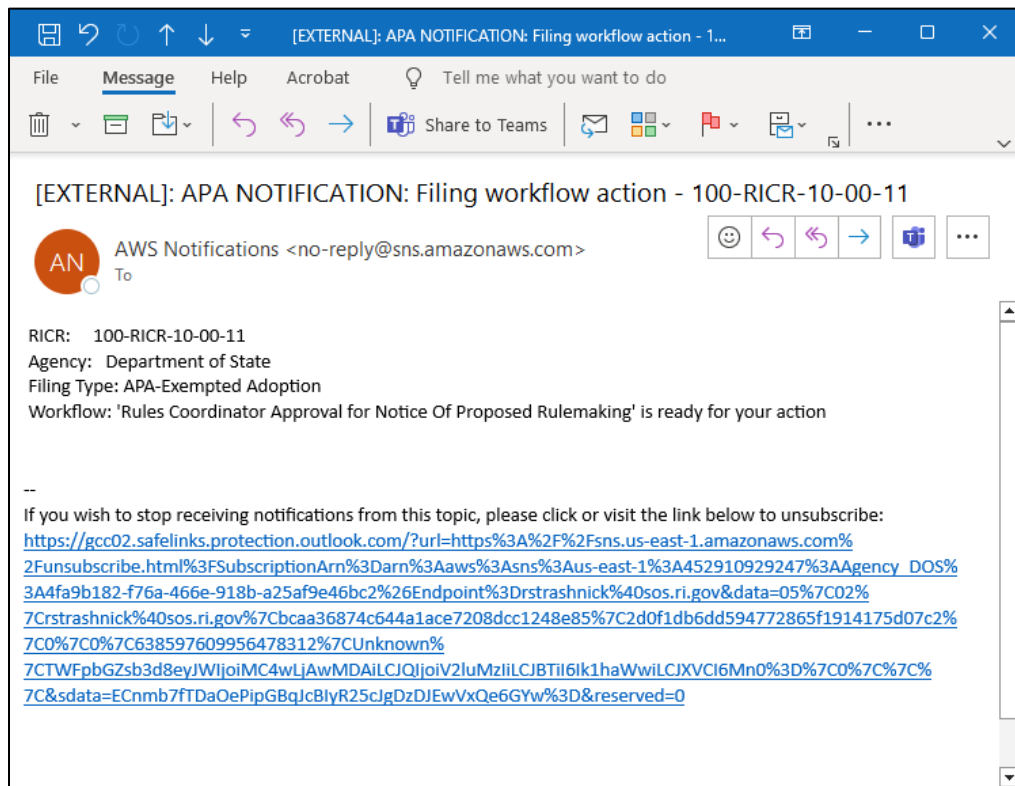
OK

 **COMPLETED:** *Initial Data Entry and Documents Upload*

 **6.3.1.1.5.2 Rules Coordinator Approval for Notice of Proposed Rulemaking**

*This step will be completed by the Rules Coordinator.*

The Rules Coordinator will receive an AWS Notification email to indicate they need to log in and approve the rule to advance it for the DOS review:

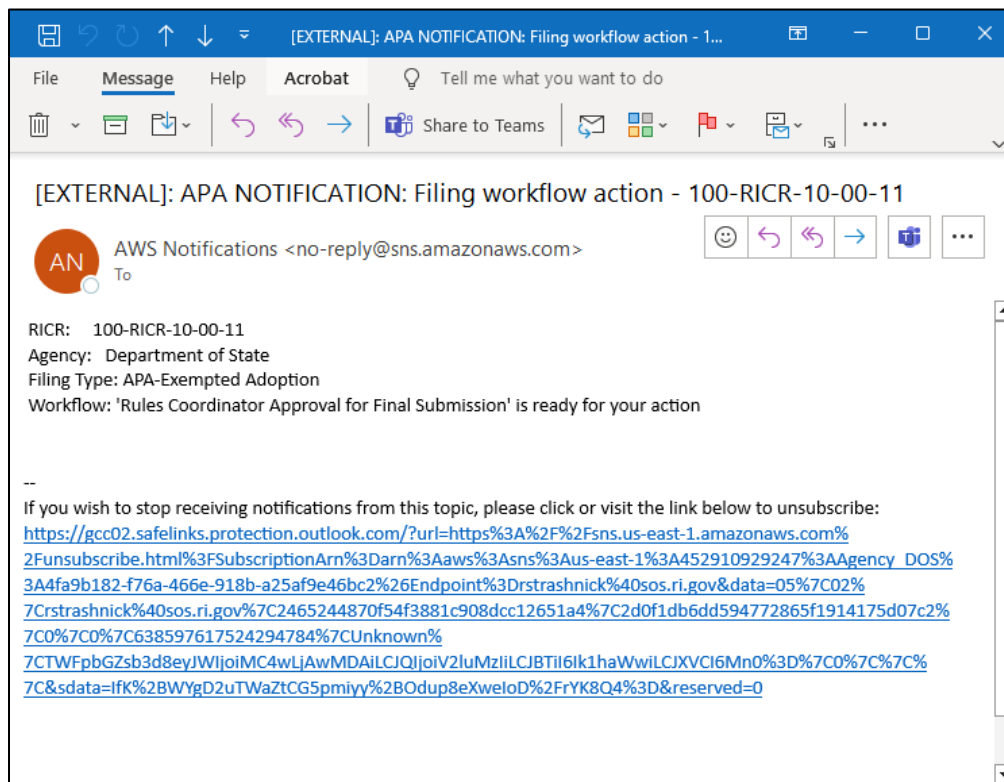




### 6.3.1.1.5.3 DOS Verification of Drafts

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator will receive an AWS Notification email to indicate the next step should be taken:



### 6.3.1.1.5.4 Rules Coordinator Approval for Final Submission

*This step will be completed by the Rules Coordinator.*

The Rules Coordinator will need to log in to advance the rule for signatures.



### 6.3.1.1.5.5 Agency Head Signature Applied

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



### 6.3.1.1.5.6 Final Rule and Signature Acceptance by DOS

*This step will be completed by the Administrative Records Office.*

Once the Agency Head signs the rule, the Department of State will sign the rule and set the rule’s Effective Date.



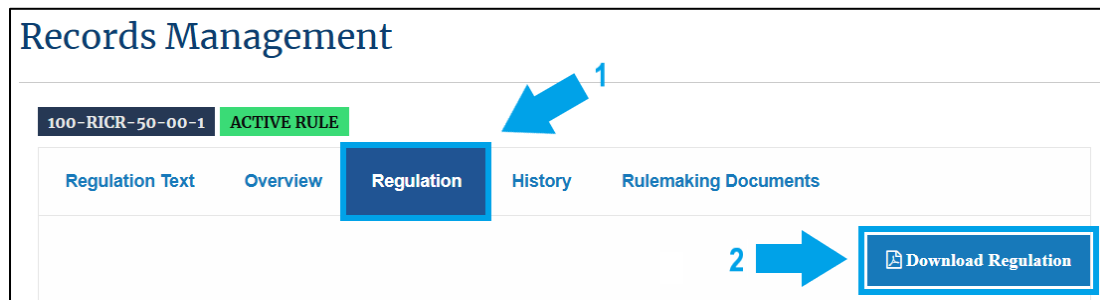
### 6.3.1.1.5.7 Promulgation Finalization

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.

**It is the Agency Head’s responsibility to download the signed Regulation for the agency’s files to be permanently retained per [GRS2.5 Rulemaking Files](#).**

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:





## 6.3.1.2 Amendments

### 6.3.1.2.1 Proposed Regular Rulemaking

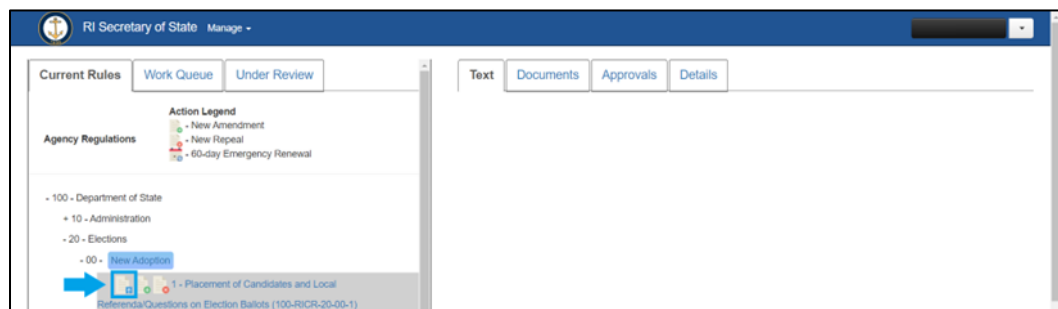
For information regarding this Rulemaking Action, see [§ 3.3.1 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
DOS Verification of Drafts	Department of State
Generation of the Notice of Proposed Rulemaking	Agency Head
Submission for Promulgation	RICR Filing System
Public Comment Period Begin	RICR Filing System
Post Public Comment Period Data update and Document Upload	Agency Head
DOS Final Regulation Approval	Department of State
Agency Head Signature Applied	Agency Head
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System



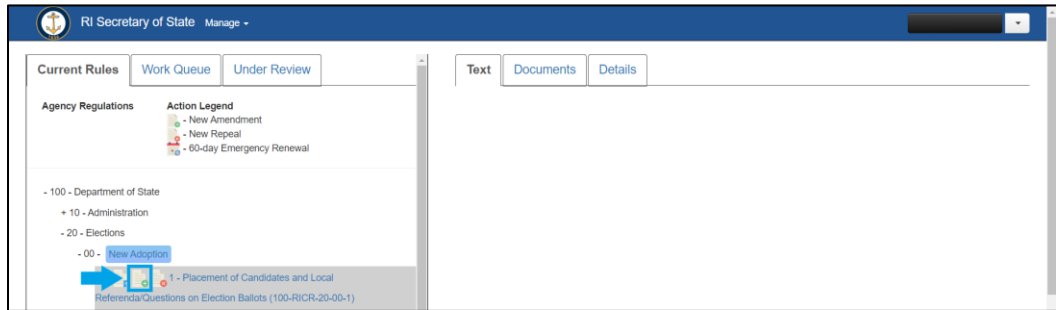
#### 6.3.1.2.1.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **Download Document** icon to draft the amendment (see [§ 5.1.2.2 of this Guide](#) for additional information):



**AGENCY GUIDE: AGENCY HEADS**

- Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title, Chapter, Subchapter, and Part** to open each level, then click the **New Amendment** icon promulgate an amendment:



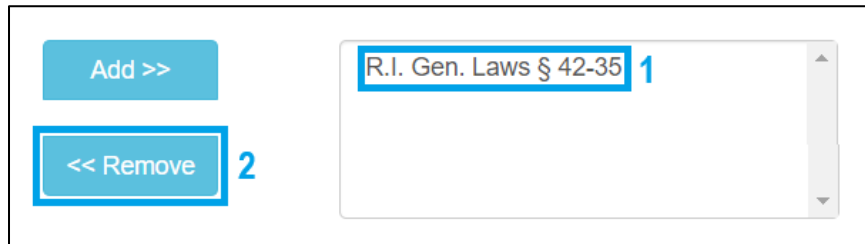
- Enter and confirm the **Rulemaking Filing Details**:

- Choose **Proposed**, then **Regular**, for the **Rulemaking Action** and **Rulemaking Process**;

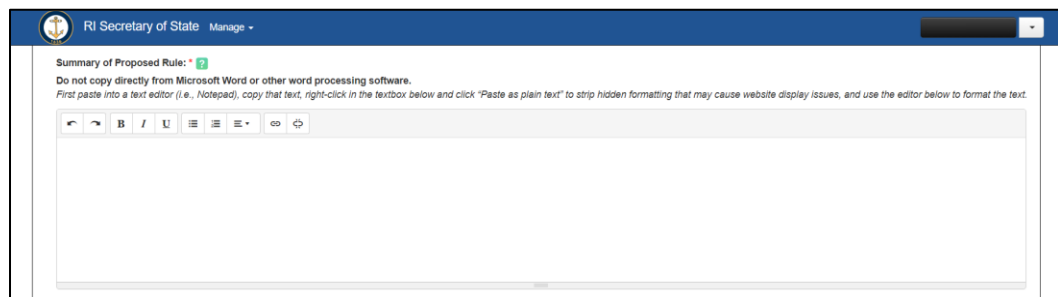
- Confirm the **Regulation Title** using sentence case (i.e., use "Conduct of Public Hearings", not "CONDUCT OF PUBLIC HEARINGS"); and
- Confirm the appropriate authority from the dropdown, enter the

**Rulemaking Authority** citation, and click **Add**.

- i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:

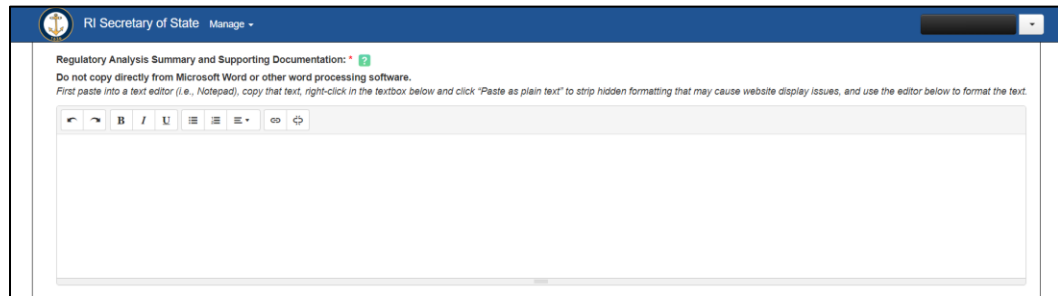


5. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



6. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:

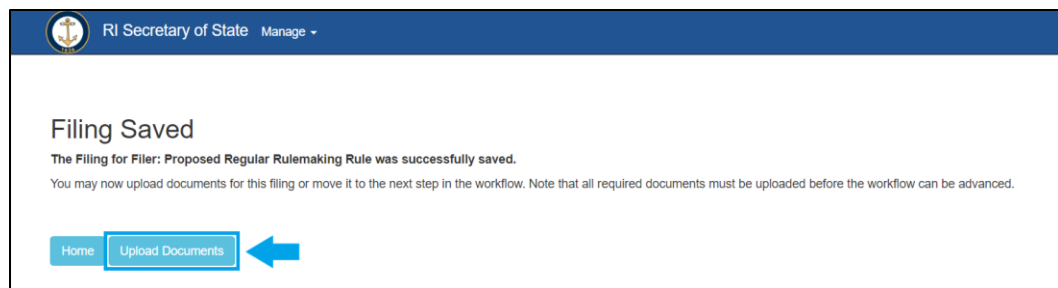
- a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



7. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

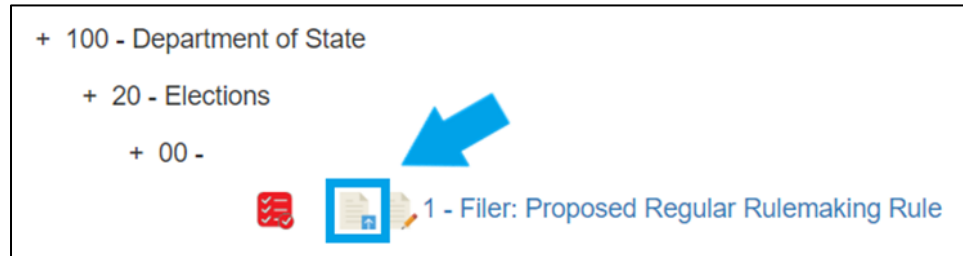
A screenshot of a form field labeled 'Additional Information URL: \*' with a green question mark icon. The field contains a text input box with the value 'https:// www.example.com'. The 'https://' part is in a dropdown menu, and 'www.example.com' is in the main input box.

8. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel**.
9. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



## AGENCY GUIDE: AGENCY HEADS

- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



### 10. Upload documents:

The screenshot shows the Document Upload form. The form has sections for Regulation, Supporting Documents, and Upload. The Upload section has a Document Type dropdown menu, a Choose File button, and an Upload Document button. A Required Documents list is shown in the top right corner.

- a. Select from the dropdown the **Document Type**:

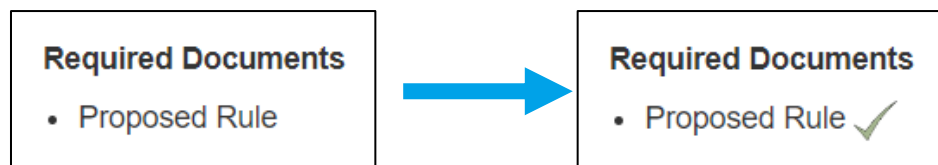
i. **Required:**

- Proposed Rule

ii. **Optional:**

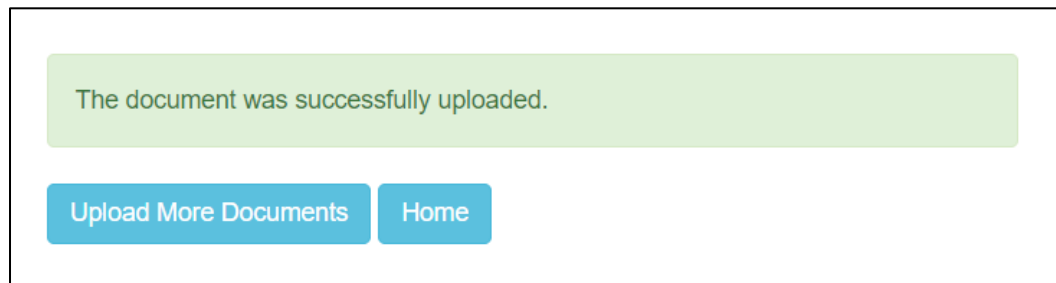
- Index of Studies/Reports
- Additional Documentation
- Internal Organization Document
- Studies/Reports
- Petition

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

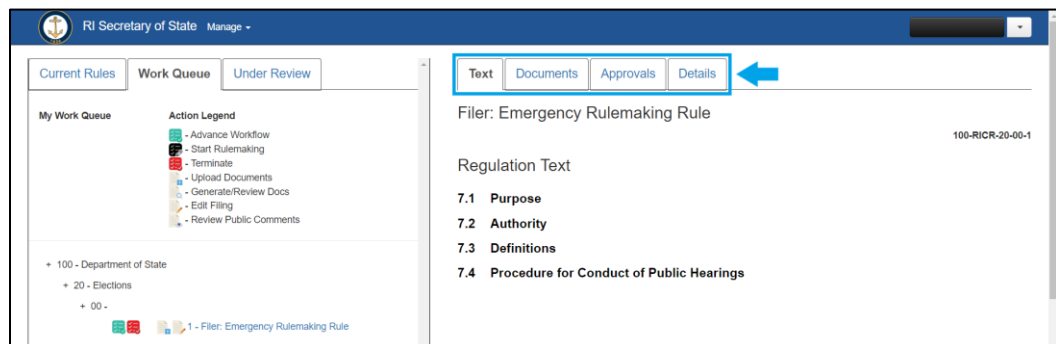


## AGENCY GUIDE: AGENCY HEADS

- b. Click **Choose File** to select the document from your computer; and
  - c. Click **Upload Document** to upload.
11. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 9-10 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



12. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



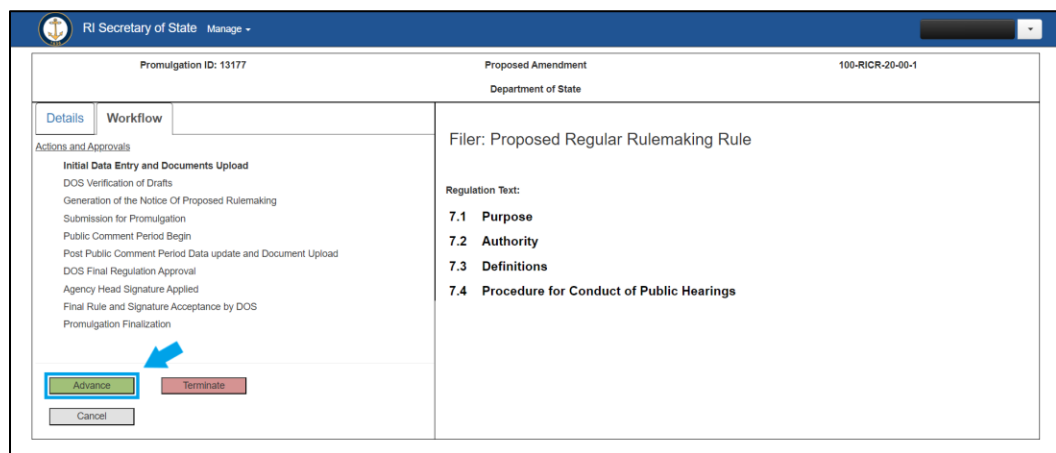
13. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 14(b)(i):



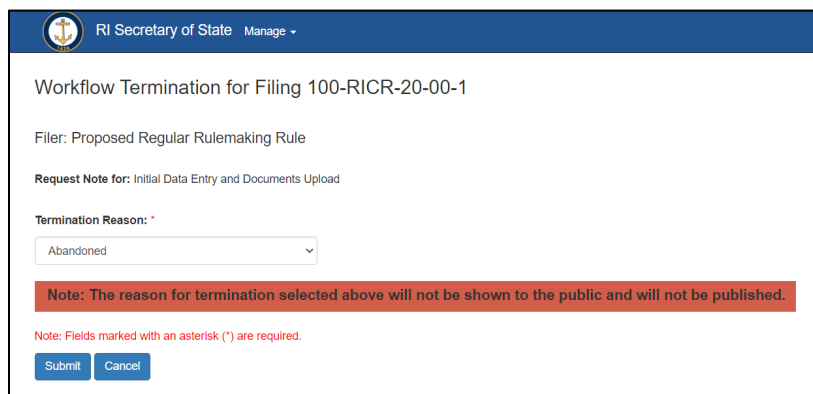
14. To continue, click the **Advance Workflow** icon:



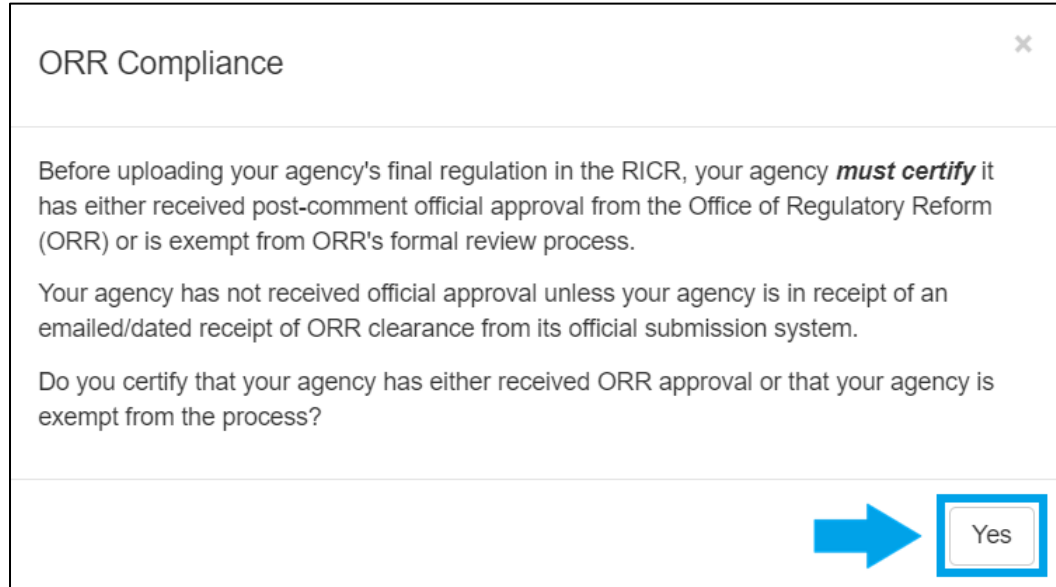
15. To advance the rule for the DOS Formatting Review, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:
  - i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



16. Certify that your agency has either received official approval from OMB or is exempt from OMB’s review process by clicking **Yes**:




ORR Compliance

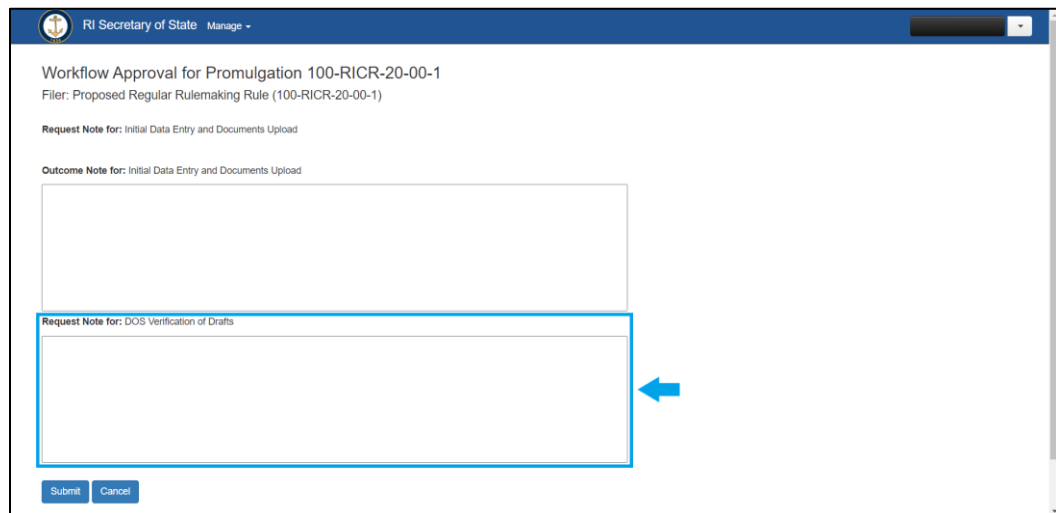
Before uploading your agency's final regulation in the RICR, your agency **must certify** it has either received post-comment official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process.

Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system.

Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?



- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 13 to proceed.
17. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:



RI Secretary of State Manage

Workflow Approval for Promulgation 100-RICR-20-00-1  
Filer: Proposed Regular Rulemaking Rule (100-RICR-20-00-1)

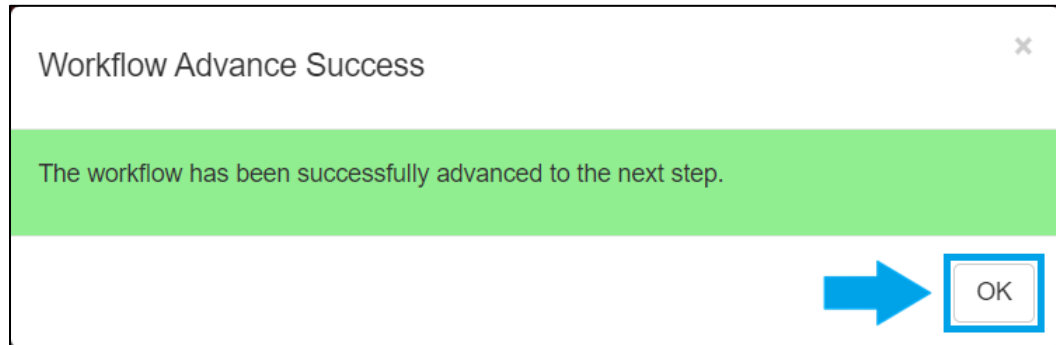
Request Note for: Initial Data Entry and Documents Upload

Outcome Note for: Initial Data Entry and Documents Upload

Request Note for: DOS Verification of Drafts



18. Upon submitting, click **OK** to return to the RICR System homepage:

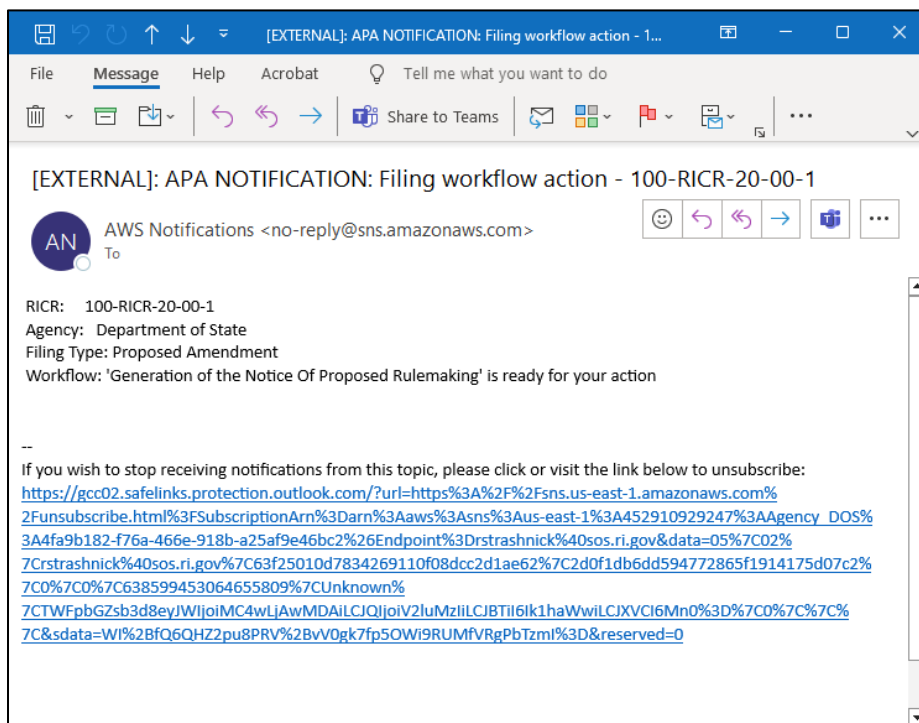


 **COMPLETED:** *Initial Data Entry and Documents Upload*

### 6.3.1.2.1.2 DOS Verification of Drafts

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator will receive an AWS Notification email to indicate the next step should be taken:





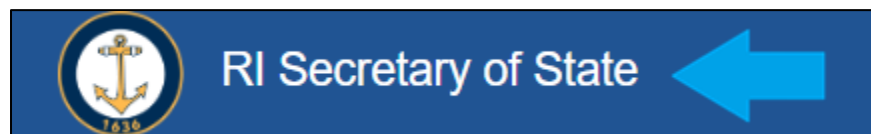
### 6.3.1.2.1.3 Generation of the Notice Of Proposed Rulemaking

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title, Rulemaking Authority, Summary of Proposed Rule,** and **Regulatory Analysis Summary and Supporting Documentation,** then click **Submit** once the details are updated:

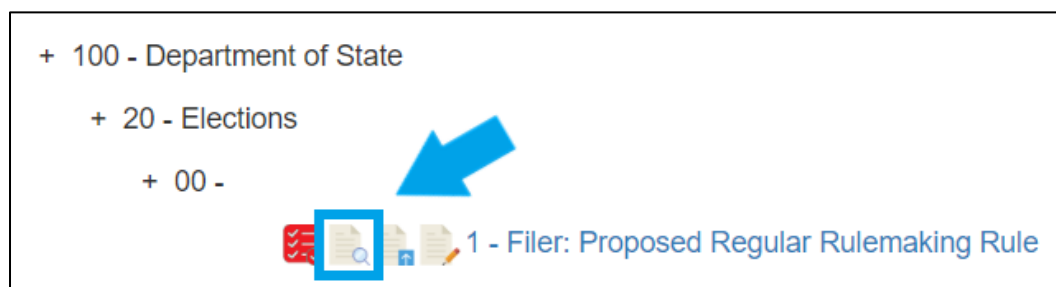
*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*



- a. Once completed, click the Department of State logo to navigate back to the homepage:



3. In the **Work Queue** tab, click on the **Title, Chapter,** and **Subchapter** to open each level, then click the **Generate/Review Docs** icon:



## AGENCY GUIDE: AGENCY HEADS

- Click **Add >>** under **Public Comment Period List**, and click **Edit** and **<< Remove** as necessary to adjust the Public Comment Period:

**Generate Public Notice of Proposed Rulemaking**

**Add a Public Comment Period**

**Public Comment Period List:**

**Add >>**

**<< Remove**

**Edit**

- Fill out the form to add a Public Comment Period - all fields are required:

**Public Comment Period** ✕

**Date of Public Notice:** 08/13/2024

**Date of End of Comment Period: \*** ?

**Full Name of Contact Person: \***

**Contact Person Email: \***

**Contact Person Address: \***

, RI

**Allow online public comments? \***

Yes  No

**OK** **Cancel**

## AGENCY GUIDE: AGENCY HEADS

- a. The **Date of End of Comment Period** will automatically show the minimum first eligible date to be chosen, but you may choose a future date if needed.
  - b. Agencies may use the RICR Filing System to accept public comments by selecting **Yes to Allow online public comments?**. Agencies may opt out by selecting **No**.
    - i. If **Yes** is selected, you have the option to specify dates for when your agency wants to allow online public comments within the Public Comment Period.
6. If there will be a hearing, click on the Public Comment Period, then click **Add >>** under **Add a Public Hearing**:

The screenshot displays the 'Generate Public Notice of Proposed Rulemaking' interface. It features two main sections: 'Add a Public Comment Period' and 'Add a Public Hearing'. The 'Add a Public Comment Period' section includes a 'Public Comment Period List' with a table containing one entry: '08/23/2024 - 08/23/2024'. To the left of this table are 'Add >>' and '<< Remove' buttons, and to the right is an 'Edit' button. A blue arrow labeled '1' points to the 'Add >>' button. The 'Add a Public Hearing' section includes a table with one empty row. To the left of this table are 'Add >>' and '<< Remove' buttons, and to the right is an 'Edit' button. A blue arrow labeled '2' points to the 'Add >>' button. A green question mark icon is visible next to the 'Add a Public Hearing' header.

## AGENCY GUIDE: AGENCY HEADS

7. Fill out the form to add a Public Hearing - all fields are required:

Public Hearing ✕

---

**Hearing date/time: \***

Time:

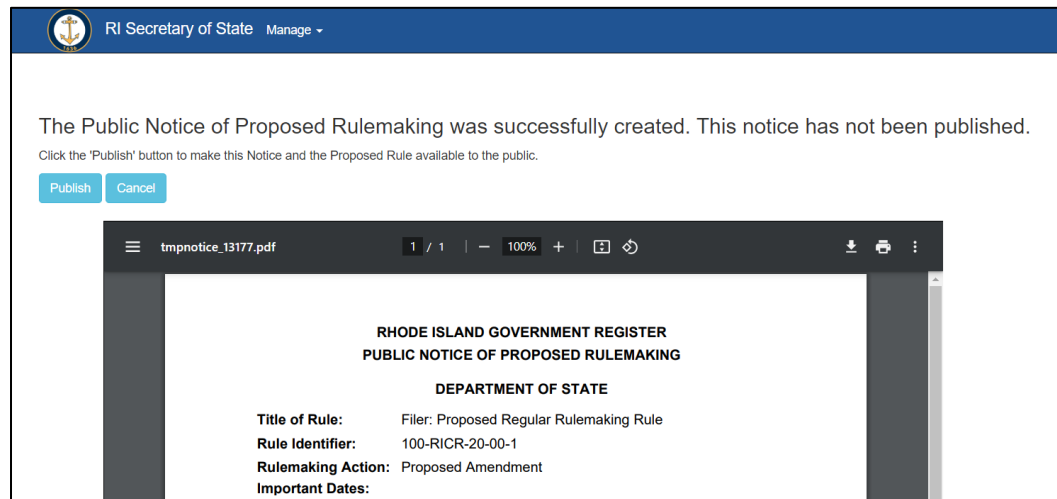
**Hearing Location: \***

State: Rhode Island

**Phone Number for Special Assistance: \***

8. Click **Generate Notice** (this will not publish the rule, only preview the notice):

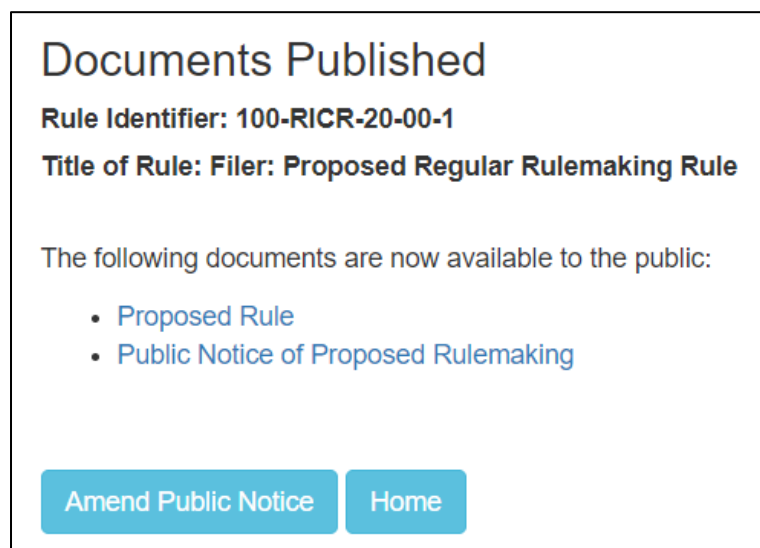
9. Review the Notice of Proposed Rulemaking:



- a. If any information within the notice is incorrect, click **Cancel** to go back and edit to update the information and complete steps as necessary.
- b. Once information is confirmed to be correct, click **Publish** to approve the notice and publish the rule in the RICR.

10. Click **Home** to return to the RICR home page:

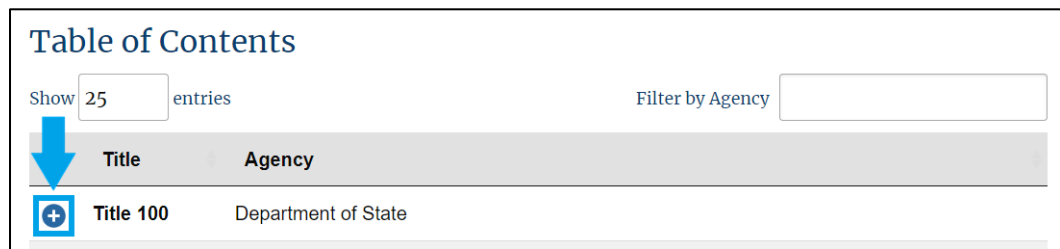
- a. If after the notice is published there needs to be any changes made, click **Amend Public Notice** to create and publish an additional notice with corrections.



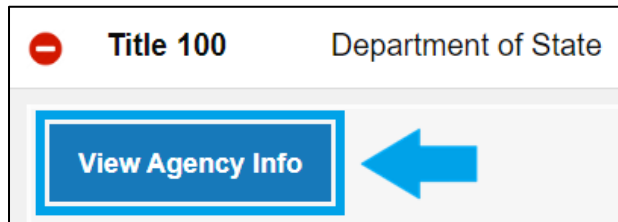
 **COMPLETED: *Generation of the Notice Of Proposed Rulemaking***

At this time, the Proposed Rule is now live in the RICR and may be viewed by completing the following:

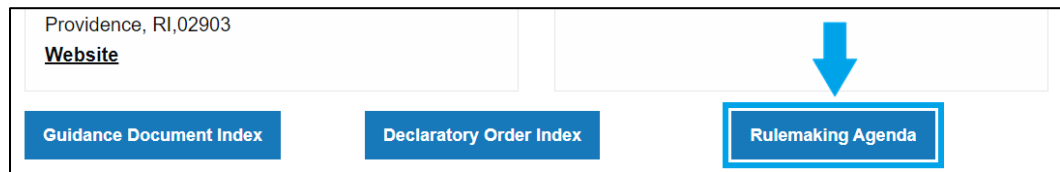
1. Go to <https://rules.sos.ri.gov/organizations>.
2. Locate the associated Title within the Table of Contents.
3. Click the plus sign (+) next to the Title:



4. Click **Agency Info**:



5. Click **Rulemaking Agenda**:



6. Locate the correct Proposed Rule and click the rule name to view:

**Department of State Rulemaking Agenda**

Advance Notice of Proposed Rules for Department of State

Displaying 1 - 1 of 1

**Filer: Proposed Regular Rulemaking Rule** ←

100 -RICR - 20 - 00 - 1 | Type of filing: Amendment  
**PROPOSED RULE**

Title: **Department of State** | Chapter: **Elections** | Subchapter: **N/A**

Public Comment Term(s): 08/22/2024 to 09/21/2024 | Notice Date: 08/22/2024

[View Details](#) | [View Proposed](#) | [Additional Information](#)

7. Click through the navigation tabs to view the **Overview**, **Regulation**, **History**, **Rulemaking Documents**, and **Comments**:

**Filer: Proposed Regular Rulemaking Rule**

100-RICR-20-00-1 **PROPOSED RULE**

[Overview](#) | **[Regulation](#)** | [History](#) | [Rulemaking Documents](#) | [Comments](#) ←

[Download Regulation](#)

100-RICR-20-00-1

**TITLE 100 – DEPARTMENT OF STATE**

**CHAPTER 20 – ADMINISTRATION**

**SUBCHAPTER 00 - N/A**

**PART 1 – CONDUCT OF PUBLIC HEARINGS**

**7.1 Purpose**

Home

RICR FAQs

**Search Regulations** ⓘ

Keywords  
ex. Fish, 120 - RICR - 00 - 00 - 12345

Exact Match

Agencies  
Select an agency

Sort by  
Relevance

In Order of  
Descending

Search



8. The **Overview** tab displays the rule details:

### Filer: Proposed Regular Rulemaking Rule

100-RICR-20-00-1
PROPOSED RULE

Overview

Regulation

History

Rulemaking Documents

Comments

Notify Me

<b>Title</b>	100	Department of State
<b>Chapter</b>	20	Elections
<b>Subchapter</b>	00	N/A
<b>Part</b>	1	Filer: Proposed Regular Rulemaking Rule

<b>Type of Filing</b>	Amendment
<b>Regulation Status</b>	Proposed <div style="float: right; background-color: #17a2b8; color: white; padding: 2px 5px; border-radius: 5px;">View Active Rule</div>
<b>Filing Notice Date</b>	08/22/2024
<b>Public Comment Dates</b>	08/22/2024 to 09/21/2024

**Regulation Authority:**  
R.I. Gen. Laws Chapter 17-28

**Purpose and Reason:**  
Filer: Proposed Regular Rulemaking Rule



#### 6.3.1.2.1.4 Submission for Promulgation and Public Comment Period Begin

*These steps will be completed automatically by the RICR System.*

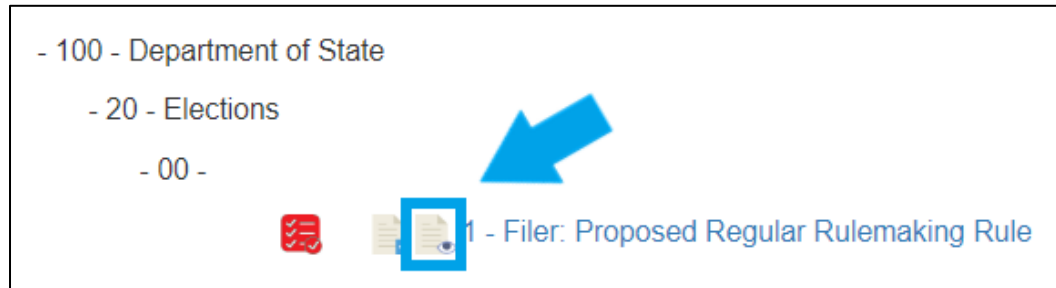
Once the Public Comment Period ends, the RICR System will automatically advance the rule to the next step.

*If online public comments were allowed, you may review comments as they are submitted, or at the end of the Public Comment Period. See step 2 in the following section ([§ 6.3.1.2.1.5 of this Guide](#)) for how to review comments and generate a public comment document compiling all submitted rules.*

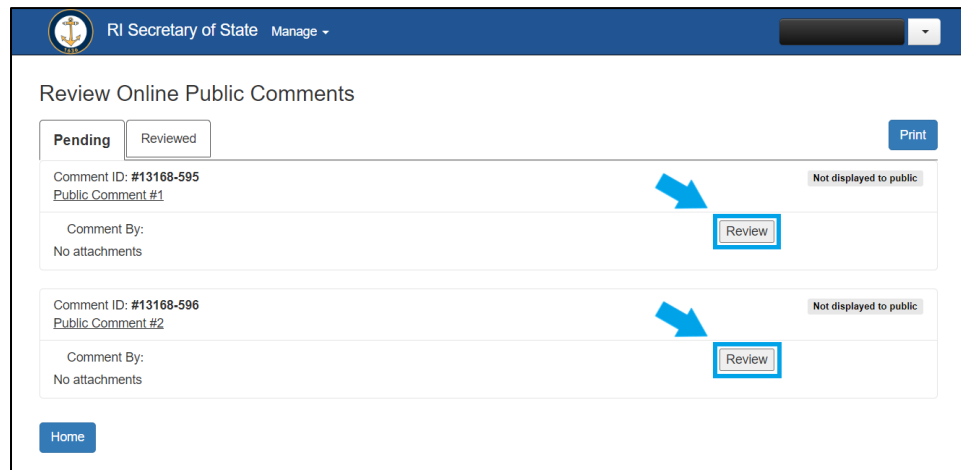


### 6.3.1.2.1.5 Post Public Comment Period Data update and Document Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If online public comments were allowed, click the **Review Comments** icon, otherwise skip to step 3:



- a. Review every rule listed under the **Pending** tab by clicking **Review** for each comment submitted:



- i. Select to display the comment in the RICR or not, add any internal and public notes, and click **OK** to approve:

Online Public Comment Review

Comment By: **First Last**  
On: **08/13/2024**  
Comment: **Public Comment #1**  
Comment display to public is **disabled** and not yet reviewed

Enable public comment display?  Yes  No

**Internal Review Notes**

**Public Review Notes**

Display these Public Review Notes to the public: ?

OK Cancel

- b. Click the **Reviewed** tab to view who reviewed the comment, when it was approved, and review again if necessary:

RI Secretary of State Manage

Review Online Public Comments

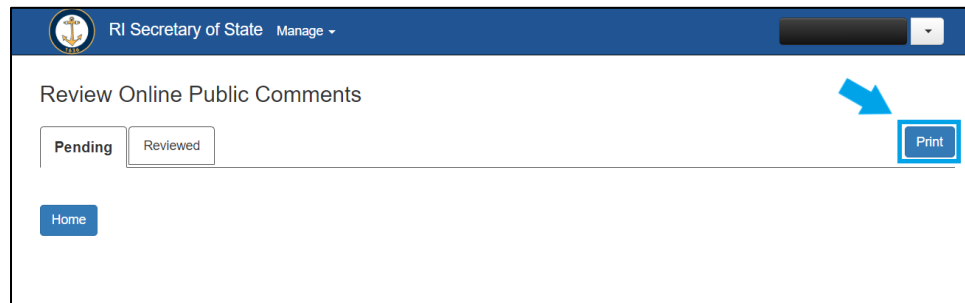
Pending **Reviewed** Print

Comment ID: #13168-596  
Public Comment #1  
Comment By:  
No attachments  
Reviews:  
Reviewed By:  
On:

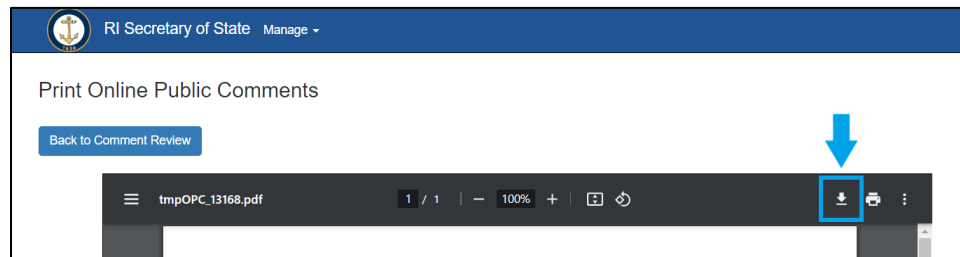
Comment ID: #13168-596  
Public Comment #2  
Comment By:  
No attachments  
Reviews:  
Reviewed By:  
On:

Home

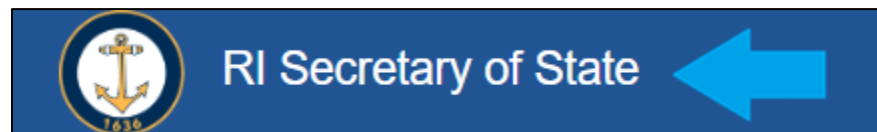
- c. Click **Print** to generate a public comment document:



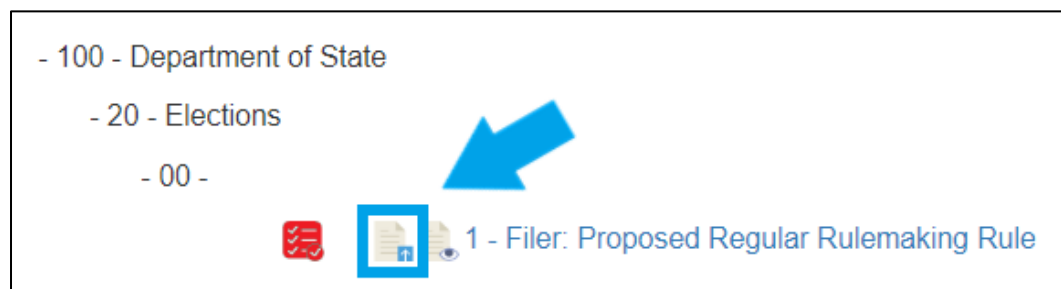
- d. Click the down arrow at the top-right of the PDF viewer to download the document so that it can be used to upload as the part of the final rulemaking documents in step 4:



- e. To navigate back to the homepage, click the Department of State logo:



3. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Upload Documents** icon:



#### 4. Upload documents:

The screenshot shows the 'Document Upload' interface. It includes a 'Regulation' section with a table of documents, a 'Supporting Documents' section with a table, and an 'Upload' section with a 'Document Type' dropdown menu, a 'Choose File' button, and an 'Upload Document' button. A 'Required Documents' box is also visible in the top right.

a. Select from the dropdown the **Document Type**:

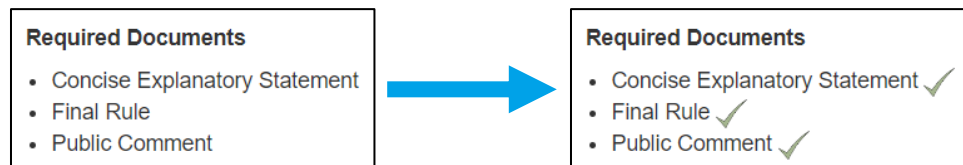
i. **Required:**

- Concise Explanatory Statement
- Final Rule
- Public Comment (*may upload multiple, if necessary*)

ii. **Optional:**

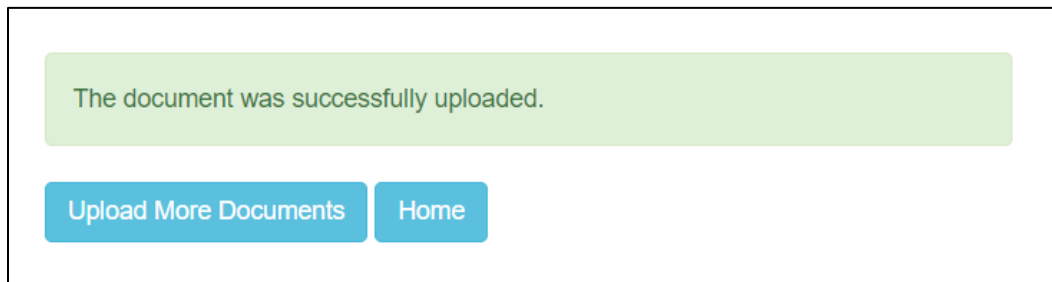
- Index of Studies/Reports
- Internal Organization Document
- Petition
- Public Hearing Documents
- Additional Documentation
- State Register publication
- Studies/Reports

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

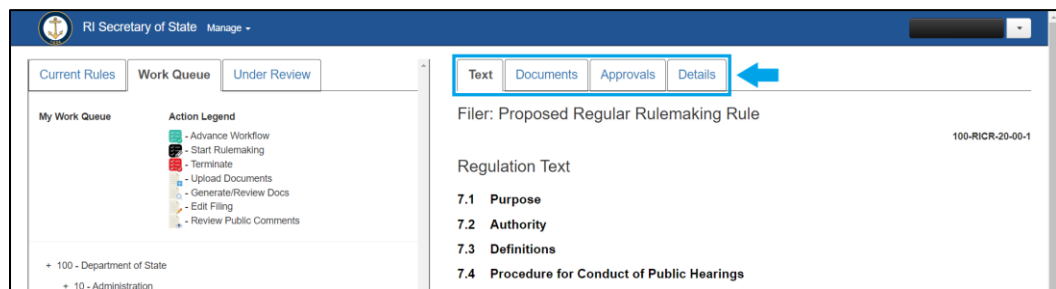


b. Click **Choose File** to select the document from your computer; and

- c. Click **Upload Document** to upload.
5. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 4-5 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



6. Click each tab on the right to ensure rule information and all rulemaking documents are correct (**Text**, **Documents**, **Approvals**, and **Details**):



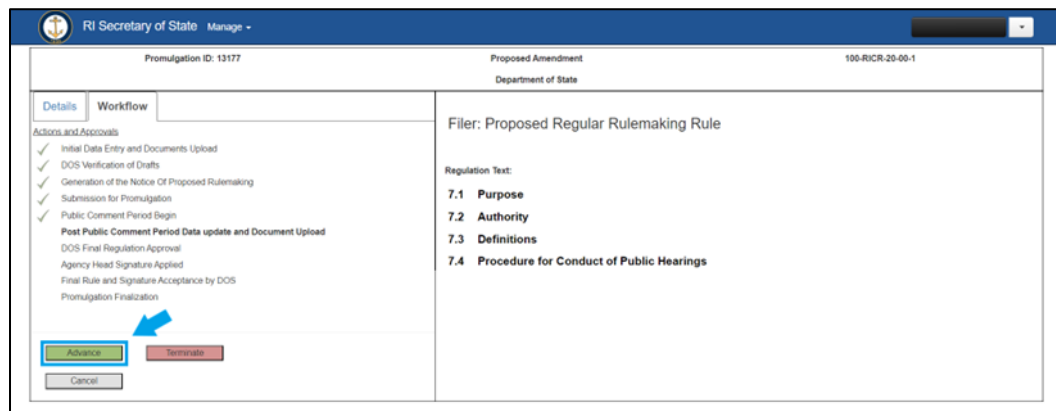
7. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 9(b)(i):



8. To continue, click the **Advance Workflow** icon:



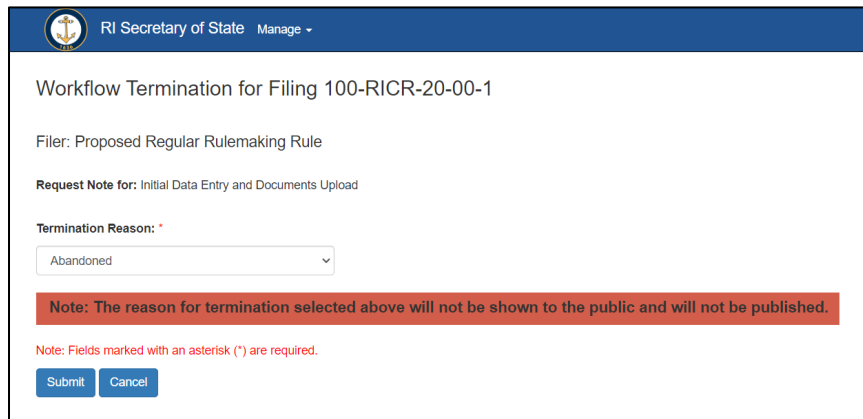
9. To advance the rule for the DOS Formatting Review, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:

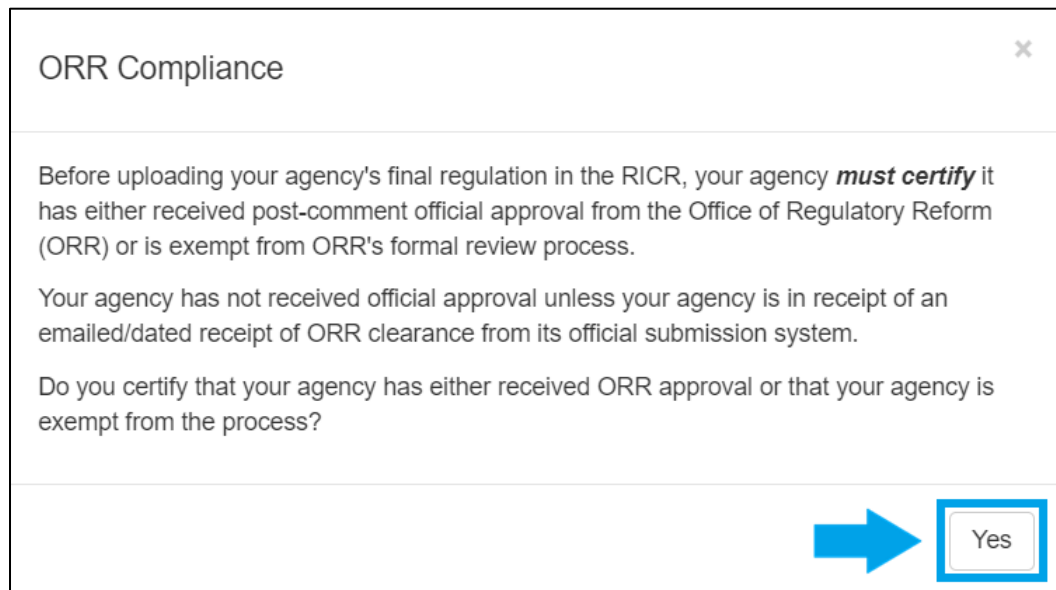
## AGENCY GUIDE: AGENCY HEADS

- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



The screenshot shows a web interface for terminating a workflow. At the top, it says "RI Secretary of State" with a "Manage" dropdown. The main heading is "Workflow Termination for Filing 100-RICR-20-00-1". Below that, it identifies the "Filer: Proposed Regular Rulemaking Rule" and the "Request Note for: Initial Data Entry and Documents Upload". A "Termination Reason:" dropdown menu is set to "Abandoned". A red banner below the dropdown states: "Note: The reason for termination selected above will not be shown to the public and will not be published." Below this, a smaller note says: "Note: Fields marked with an asterisk (\*) are required." At the bottom, there are "Submit" and "Cancel" buttons.

10. Certify that your agency has either received official approval from OMB or is exempt from OMB’s review process by clicking **Yes**:

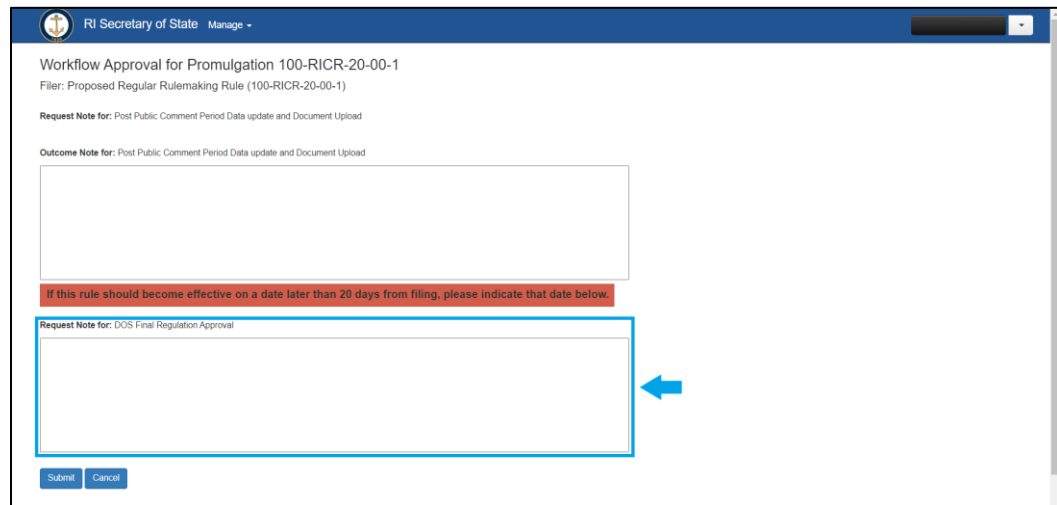


The screenshot shows a dialog box titled "ORR Compliance" with a close button (X) in the top right corner. The text inside reads: "Before uploading your agency's final regulation in the RICR, your agency **must certify** it has either received post-comment official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process." It continues: "Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system." The question is: "Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?" At the bottom right, there is a blue arrow pointing to a "Yes" button, which is highlighted with a blue border.

- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 8 to proceed.
11. If you would like to add a note for the DOS (i.e., if you would like the rule to become effective on a future date other than the minimum 20-day

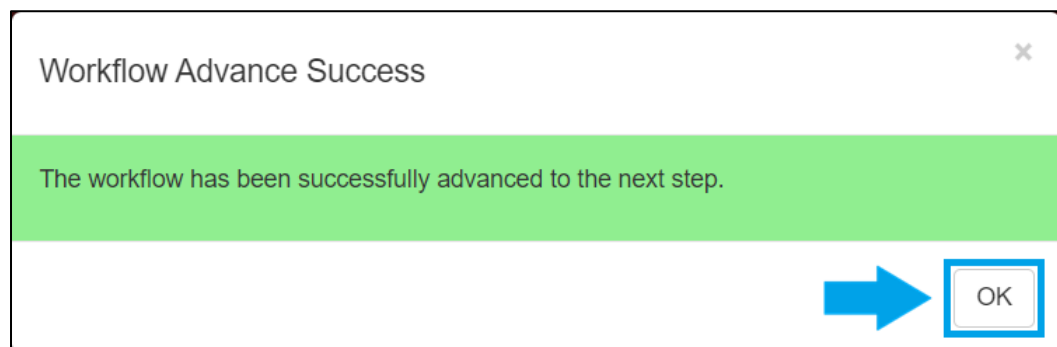


waiting period), enter text in the **Request Note** and/or click **Submit**:



The screenshot shows a web interface for the RI Secretary of State. The title bar reads "RI Secretary of State Manage". The main content area displays "Workflow Approval for Promulgation 100-RICR-20-00-1" and "Filer: Proposed Regular Rulemaking Rule (100-RICR-20-00-1)". Below this, there are two text input fields: "Request Note for: Post Public Comment Period Data update and Document Upload" and "Outcome Note for: Post Public Comment Period Data update and Document Upload". A red banner below the outcome note field contains the text: "If this rule should become effective on a date later than 20 days from filing, please indicate that date below." Below the banner is a larger text input field labeled "Request Note for: DOS Final Regulation Approval", which is highlighted with a blue border and a blue arrow pointing to it from the right. At the bottom left of the form are "Submit" and "Cancel" buttons.

12. Upon submitting, click **OK** to return to the RICR System homepage:



The screenshot shows a notification dialog box titled "Workflow Advance Success" with a close button (X) in the top right corner. The main text of the dialog reads: "The workflow has been successfully advanced to the next step." At the bottom right of the dialog is an "OK" button, which is highlighted with a blue border and a blue arrow pointing to it from the left.

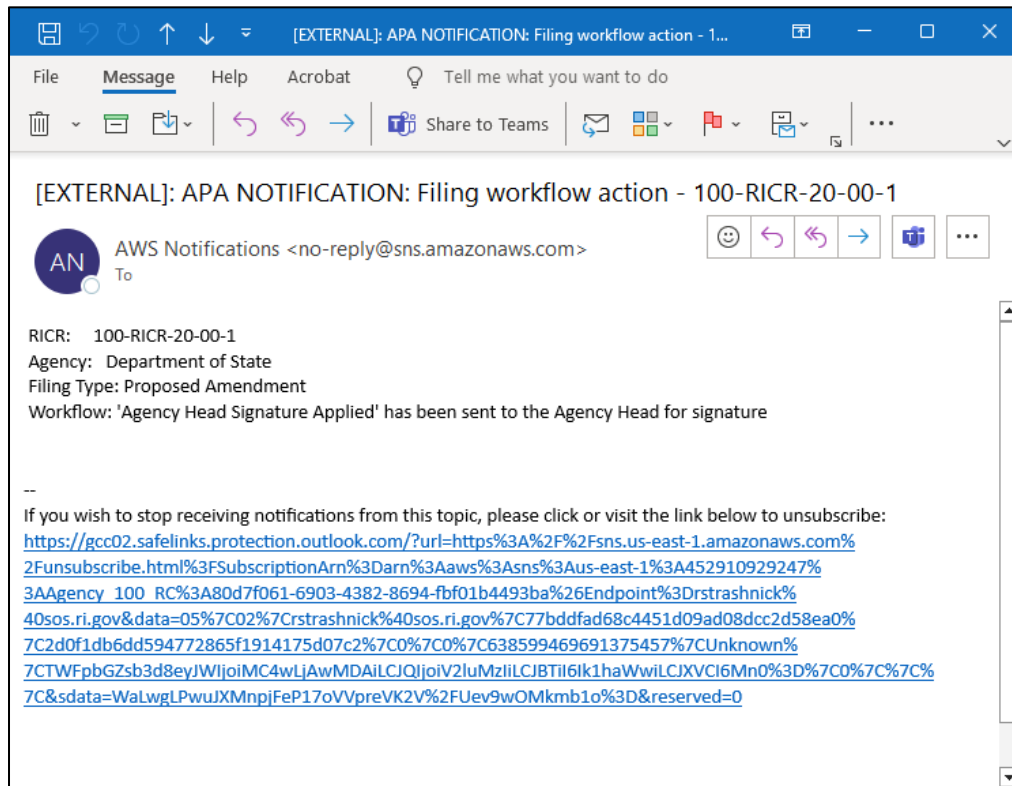
 **COMPLETED:** *Post Public Comment Period Data update and Document Upload*



### 6.3.1.2.1.6 DOS Final Regulation Approval

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator and Agency Head will receive an AWS Notification email to indicate the rule is ready to be signed by the Agency Head:



### 6.3.1.2.1.7 Agency Head Signature Applied

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



### 6.3.1.2.1.8 Final Rule and Signature Acceptance by DOS

*This step will be completed by the Administrative Records Office.*

Once the Agency Head signs the rule, the Department of State will sign the rule and set the rule's Effective Date.

### 6.3.1.2.1.9 Promulgation Finalization

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.

It is the Agency Head's responsibility to download the signed Regulation for the agency's files to be permanently retained per [GRS2.5 Rulemaking Files](#).

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:



### 6.3.1.2.2 Proposed Direct Final Rulemaking

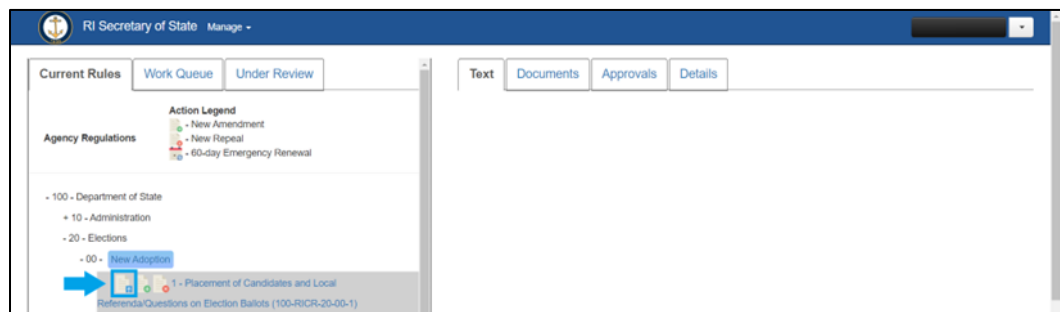
For information regarding this Rulemaking Action, see [§ 3.3.2 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
DOS Verification of Drafts	Department of State
Generation of the Notice of Proposed Rulemaking	Agency Head
Submission for Promulgation	RICR Filing System
Public Comment Period Begin	RICR Filing System
Post Public Comment Period Data update and Document Upload	Agency Head
DOS Final Regulation Approval	Department of State
Agency Head Signature Applied	Agency Head
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System

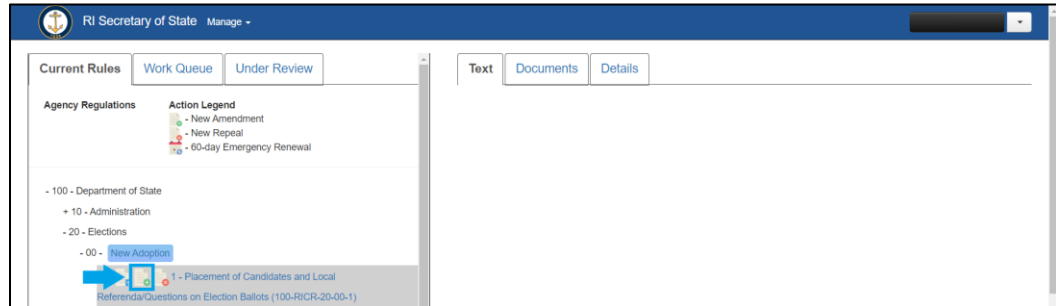


#### 6.3.1.2.2.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **Download Document** icon to draft the amendment (see [§ 5.1.2.2 of this Guide](#) for additional information):



- Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title, Chapter, Subchapter, and Part** to open each level, then click the **New Amendment** icon promulgate an amendment:



- Enter and confirm the **Rulemaking Filing Details**:

Department of State

Rulemaking Type: Amendment

Rulemaking Action: \* ? a  Proposed  Emergency  Advance Notice

Rule Identifier: 100-RICR-20-00-1

Regulation Title: \* b

Rulemaking Authority: \* c

- Choose **Proposed**, then **Direct Final**, for the **Rulemaking Action** and **Rulemaking Process**;

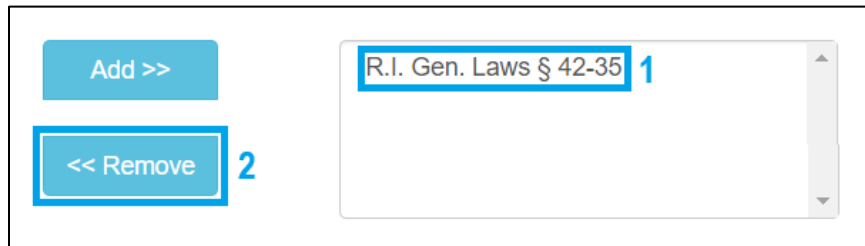
Rulemaking Action: \* ?  Proposed  Emergency

Rulemaking Process: \* ?  Regular  Direct Final

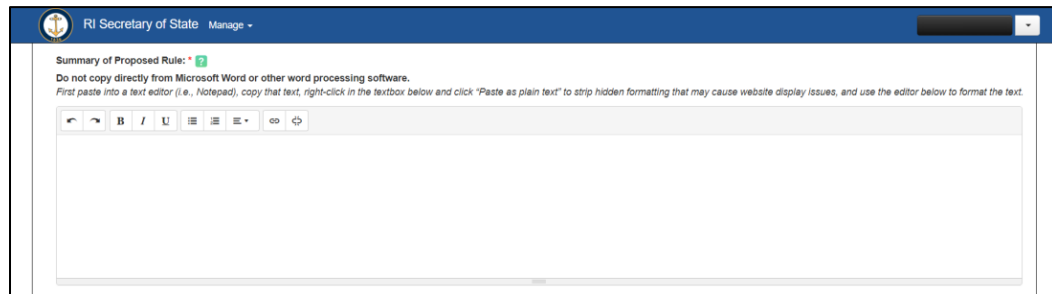
- Confirm the **Regulation Title** using sentence case (i.e., use “Conduct of Public Hearings”, not “CONDUCT OF PUBLIC HEARINGS”); and
- Confirm the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.

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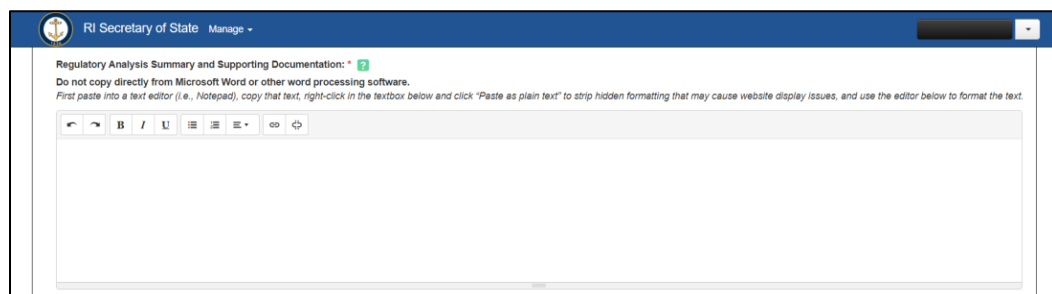
- i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



5. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



6. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



## AGENCY GUIDE: AGENCY HEADS

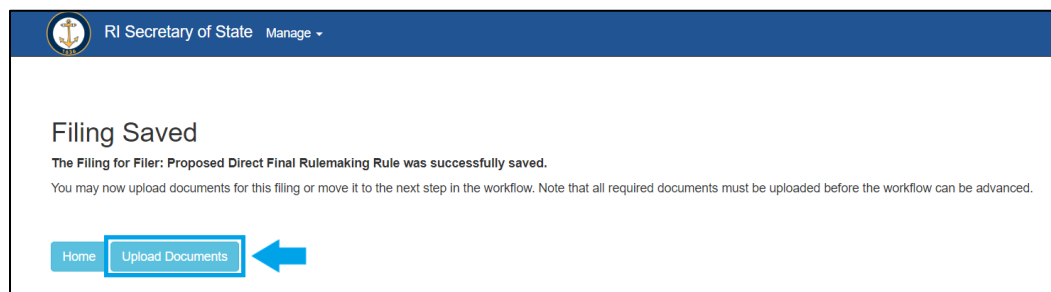
7. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):



Additional Information URL: \* ?

https:// www.example.com

8. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel**.
9. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



RI Secretary of State Manage

### Filing Saved

The Filing for Filer: Proposed Direct Final Rulemaking Rule was successfully saved.

You may now upload documents for this filing or move it to the next step in the workflow. Note that all required documents must be uploaded before the workflow can be advanced.

Home Upload Documents

- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



+ 100 - Department of State

- 20 - Elections

+ 00 -

1 - Filer: Proposed Direct Final Rulemaking Rule

## 10. Upload documents:

Document Upload

Regulation

Supporting Documents

Upload

Document Type:

Choose File No file chosen Upload Document

Home

Required Documents

- Proposed Rule

a. Select from the dropdown the **Document Type**:

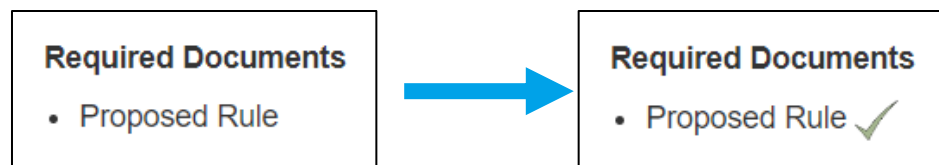
i. **Required:**

- Proposed Rule

ii. **Optional:**

- Index of Studies/Reports
- Additional Documentation
- Internal Organization Document
- Studies/Reports
- Petition

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

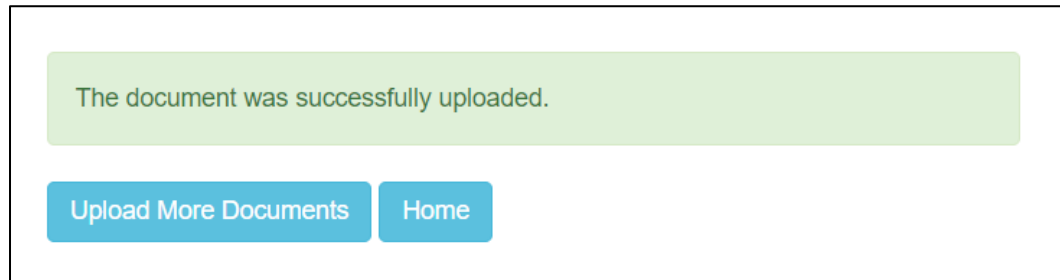


b. Click **Choose File** to select the document from your computer;  
and

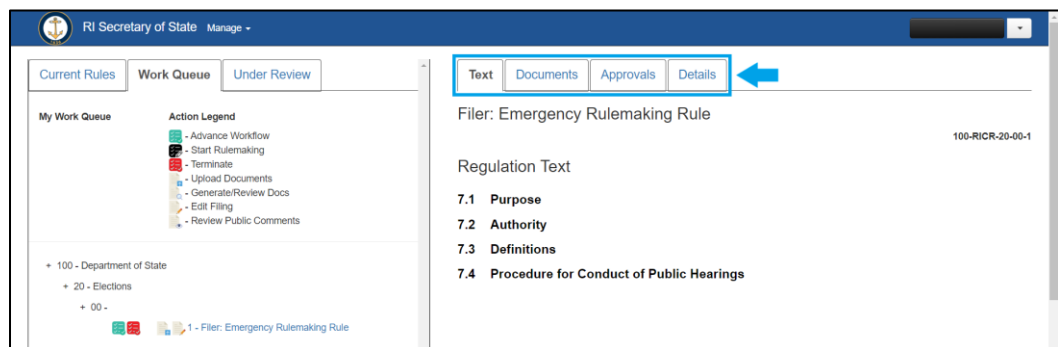
c. Click **Upload Document** to upload.



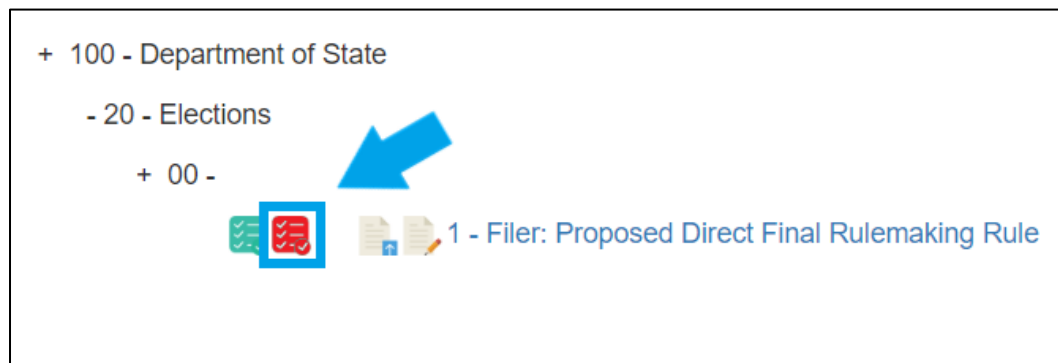
11. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 10-11 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



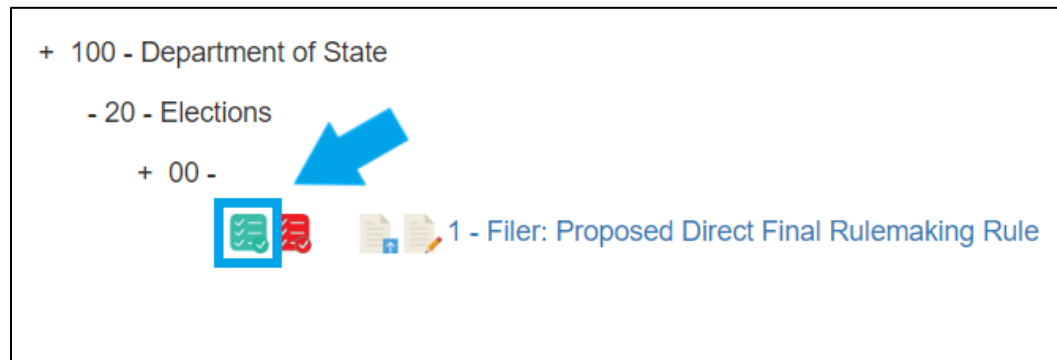
12. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



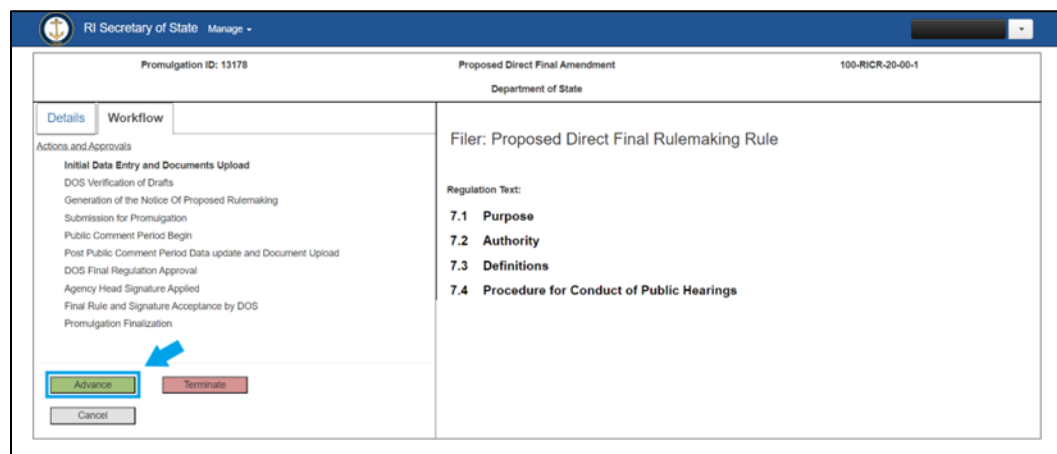
13. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 15(b)(i):



14. To continue, click the **Advance Workflow** icon:

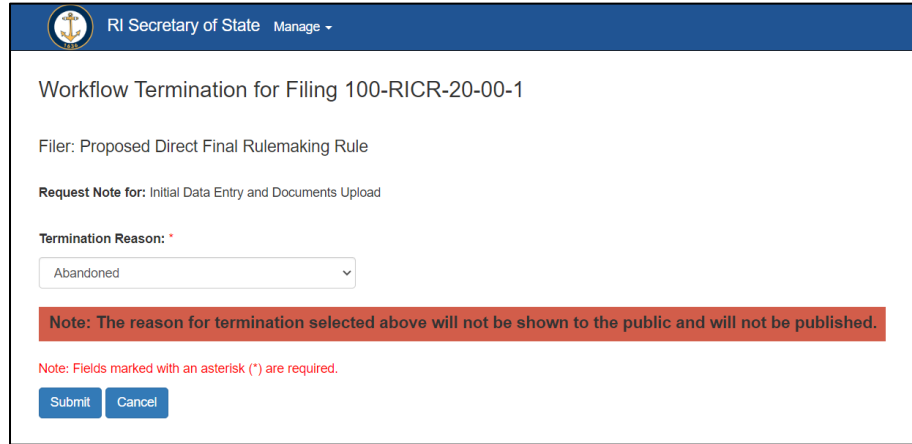


15. To advance the rule for the DOS Formatting Review, click **Advance**:



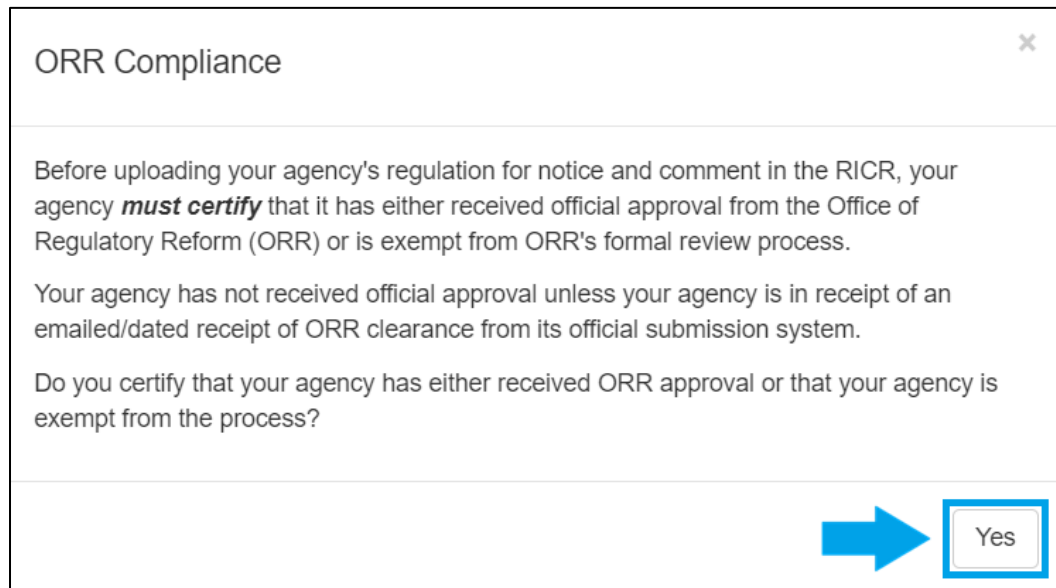
- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:

- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



The screenshot shows a web interface for terminating a workflow. At the top, it says 'RI Secretary of State' with a 'Manage' dropdown. The main heading is 'Workflow Termination for Filing 100-RICR-20-00-1'. Below this, it identifies the filer as 'Proposed Direct Final Rulemaking Rule' and the request note as 'Initial Data Entry and Documents Upload'. A 'Termination Reason' dropdown menu is set to 'Abandoned'. A red warning box states: 'Note: The reason for termination selected above will not be shown to the public and will not be published.' Below this, a note says 'Note: Fields marked with an asterisk (\*) are required.' At the bottom, there are 'Submit' and 'Cancel' buttons.

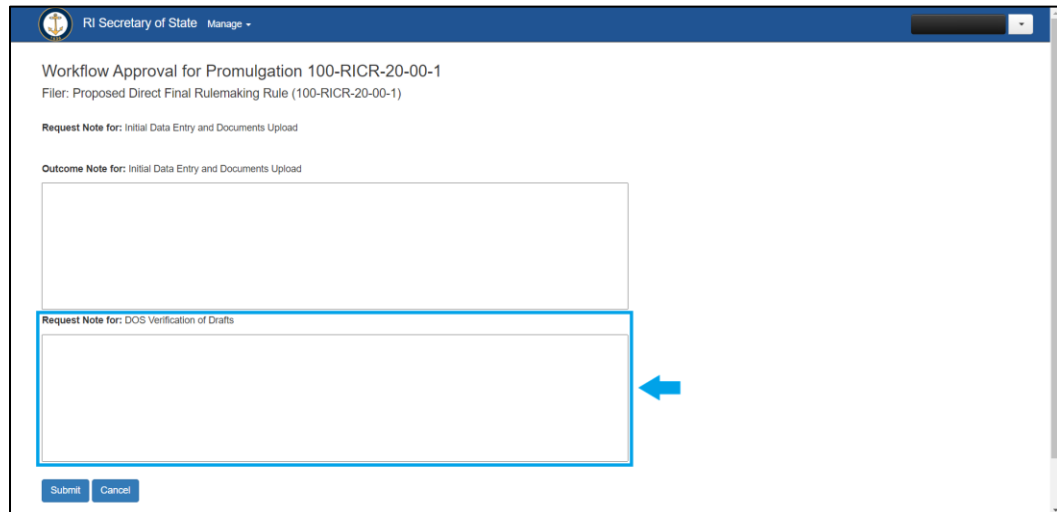
16. Certify that your agency has either received official approval from OMB or is exempt from OMB’s review process by clicking **Yes**:



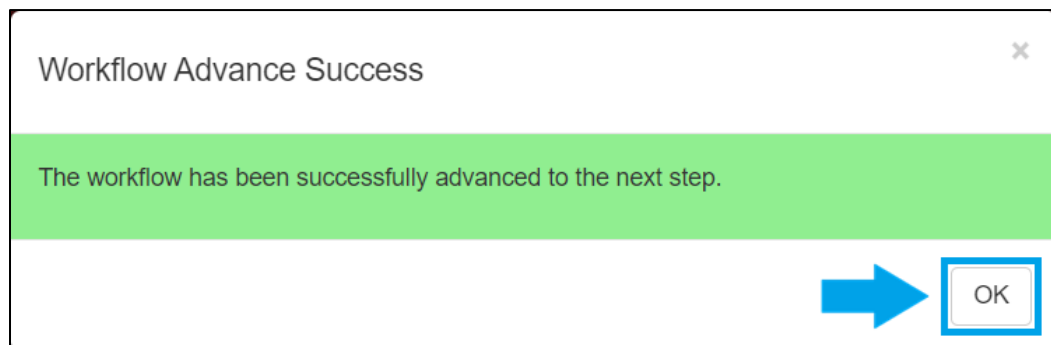
The screenshot shows a dialog box titled 'ORR Compliance' with a close button (X) in the top right corner. The text inside reads: 'Before uploading your agency's regulation for notice and comment in the RICR, your agency **must certify** that it has either received official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process. Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system. Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?' At the bottom right, there is a blue arrow pointing to a 'Yes' button.

- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 14 to proceed.

17. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:



18. Upon submitting, click **OK** to return to the RICR System homepage:



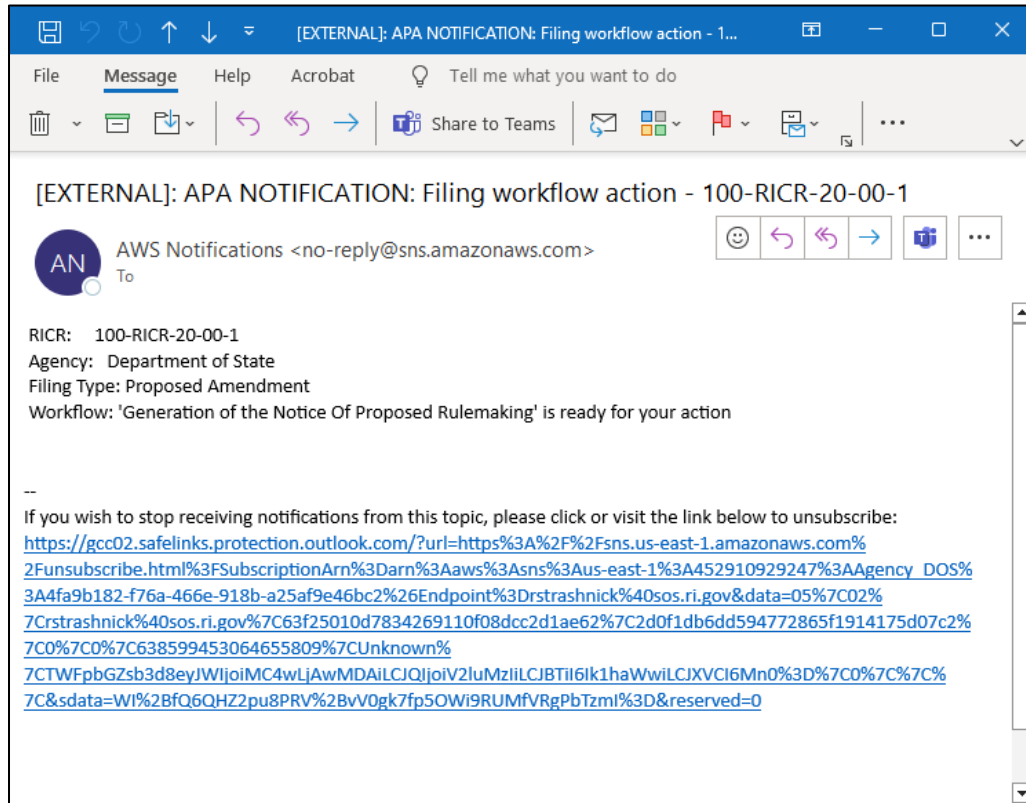
 **COMPLETED:** *Initial Data Entry and Documents Upload*



### 6.3.1.2.2.2 DOS Verification of Drafts

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator will receive an AWS Notification email to indicate the next step should be taken:

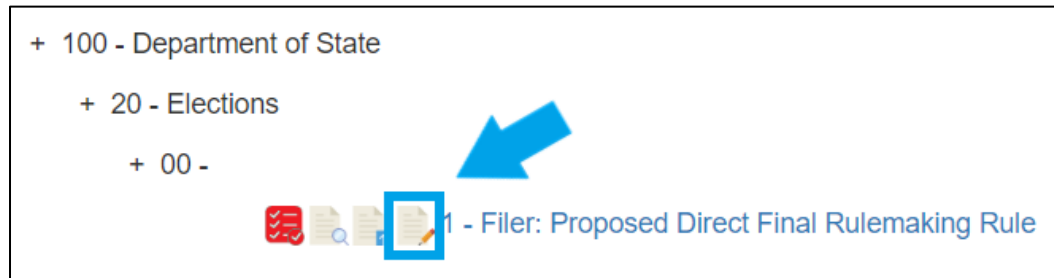


### 6.3.1.2.2.3 Generation of the Notice Of Proposed Rulemaking

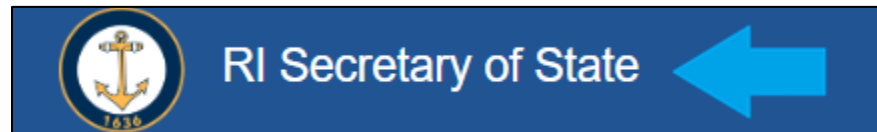
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, **Summary of Proposed Rule**, and **Regulatory Analysis Summary and Supporting Documentation**, then click **Submit** once the details are updated:

## AGENCY GUIDE: AGENCY HEADS

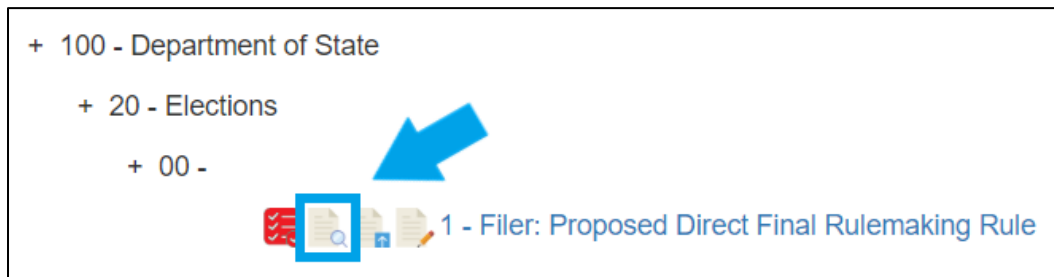
Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.



- a. Once completed, click the Department of State logo to navigate back to the homepage:



3. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Generate/Review Docs** icon:



4. Click **Add >>** under **Public Comment Period List**, and click **Edit** and **<< Remove** as necessary to adjust the Public Comment Period:

A screenshot of a web form titled 'Generate Public Notice of Proposed Rulemaking'. The form has a section titled 'Add a Public Comment Period'. Below this, there is a section titled 'Public Comment Period List:'. In this section, there are three buttons: 'Add >>' on the left, '<< Remove' on the left, and 'Edit' on the right. In the center, there is a large, empty rectangular box with a vertical scrollbar on the right side.

**AGENCY GUIDE: AGENCY HEADS**

5. Fill out the form to add a Public Comment Period – all fields are required:

Public Comment Period
✕

---

**Date of Public Notice:**  
08/13/2024

**Date of End of Comment Period: \*** ?

**Full Name of Contact Person: \***

**Contact Person Email: \***

**Contact Person Address: \***

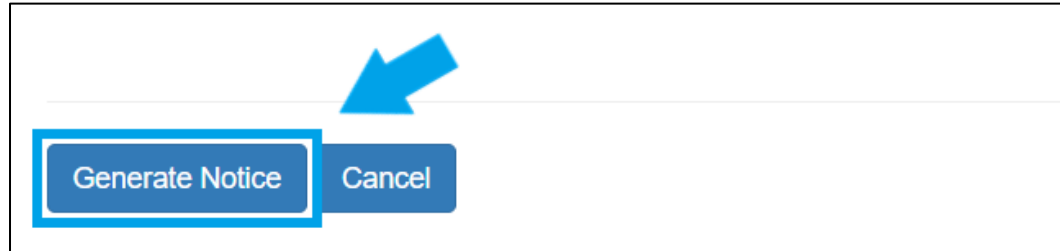
, RI

**Allow online public comments? \***

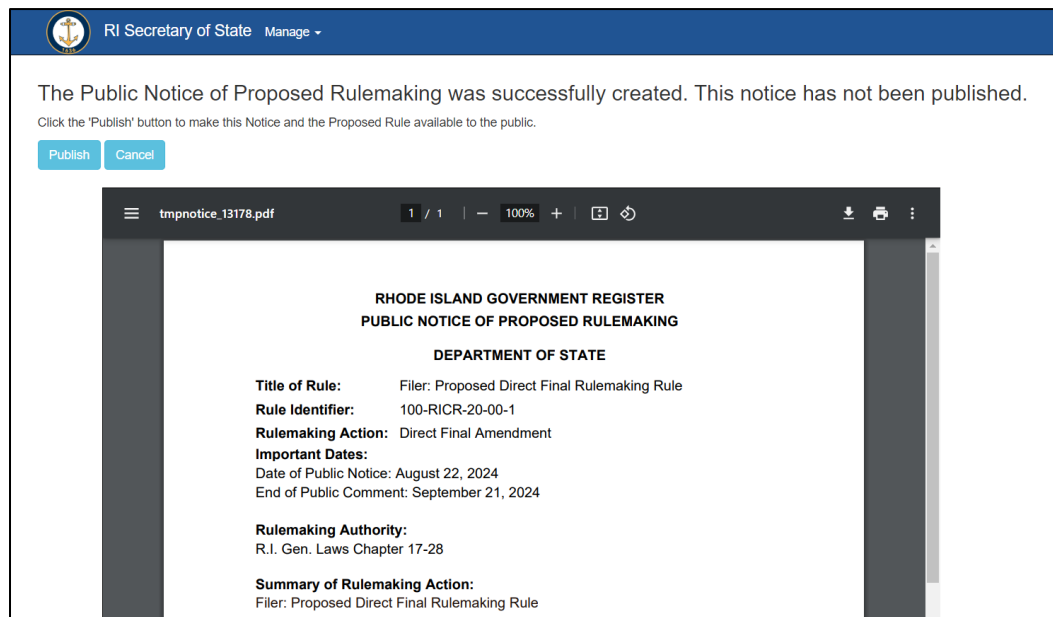
Yes  No

- a. The **Date of End of Comment Period** will automatically show the minimum first eligible date to be chosen, but you may choose a future date if needed.
- b. Agencies may use the RICR Filing System to accept public comments by selecting **Yes** to **Allow online public comments?**. Agencies may opt out by selecting **No**.
  - i. If **Yes** is selected, you have the option to specify dates for when your agency wants to allow online public comments within the Public Comment Period.

6. Click **Generate Notice** (this will not publish the rule, only preview the notice):



7. Review the Notice of Proposed Rulemaking:



- a. If any information within the notice is incorrect, click **Cancel** to go back and edit to update the information and complete steps as necessary.
- b. Once information is confirmed to be correct, click **Publish** to approve the notice and publish the rule in the RICR.



8. Click **Home** to return to the RICR home page:
  - a. If after the notice is published there needs to be any changes made, click **Amend Public Notice** to create and publish an additional notice with corrections.

## Documents Published

**Rule Identifier: 100-RICR-20-00-1**

**Title of Rule: Filer: Proposed Direct Final Rulemaking Rule**

The following documents are now available to the public:

- [Proposed Rule](#)
- [Public Notice of Proposed Rulemaking](#)

Amend Public Notice
Home


 **COMPLETED:** *Generation of the Notice Of Proposed Rulemaking*

At this time, the Proposed Rule is now live in the RICR and may be viewed by completing the following:

1. Go to <https://rules.sos.ri.gov/organizations>.
2. Locate the associated Title within the Table of Contents.
3. Click the plus sign (+) next to the Title:

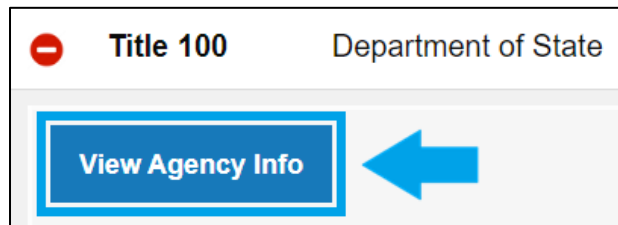
### Table of Contents

Show  entries Filter by Agency

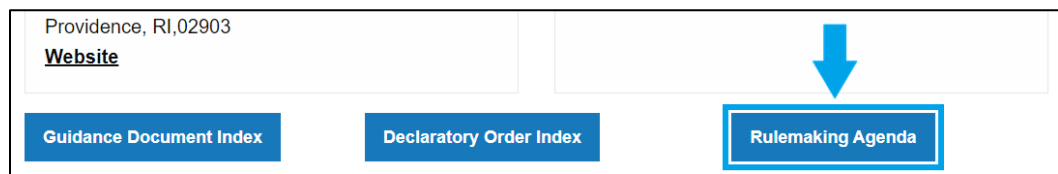
	Title	Agency
	Title 100	Department of State

## AGENCY GUIDE: AGENCY HEADS

4. Click **Agency Info**:



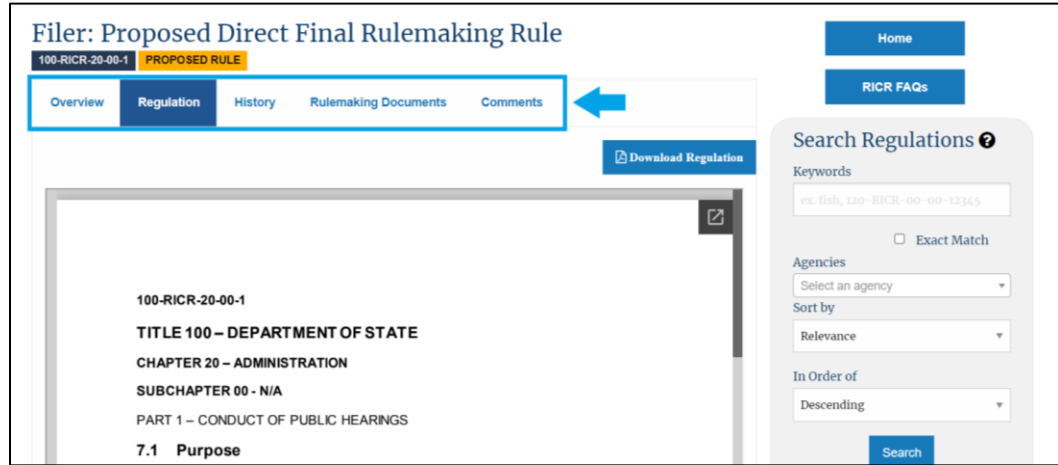
5. Click **Rulemaking Agenda**:



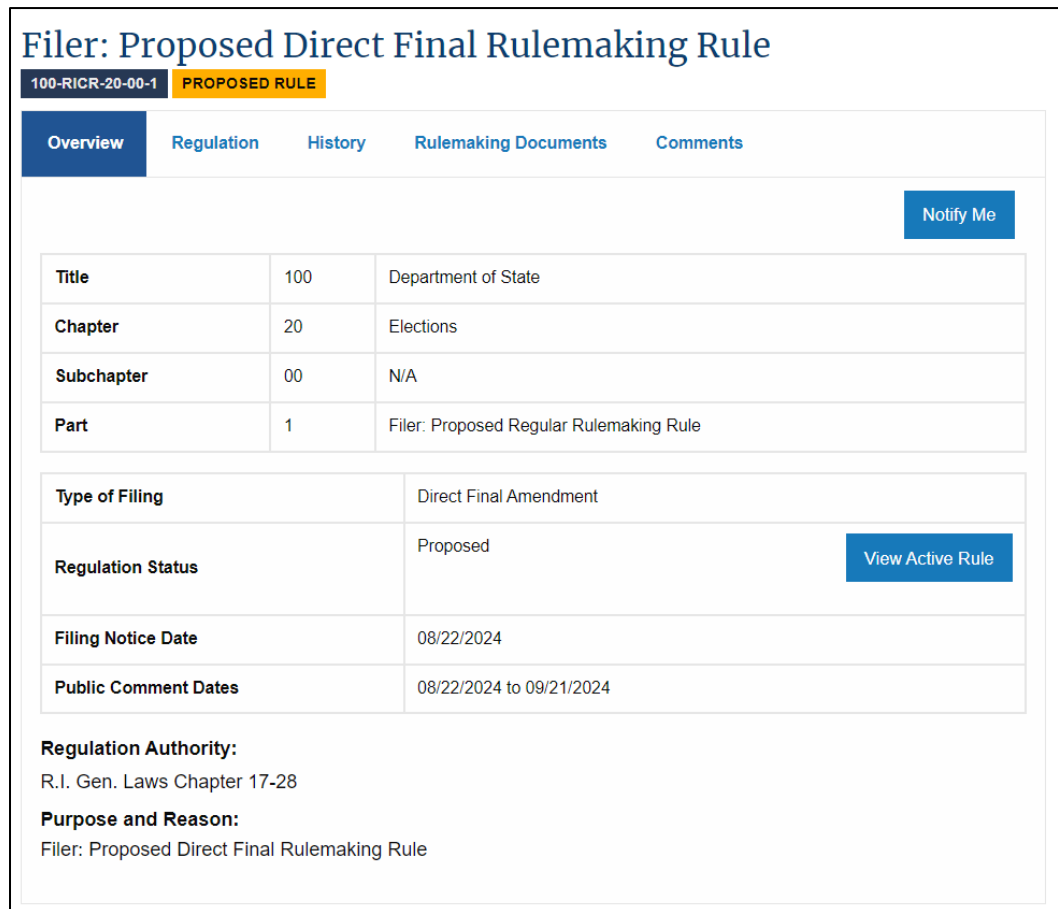
6. Locate the correct Proposed Rule and click the rule name to view:



- Click through the navigation tabs to view the **Overview**, **Regulation**, **History**, **Rulemaking Documents**, and **Comments**:



- The **Overview** tab displays the rule details:





#### 6.3.1.2.2.4 Submission for Promulgation and Public Comment Period Begin

*These steps will be completed automatically by the RICR System.*

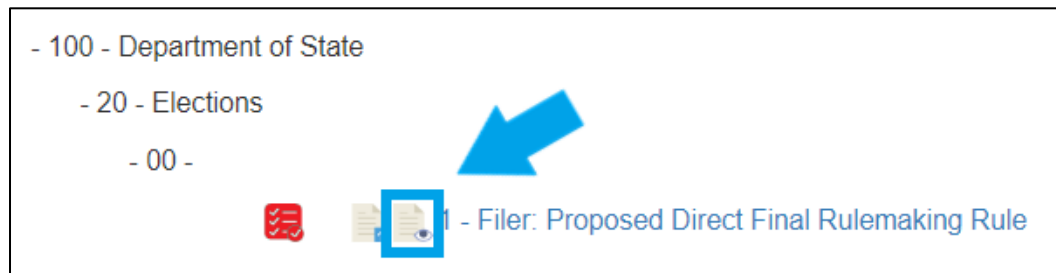
Once the Public Comment Period ends, the RICR System will automatically advance the rule to the next step.

*If online public comments were allowed, you may review comments as they are submitted, or at the end of the Public Comment Period. See step 2 in the following section ([§ 6.3.1.2.2.5 of this Guide](#)) for how to review comments and generate a public comment document compiling all submitted rules.*

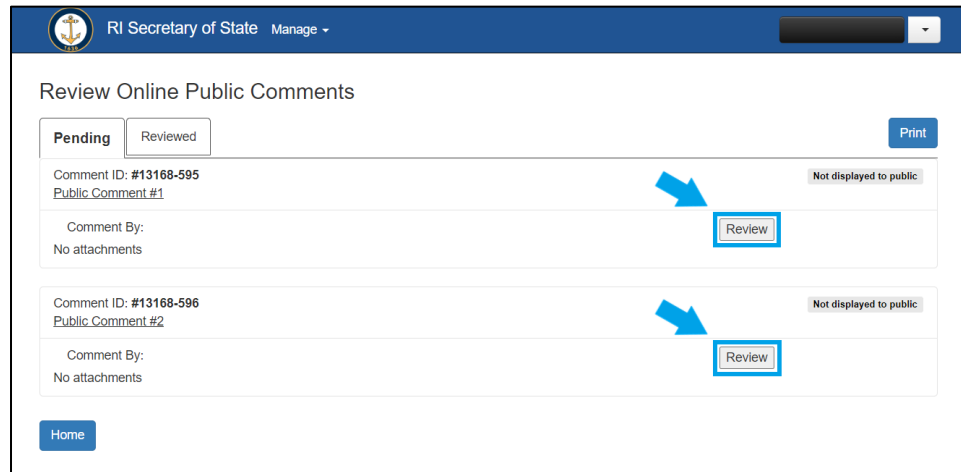


#### 6.3.1.2.2.5 Post Public Comment Period Data update and Document Upload

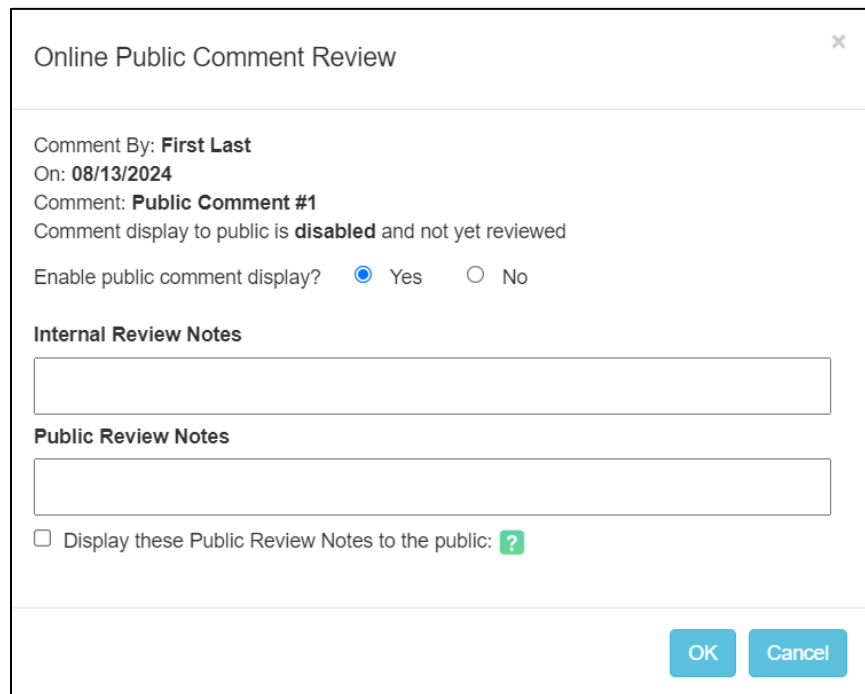
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If online public comments were allowed, click the **Review Comments** icon, otherwise skip to step 3:



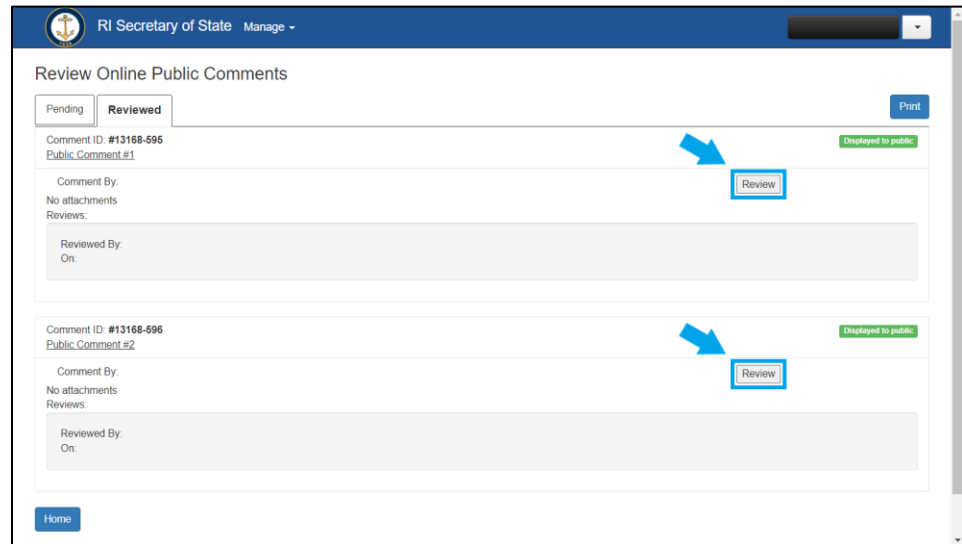
- a. Review every rule listed under the **Pending** tab by clicking **Review** for each comment submitted:



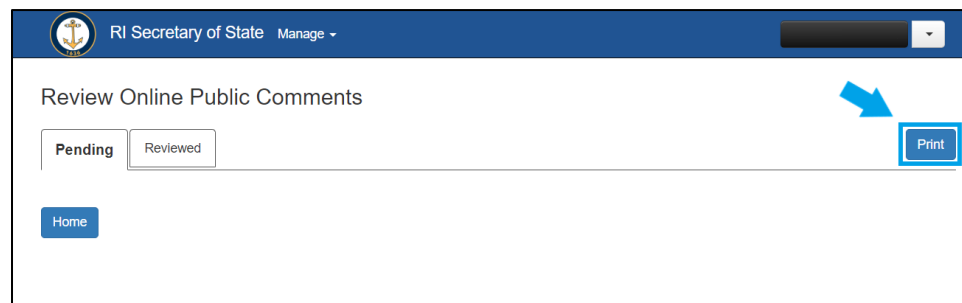
- i. Select to display the comment in the RICR or not, add any internal and public notes, and click **OK** to approve:



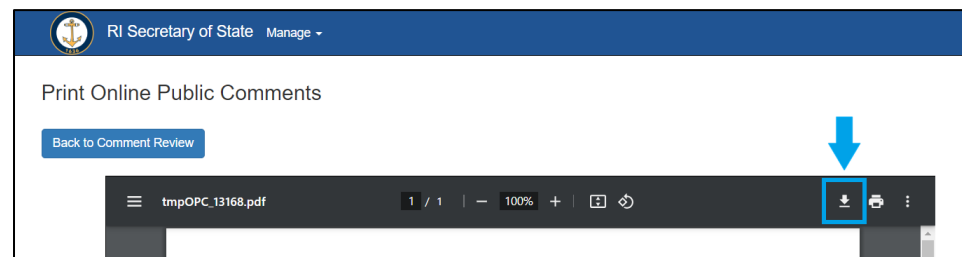
- b. Click the **Reviewed** tab to view who reviewed the comment, when it was approved, and review again if necessary:



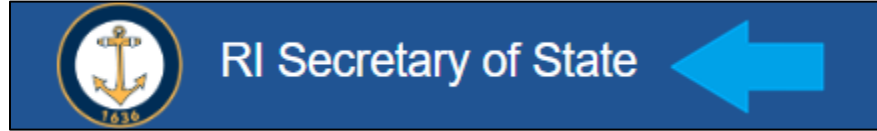
- c. Click **Print** to generate a public comment document:



- d. Click the down arrow at the top-right of the PDF viewer to download the document so that it can be used to upload as the part of the final rulemaking documents in step 4:



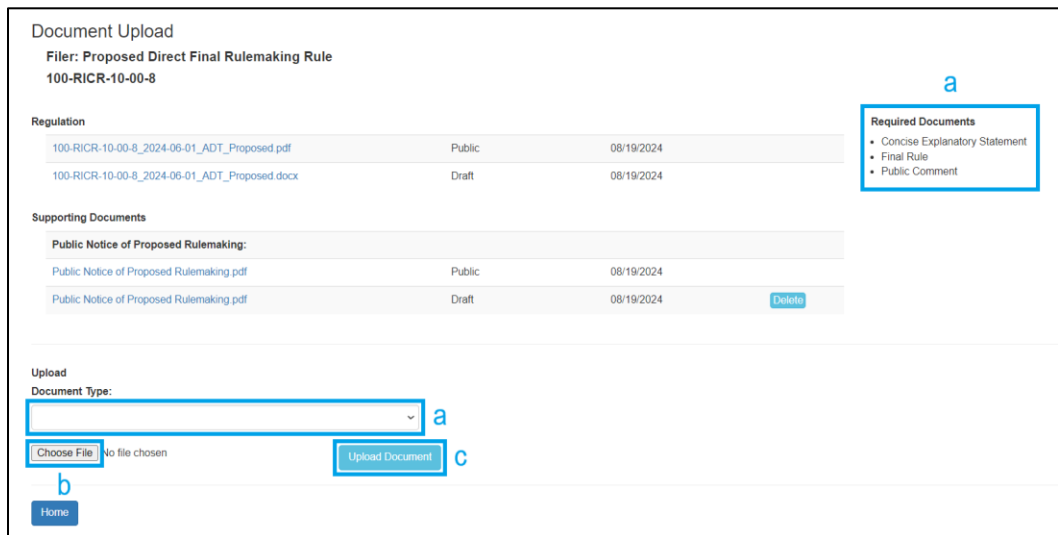
- e. To navigate back to the homepage, click the Department of State logo:



- 3. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Upload Documents** icon:



- 4. Upload documents:



- a. Select from the dropdown the **Document Type**:

- i. **Required**:

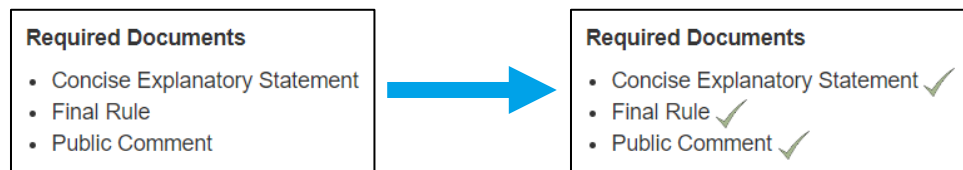
- Concise Explanatory Statement
- Final Rule
- Public Comment (*may upload multiple, if necessary*)

## AGENCY GUIDE: AGENCY HEADS

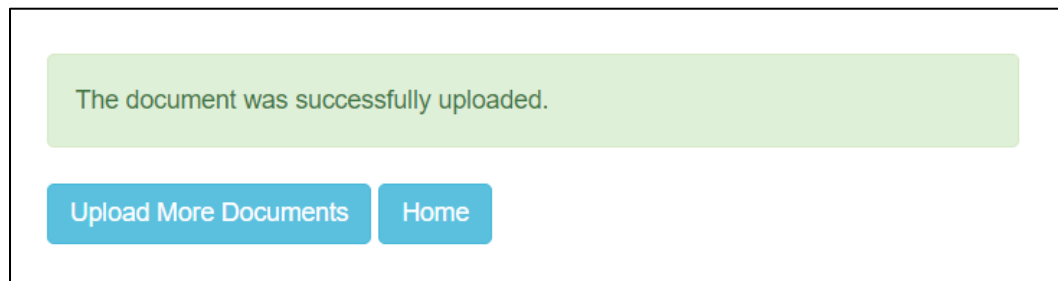
ii. **Optional:**

- Index of Studies/Reports
- Internal Organization Document
- Petition
- Public Hearing Documents
- Additional Documentation
- State Register publication
- Studies/Reports

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

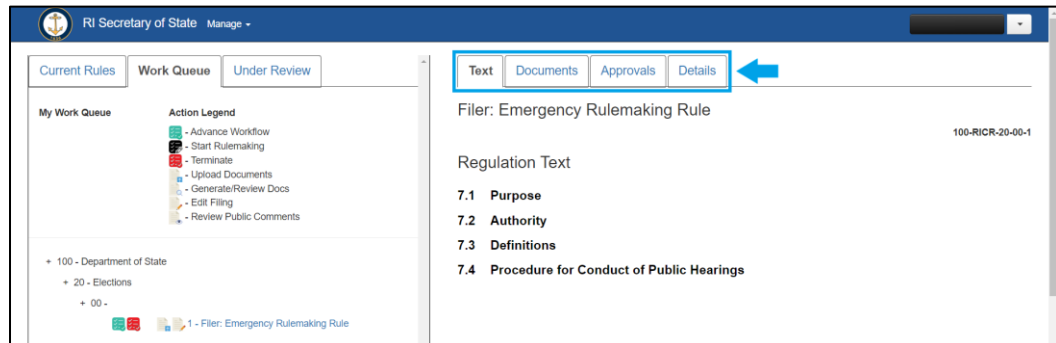


- b. Click **Choose File** to select the document from your computer;  
and
- c. Click **Upload Document** to upload.
5. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 4-5 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:

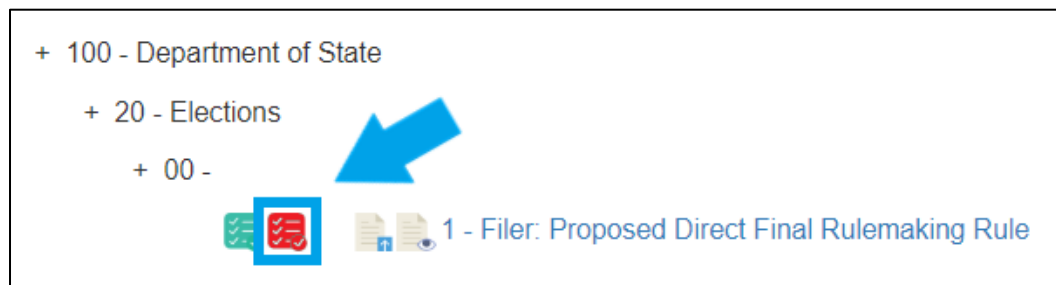




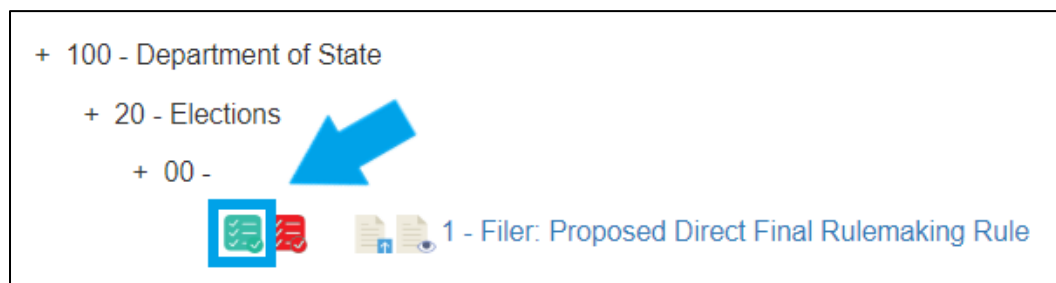
6. Click each tab on the right to ensure rule information and all rulemaking documents are correct (**Text**, **Documents**, **Approvals**, and **Details**):



7. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 9(b)(i):



8. To continue, click the **Advance Workflow** icon:



9. To advance the rule for the DOS Formatting Review, click **Advance**:

RI Secretary of State Manage

Promulgation ID: 13178 Proposed Direct Final Amendment 100-RICR-20-00-1  
Department of State

Details Workflow

Actions and Approvals

- ✓ Initial Data Entry and Documents Upload
- ✓ DOS Verification of Drafts
- ✓ Generation of the Notice Of Proposed Rulemaking
- ✓ Submission for Promulgation
- ✓ Public Comment Period Begin
- ✓ **Post Public Comment Period Data update and Document Upload**
- DOS Final Regulation Approval
- Agency Head Signature Applied
- Final Rule and Signature Acceptance by DOS
- Promulgation Finalization

File: Proposed Direct Final Rulemaking Rule

Regulation Text:

- 7.1 Purpose
- 7.2 Authority
- 7.3 Definitions
- 7.4 Procedure for Conduct of Public Hearings

Advance Terminate Cancel

- If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- Click **Terminate** to end the promulgation process:
  - Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

RI Secretary of State Manage

Workflow Termination for Filing 100-RICR-20-00-1

File: Proposed Direct Final Rulemaking Rule

Request Note for: Post Public Comment Period Data update and Document Upload

Termination Reason: \*

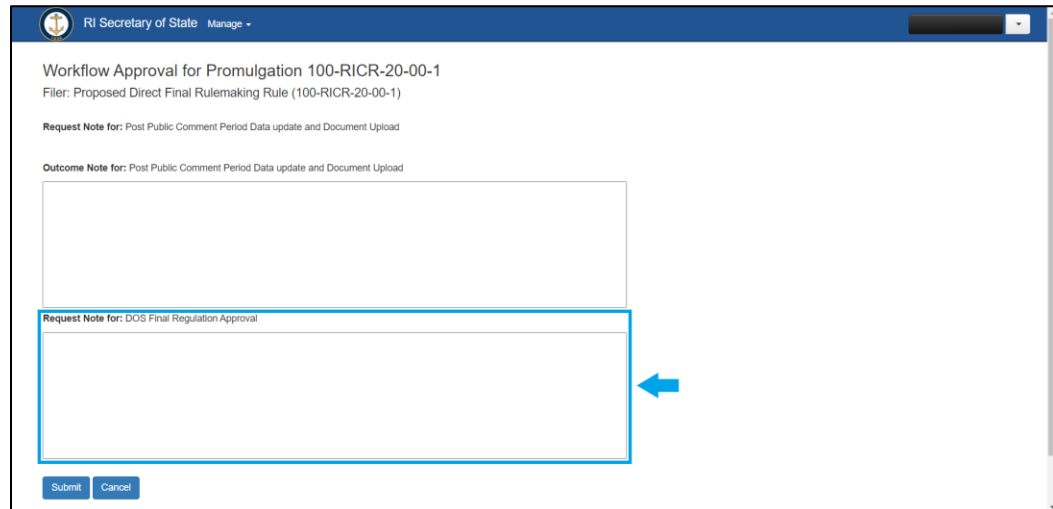
Abandoned

Note: The reason for termination selected above will not be shown to the public and will not be published.

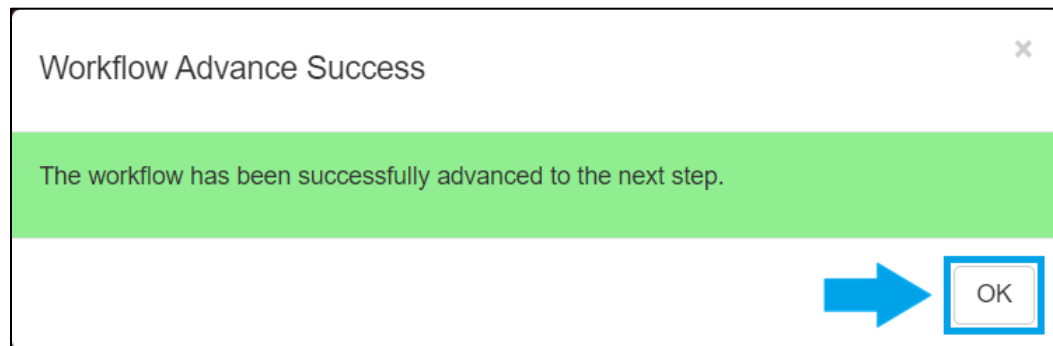
Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

10. If you would like to add a note for the DOS (i.e., if you would like the rule to become effective on a future date rather than the last day of the Public Comment Period), enter text in the **Request Note** and/or click **Submit**:



11. Upon submitting, click **OK** to return to the RICR System homepage:



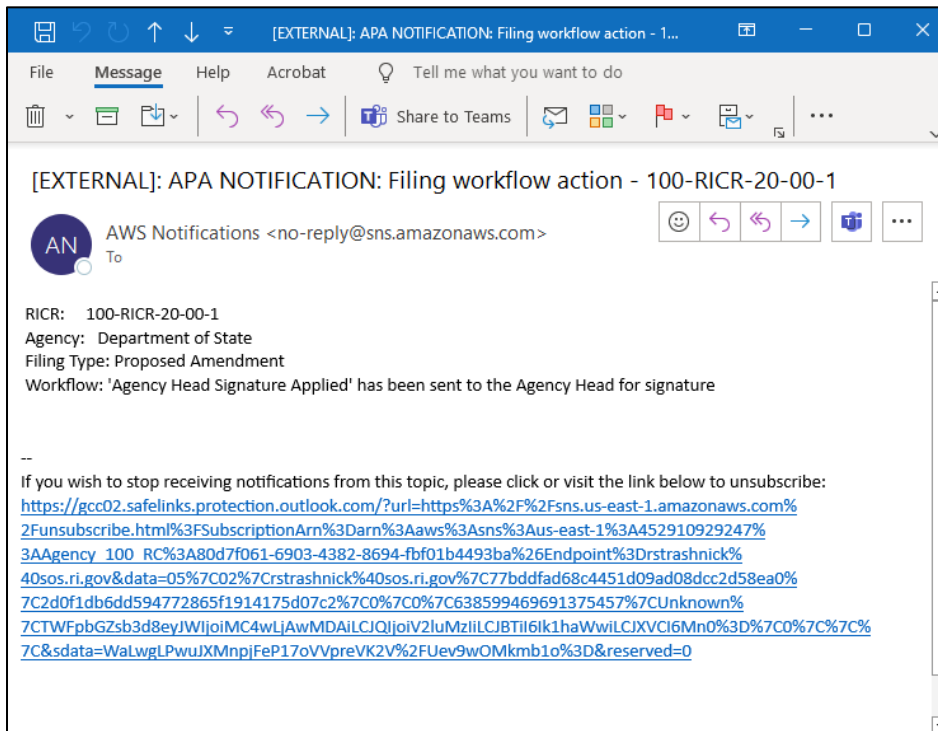
 **COMPLETED:** *Post Public Comment Period Data update and Document Upload*



### 6.3.1.2.2.6 DOS Final Regulation Approval

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator and Agency Head will receive an AWS Notification email to indicate the rule is ready to be signed by the Agency Head:



### 6.3.1.2.2.7 Agency Head Signature Applied

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



### 6.3.1.2.2.8 Final Rule and Signature Acceptance by DOS

*This step will be completed by the Administrative Records Office.*

Once the Agency Head signs the rule, the Department of State will sign the

rule and set the rule's Effective Date.

 **6.3.1.2.2.9 Promulgation Finalization**

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.

**It is the Agency Head's responsibility to download the signed Regulation for the agency's files to be permanently retained per [GRS2.5 Rulemaking Files](#).**

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:



### 6.3.1.2.3 Emergency Rulemaking

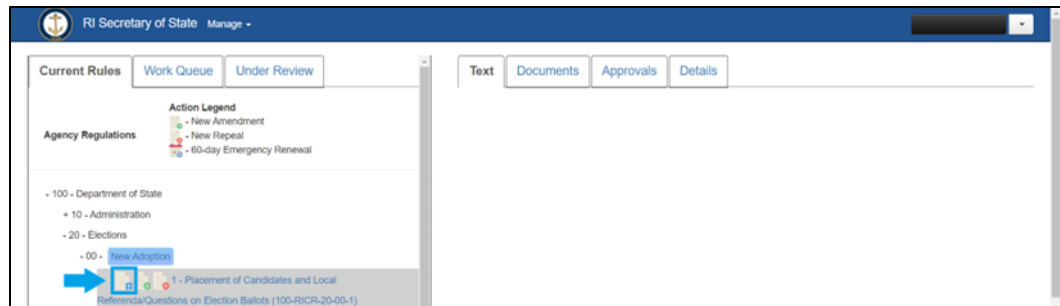
For information regarding this Rulemaking Action, see [§ 3.3.3 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
Rules Coordinator Notification of Emergency Rule	Rules Coordinator
Submission for Promulgation	RICR Filing System
Agency Head Signature Applied	Agency Head
Governor Signature Applied	Governor
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System
Submission for Emergency Extension 1	Agency Head
DOS Final Revision for Emergency Extension 1	Department of State
Finalization of Emergency Extension 1	RICR Filing System



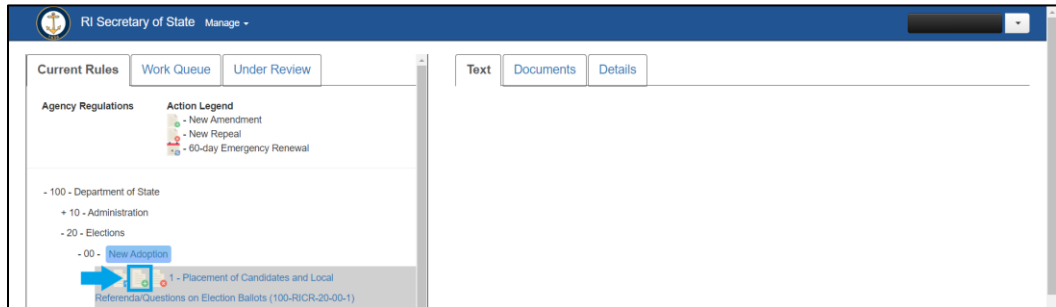
#### 6.3.1.2.3.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **Download Document** icon to draft the amendment (see [§ 5.1.2.2 of this Guide](#) for additional information):



## AGENCY GUIDE: AGENCY HEADS

- Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title, Chapter, Subchapter, and Part** to open each level, then click the **New Amendment** icon promulgate an amendment:



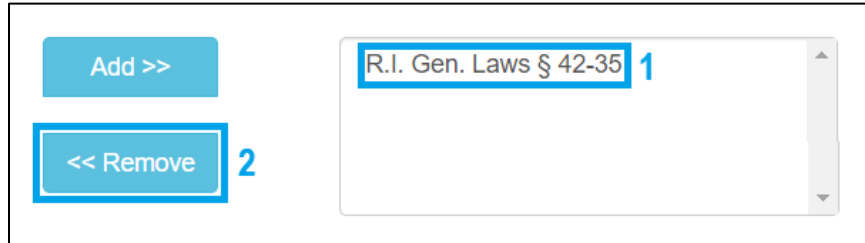
- Enter and confirm the **Rulemaking Filing Details**:

- Choose **Emergency** for the **Rulemaking Action**;

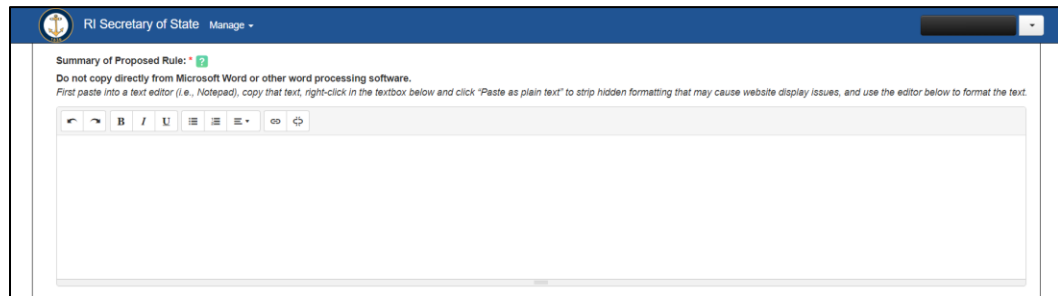
- Confirm the **Regulation Title** using sentence case (i.e., use "Conduct of Public Hearings", not "CONDUCT OF PUBLIC HEARINGS"); and
- Confirm the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.

## AGENCY GUIDE: AGENCY HEADS

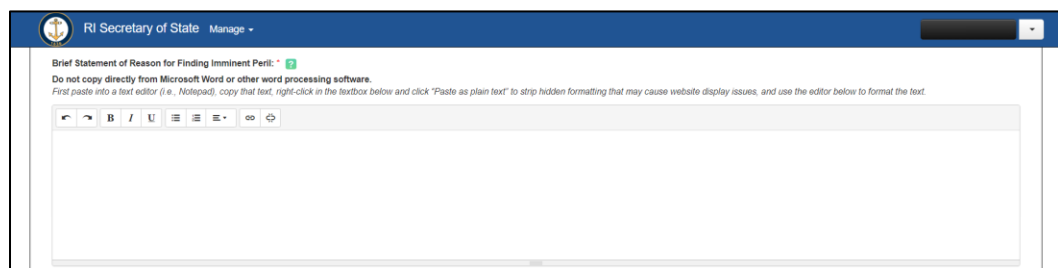
- i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



5. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



6. Enter the **Brief Statement of Reason for Finding Imminent Peril** to state the reason this rule is required in order to avoid a threat to public health, safety, or welfare, or the loss of federal funding for an agency program ([R.I. Gen. Laws § 42-35-2.10](#)):
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.





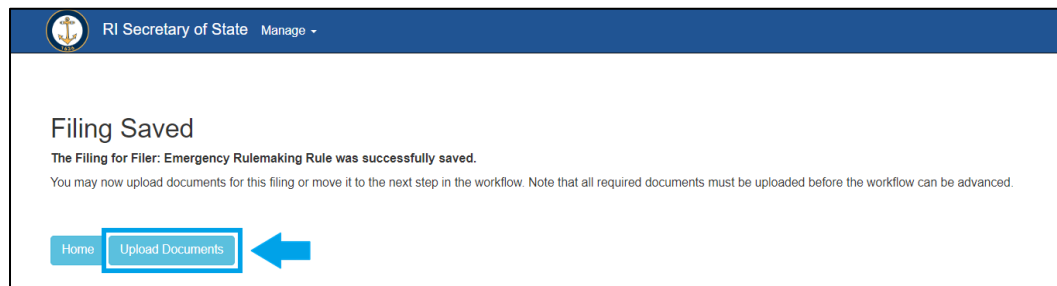
## AGENCY GUIDE: AGENCY HEADS

7. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):



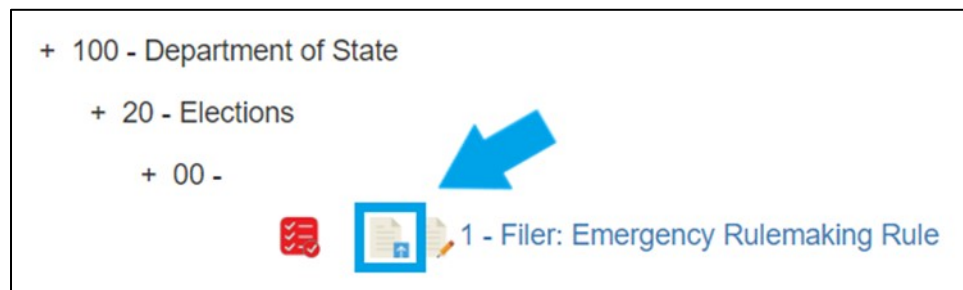
The screenshot shows a form field labeled "Additional Information URL: \* ?". Below the label is a text input field containing "https://" in a dropdown menu and "www.example.com" in the main input area.

8. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel**.
9. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



The screenshot shows a confirmation message: "Filing Saved" followed by "The Filing for Filer: Emergency Rulemaking Rule was successfully saved." Below this, it says "You may now upload documents for this filing or move it to the next step in the workflow. Note that all required documents must be uploaded before the workflow can be advanced." At the bottom, there are two buttons: "Home" and "Upload Documents". A blue arrow points to the "Upload Documents" button.

- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



The screenshot shows a "Work Queue" tab with a list of items. The list includes: "+ 100 - Department of State", "+ 20 - Elections", and "+ 00 -". Below these is an item with a red icon, a blue icon with a plus sign, and the text "1 - Filer: Emergency Rulemaking Rule". A blue arrow points to the blue icon with the plus sign.

## 10. Upload documents:

Document Upload

Regulation

Supporting Documents

Upload

Document Type:

Choose File No file chosen Upload Document

Home

Required Documents

- Proposed Rule

a. Select from the dropdown the **Document Type**:

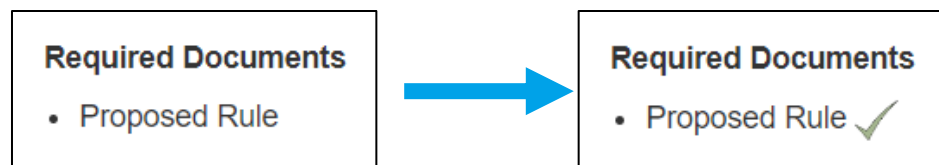
i. **Required:**

- Proposed Rule

ii. **Optional:**

- Index of Studies/Reports
- Additional Documentation
- Internal Organization Document
- Studies/Reports
- Petition

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

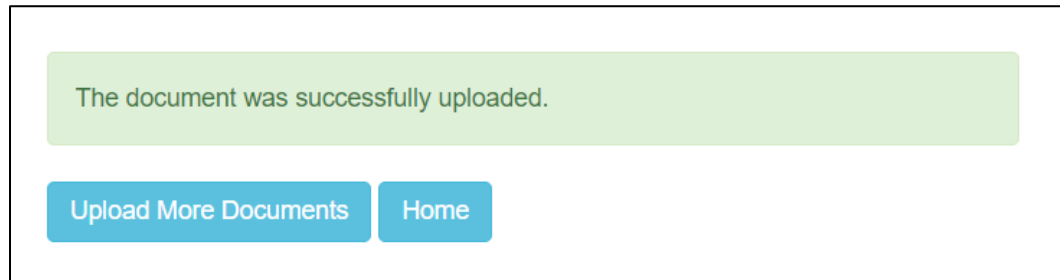


b. Click **Choose File** to select the document from your computer;  
and

c. Click **Upload Document** to upload.

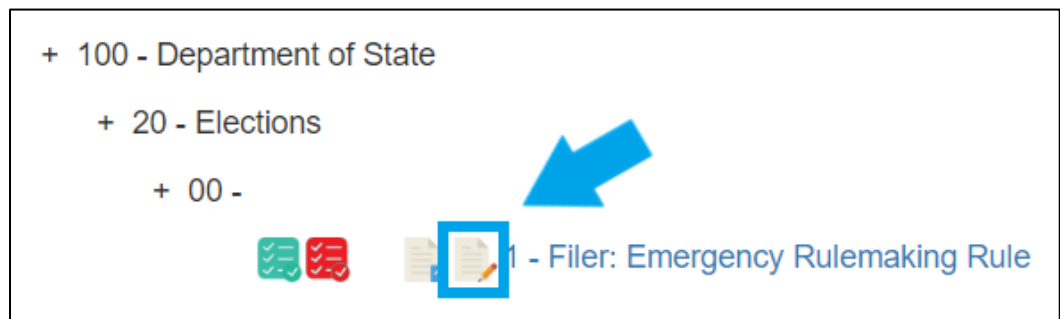
## AGENCY GUIDE: AGENCY HEADS

11. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 10-11 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:

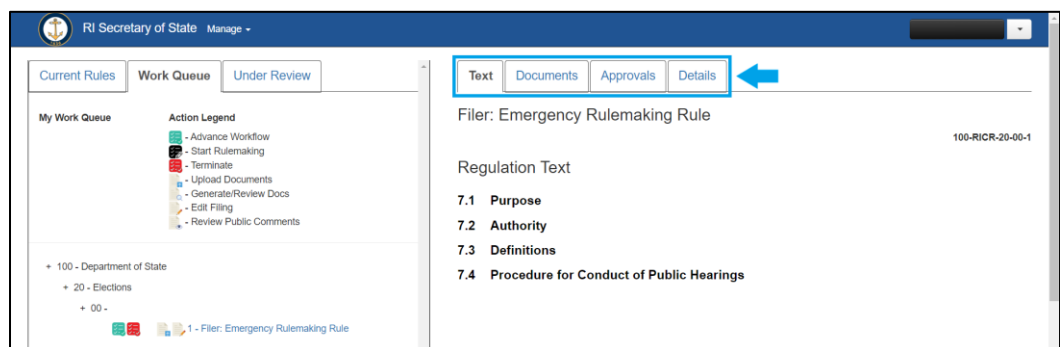


12. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, **Summary of Proposed Rule**, and **Brief Statement of Reason for Finding Imminent Peril**, then click **Submit** once the details are updated:

*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*



13. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



## AGENCY GUIDE: AGENCY HEADS

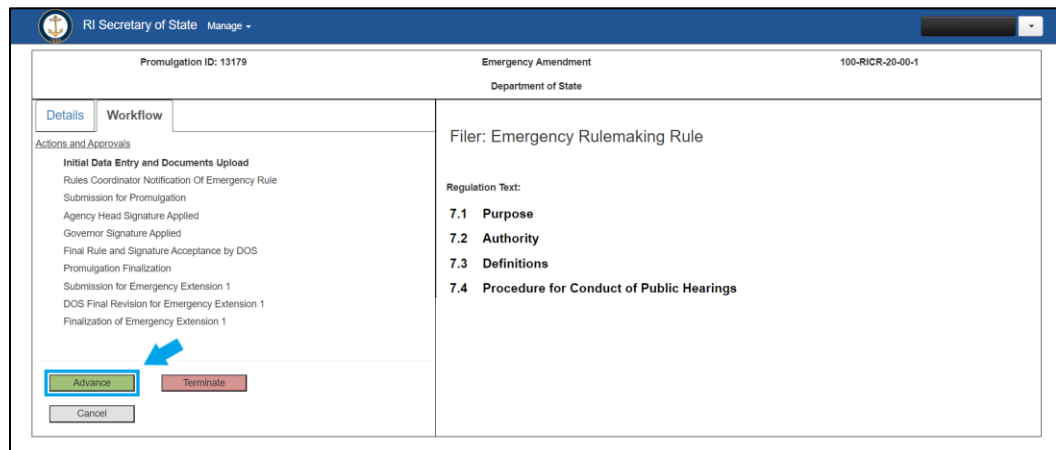
14. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 16(b)(i):



15. To continue, click the **Advance Workflow** icon:



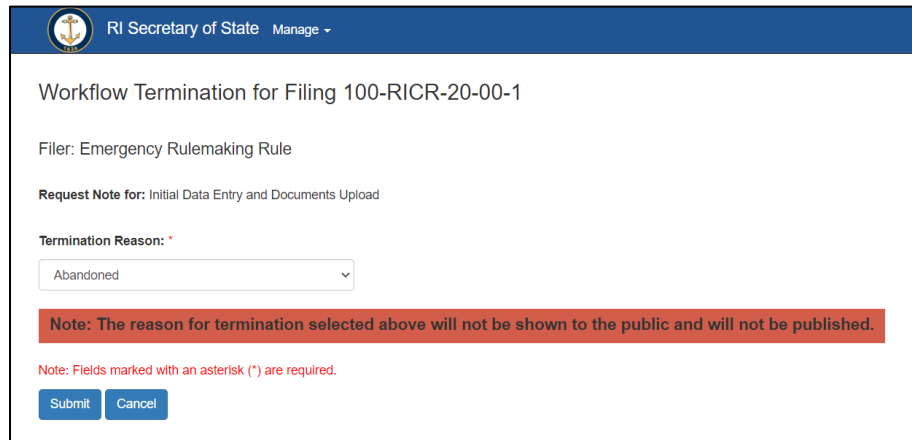
16. To advance the rule for the DOS Formatting Review, click **Advance**:



- If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- Click **Terminate** to end the promulgation process:

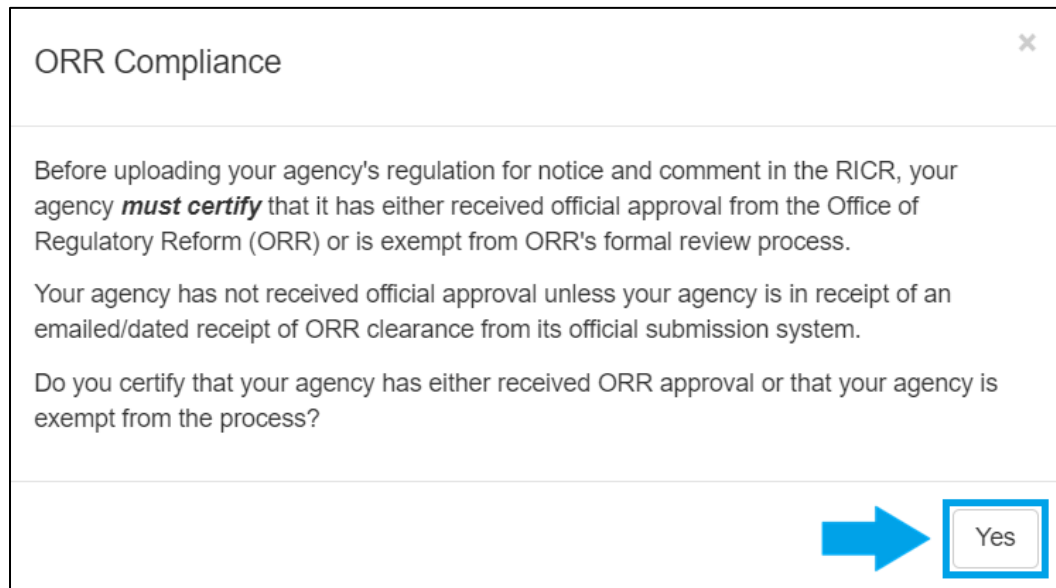
## AGENCY GUIDE: AGENCY HEADS

- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



The screenshot shows a web interface for terminating a workflow. At the top, it says 'RI Secretary of State' with a 'Manage' dropdown. The main heading is 'Workflow Termination for Filing 100-RICR-20-00-1'. Below this, it identifies the filer as 'Emergency Rulemaking Rule' and the request note as 'Initial Data Entry and Documents Upload'. A 'Termination Reason' dropdown menu is set to 'Abandoned'. A red banner below the dropdown states: 'Note: The reason for termination selected above will not be shown to the public and will not be published.' A smaller red note below that says: 'Note: Fields marked with an asterisk (\*) are required.' At the bottom, there are 'Submit' and 'Cancel' buttons.

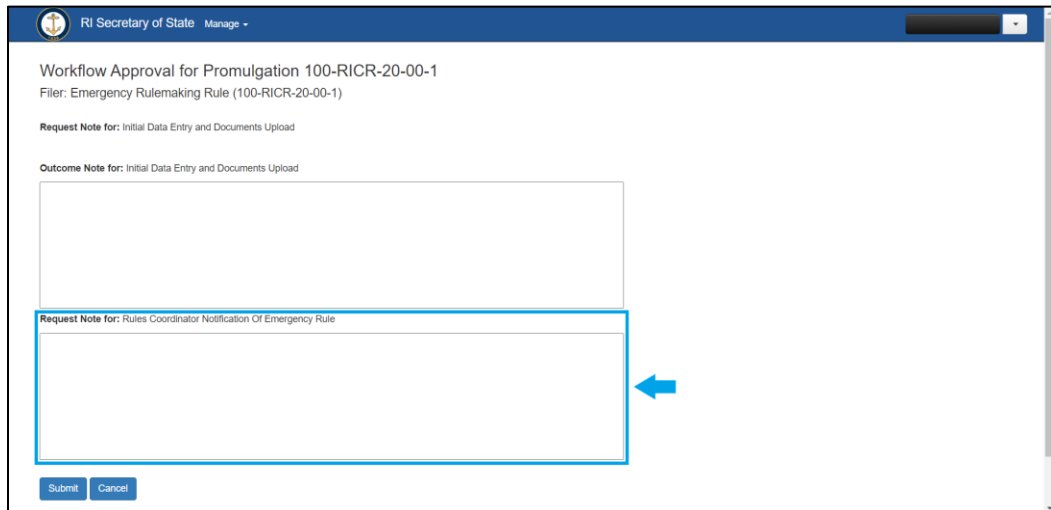
17. Certify that your agency has either received official approval from OMB or is exempt from OMB’s review process by clicking **Yes**:



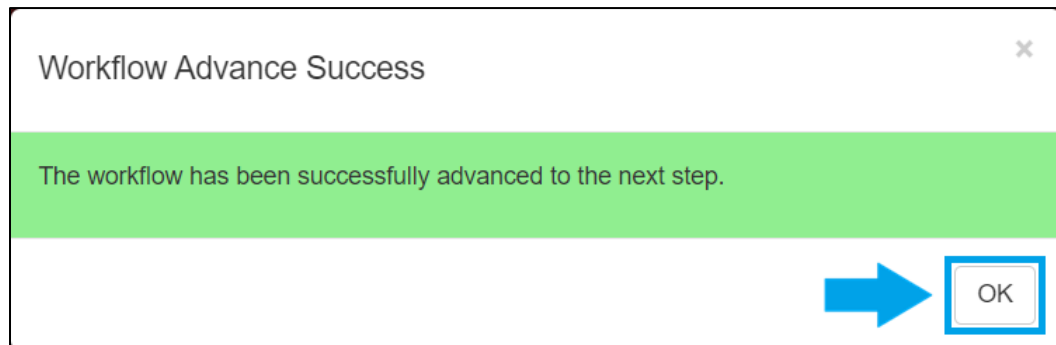
The screenshot shows a dialog box titled 'ORR Compliance' with a close button (X) in the top right corner. The text inside reads: 'Before uploading your agency's regulation for notice and comment in the RICR, your agency **must certify** that it has either received official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process. Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system. Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?' At the bottom right, there is a blue arrow pointing to a button labeled 'Yes'.

- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 15 to proceed.

18. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:



19. Upon submitting, click **OK** to return to the RICR System homepage:



 **COMPLETED:** *Initial Data Entry and Documents Upload*

 **6.3.1.2.3.2 Rules Coordinator Notification of Emergency Rule**

*This step will be completed by the Rules Coordinator.*

The Rules Coordinator will receive an AWS Notification to review the Emergency Rule, then log in and advance the rule for signatures.



#### **6.3.1.2.3.3 Submission for Promulgation**

*This step will be completed automatically by the RICR System.*

The RICR System will automatically advance the rule to the next step.



#### **6.3.1.2.3.4 Agency Head Signature Applied**

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



#### **6.3.1.2.3.5 Governor Signature Applied**

*This step will be completed by the Agency Head.*

The Governor will receive an automated email from OneSpan, the esignature provider, to sign the rule.



#### **6.3.1.2.3.6 Final Rule and Signature Acceptance by DOS**

*This step will be completed by the Administrative Records Office.*

Once the Agency Head and Governor signs the rule, the Department of State will sign the rule and set the rule’s Effective Date.



#### **6.3.1.2.3.7 Promulgation Finalization**

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.



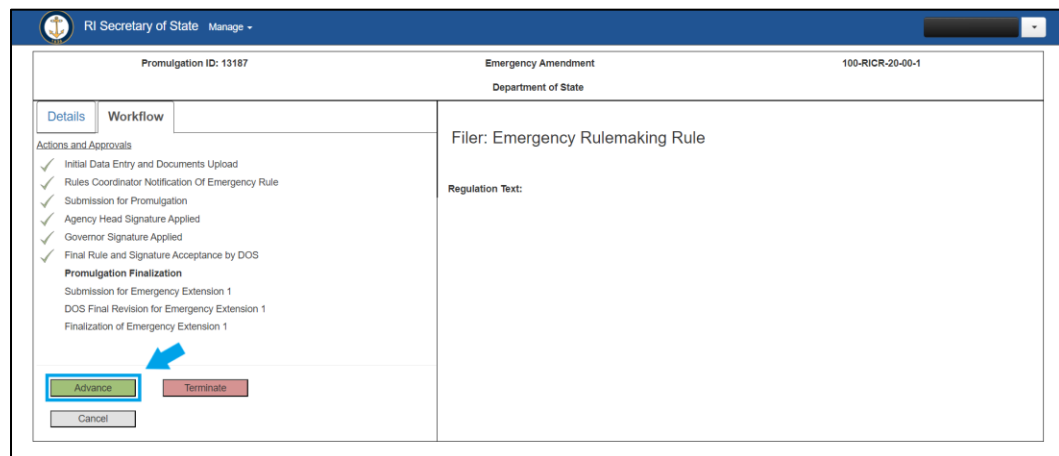
### 6.3.1.2.3.8 Submission for Emergency Extension 1

If the Emergency Rule must be extended:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Under **Active Emergency Rules**, click the **Title**, **Chapter**, and **Subchapter** to open each level, and click the **60-Day Emergency Renewal** icon (calendar) next to the Part to be extended:



3. To confirm the Part should be extended, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the Emergency Rule immediately, which will change the rule's Expiration Date to be set as today's date:



- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

RI Secretary of State Manage

Workflow Termination for Filing 100-RICR-20-00-1

Filer: Emergency Rulemaking Rule

Request Note for: Initial Data Entry and Documents Upload

Termination Reason: \*

Abandoned

Note: The reason for termination selected above will not be shown to the public and will not be published.

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

- 4. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:

RI Secretary of State Manage

Workflow Approval for Promulgation 100-RICR-20-00-1

Filer: Emergency Rulemaking Rule (100-RICR-20-00-1)

Request Note for: Initial Data Entry and Documents Upload

Outcome Note for: Initial Data Entry and Documents Upload

Request Note for: Rules Coordinator Notification Of Emergency Rule

Submit Cancel

- 5. Upon submitting, click **OK** to return to the RICR System homepage:

Workflow Advance Success

The workflow has been successfully advanced to the next step.

OK

 **COMPLETED:** *Initial Data Entry and Documents Upload*

 **6.3.1.2.3.9 DOS Final Revision for Emergency Extension 1**

*This step will be completed by the Administrative Records Office.*

The Department of State will confirm the extension and advance the rule.

 **6.3.1.2.3.10 Finalization of Emergency Extension 1**

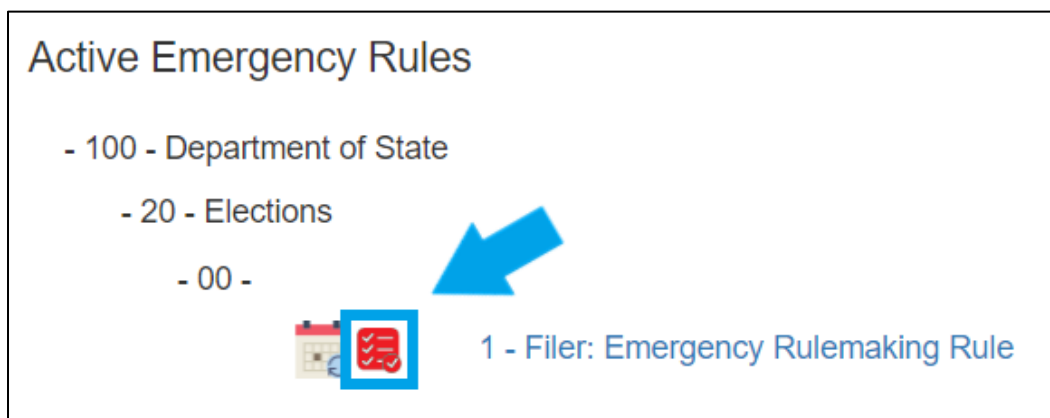
*This step will be completed automatically by the RICR System.*

The RICR System will automatically extend the Expiration Date for the Emergency Regulation in the RICR.

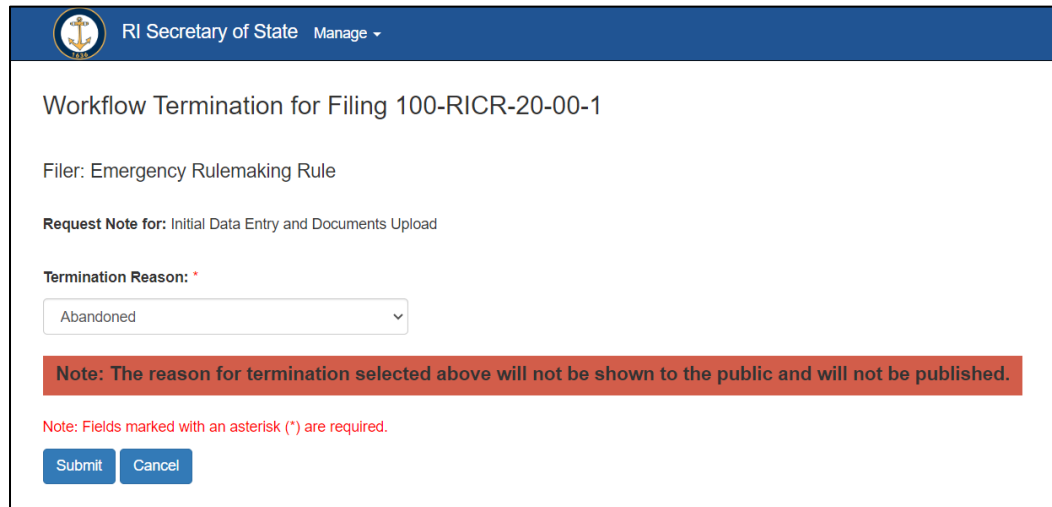
 **6.3.1.2.3.11 Early Termination**

**If the Emergency Rule must be terminated before the set Expiration Date:**

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Under **Active Emergency Rules**, click the **Title**, **Chapter**, and **Subchapter** to open each level, and click the **Terminate** icon next to the Part to be terminated:

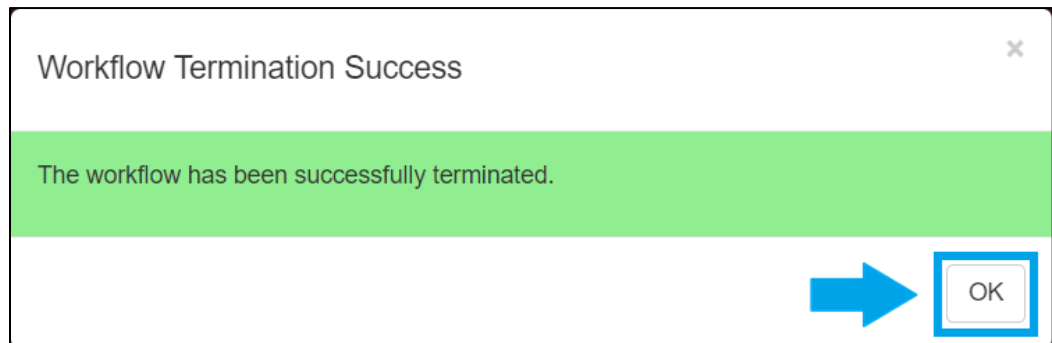


3. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel**:



The screenshot shows a web interface for terminating a workflow. At the top, it says 'RI Secretary of State' with a 'Manage' dropdown. The main heading is 'Workflow Termination for Filing 100-RICR-20-00-1'. Below this, it identifies the 'Filer: Emergency Rulemaking Rule' and includes a 'Request Note for: Initial Data Entry and Documents Upload'. A 'Termination Reason:' field is highlighted with an asterisk, and a dropdown menu is open showing 'Abandoned'. A red banner below the dropdown states: 'Note: The reason for termination selected above will not be shown to the public and will not be published.' A smaller red note below that says: 'Note: Fields marked with an asterisk (\*) are required.' At the bottom, there are 'Submit' and 'Cancel' buttons.

4. Upon submitting, click **OK** to return to the RICR System homepage:



### 6.3.1.2.3.11.1 Finalization of Termination

*This step will be completed automatically by the RICR System.*

The RICR System will automatically change the Expiration Date for the Emergency Regulation in the RICR to today's date.

**It is the Agency Head's responsibility to download the signed Regulation for the agency's files to be permanently retained per [GRS2.5 Rulemaking Files](#).**

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:

The screenshot displays the 'Records Management' interface. At the top left, the identifier '100-RICR-50-00-1' is shown next to a green 'ACTIVE RULE' tag. Below this is a horizontal navigation bar with five tabs: 'Regulation Text', 'Overview', 'Regulation', 'History', and 'Rulemaking Documents'. The 'Regulation' tab is highlighted with a blue background and is pointed to by a blue arrow labeled '1'. Below the navigation bar, a 'Download Regulation' button is visible, featuring a document icon and the text 'Download Regulation'. This button is highlighted with a blue border and pointed to by a blue arrow labeled '2'.

### 6.3.1.2.4 Advance Notice of Proposed Rulemaking

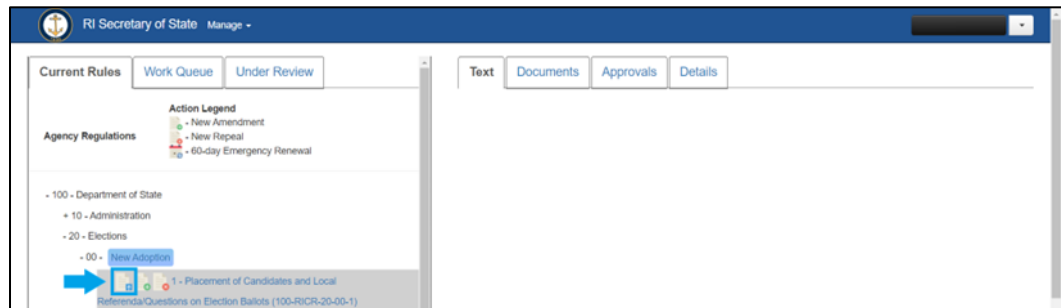
For information regarding this Rulemaking Action, see [§ 3.3.4 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
Generation of the Notice of Proposed Rulemaking	Agency Head
Public Comment Period Begin	RICR Filing System & Agency Head

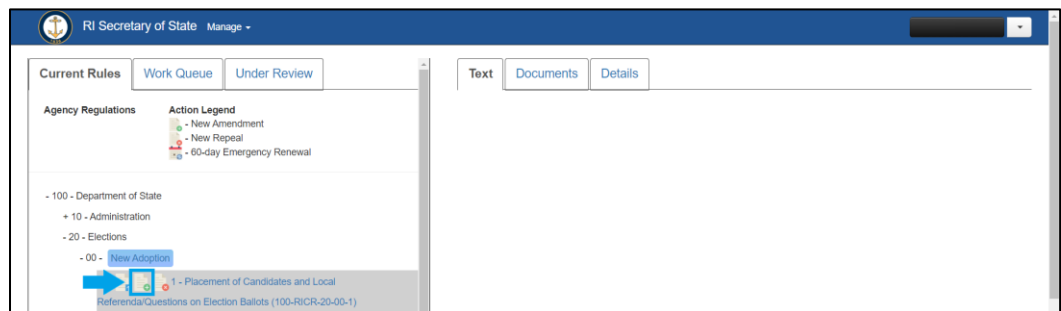


#### 6.3.1.2.4.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **Download Document** icon to draft the amendment (see [§ 5.1.2.2 of this Guide](#) for additional information):



3. Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **New Amendment** icon promulgate an amendment:



**AGENCY GUIDE: AGENCY HEADS**

4. Enter and confirm the **Rulemaking Filing Details**:

RI Secretary of State Manage ▾

Department of State

Rulemaking Type: Amendment

Rulemaking Action: \* ? a  Proposed  Emergency  Advance Notice

Rule Identifier: 100-RICR-20-00-1

Regulation Title: \* b

Rulemaking Authority: \* c

- a. Choose **Advance Notice** for the **Rulemaking Action** and **Rulemaking Process**;

Rulemaking Action: \* ?  Proposed  Emergency  Advance Notice

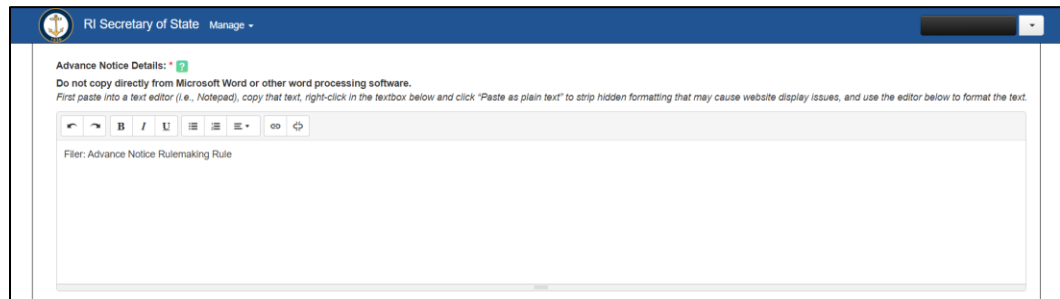
- b. Confirm the **Regulation Title** using sentence case (i.e., use “Conduct of Public Hearings”, not “CONDUCT OF PUBLIC HEARINGS”); and
- c. Confirm the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:

1

2

- 5. Enter the **Advance Notice Details** to indicate where, when, and how persons may comment before the rulemaking process begins (any meeting held is open to the Open Meetings Act and subject to [R.I. Gen. Laws Chapter 42-46](#)):

- a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



6. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

**Additional Information URL:** \* ?

https://

7. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel** to prevent the Part number from being used.



8. **DO NOT CLICK ANYTHING UNTIL ALL OPTIONS ARE REVIEWED**  
 There are three (3) options to move forward based on if documents need to be uploaded or not, *and two (2) options have immediate ramifications.*

Advance Notice Rulemaking does not require documents to be uploaded, however, if the promulgating agency wants or needs to upload documents, the following optional documents may be uploaded:

- Proposed Rule
- Index of Studies/Reports\*
- Internal Organization Document\*
- Petition\*
- Additional Documentation\*
- Studies/Reports\*

*\*This document type cannot be uploaded alone. A Proposed Rule must*

also be uploaded to be able to advance to the next step.

Read through all three options carefully before determining and taking action to advance to the next step:

- a. **Advance Workflow** - Choose if you don't need to upload documents.  
*If you choose this option, documents may still be uploaded later if need be.*

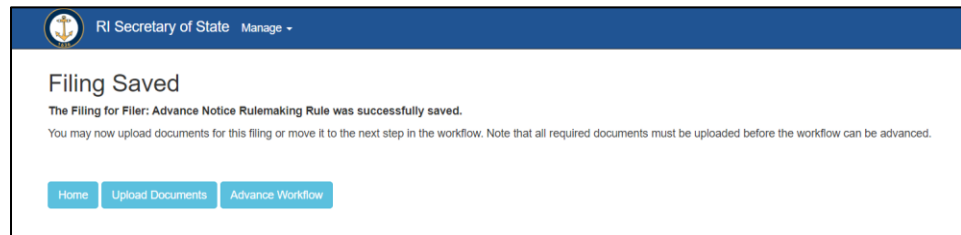
See step 9 for next steps.

- b. **Upload Documents** - Choose if you need to upload documents.  
*If you choose this option and documents do not actually need to be uploaded, the RICR System will not allow you to advance the workflow until a Proposed Rule is uploaded, so you **will need to terminate the rule and start over** if you do not wish to upload a Proposed Rule.*

See step 10 for next steps.

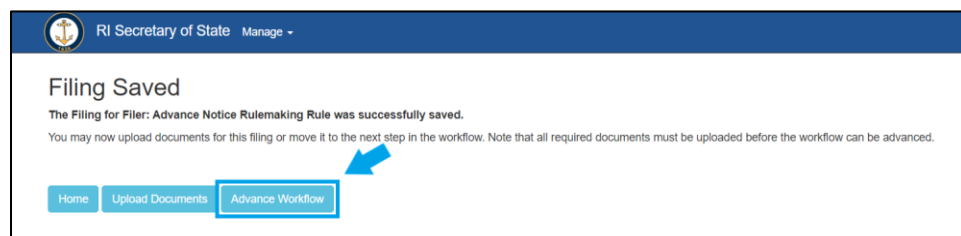
- c. **Home** - Equivalent to choosing Upload Documents, do not use.  
*If you choose this option and documents do not actually need to be uploaded, the RICR System will not allow you to advance the workflow until a Proposed Rule is uploaded, so you **will need to terminate the rule and start over** if you do not wish to upload a Proposed Rule.*

If accidentally clicked, see step 11 for next steps.



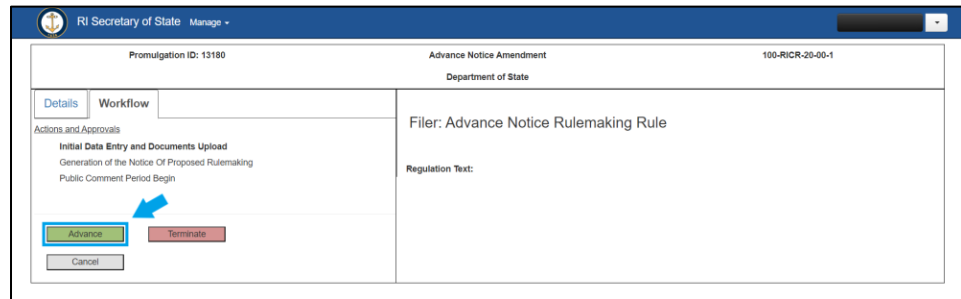
9. For **Advance Workflow**:

- a. Click **Advance Workflow**:



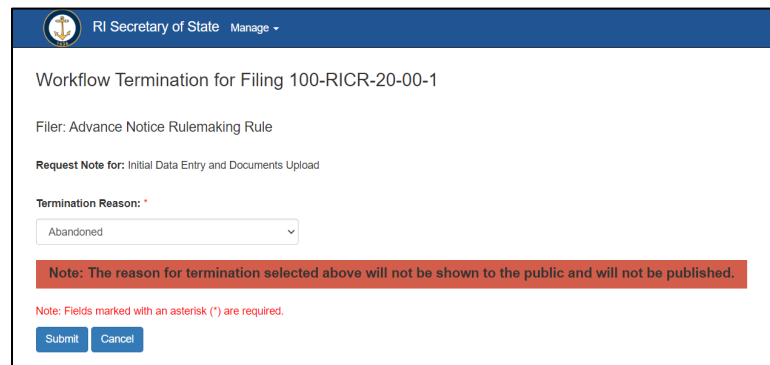


- b. To advance the rule to generate the Advance Notice of Proposed Rulemaking, click **Advance** and skip to step 12:



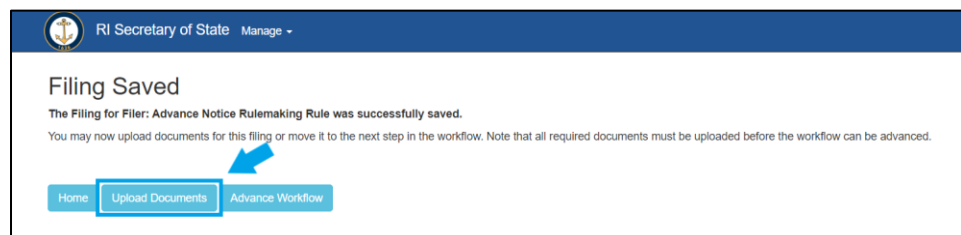
- i. If for any reason at this stage it is determined that documents need to be uploaded, click **Cancel** and skip to step 11(b); or
- ii. Click **Terminate** to end the promulgation process:

- (1) Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



## 10. For **Upload Documents**:

- a. Click **Upload Documents**:



b. Select from the dropdown the **Document Type**:

- Proposed Rule
- Index of Studies/Reports\*
- Internal Organization Document\*
- Petition\*
- Additional Documentation\*
- Studies/Reports\*

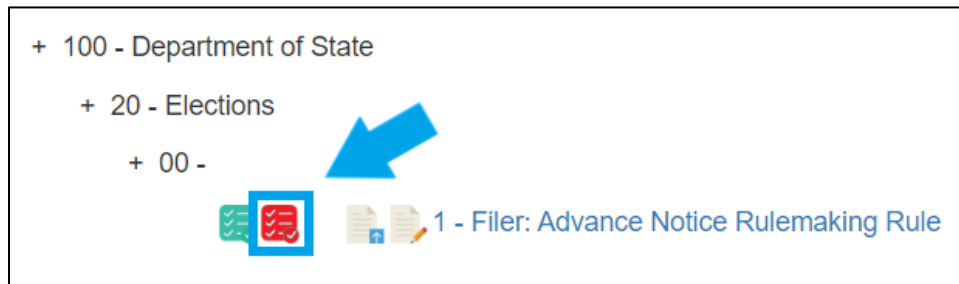
*\*This document type cannot be uploaded alone. A Proposed Rule must also be uploaded to be able to advance to the next step.*

c. Click **Choose File** to select the document from your computer.

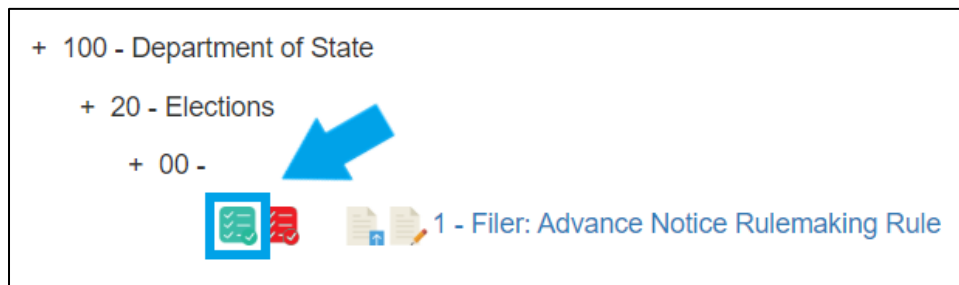
d. Click **Upload Document** to upload.

e. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps b-e for each additional document (you will not be able to advance the rule until the Proposed Rule is uploaded), or click **Home**:

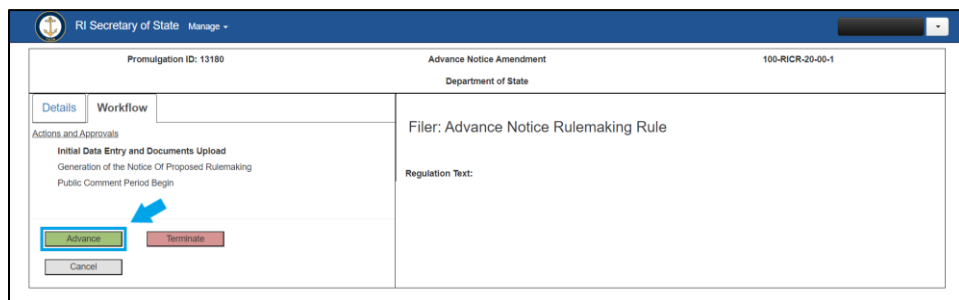
- f. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 10(h)(ii)(1):



- g. To continue, click the **Advance Workflow** icon:



- h. To advance the rule to generate the Advance Notice of Proposed Rulemaking, click **Advance** and skip to step 12:



- i. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- ii. Click **Terminate** to end the promulgation process:

- (1) Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

RI Secretary of State Manage -

Workflow Termination for Filing 100-RICR-20-00-1

Filer: Advance Notice Rulemaking Rule

Request Note for: Initial Data Entry and Documents Upload

Termination Reason: \*

Abandoned

Note: The reason for termination selected above will not be shown to the public and will not be published.

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

## 11. **DO NOT USE - ONLY FOLLOW IF ACCIDENTALLY CHOSEN**

For **Home**:

- a. Click **Home**:

RI Secretary of State Manage -

Filing Saved

The Filing for Filer: Advance Notice Rulemaking Rule was successfully saved.

You may now upload documents for this filing or move it to the next step in the workflow. Note that all required documents must be uploaded before the workflow can be advanced.

Home Upload Documents Advance Workflow

- b. Click the **Upload Documents** icon next to the Part in the **Work Queue** tab to upload documents to be able to advance the rule:

+ 100 - Department of State

+ 20 - Elections

+ 00 -

1 - Filer: Advance Notice Rulemaking Rule

c. Select from the dropdown the **Document Type**:

The screenshot shows a web form titled "Document Upload". It contains several sections: "Regulation", "Supporting Documents", and "Upload". Under the "Upload" section, there is a "Document Type:" label followed by a dropdown menu. A blue box labeled 'c' highlights the dropdown menu. Below the dropdown is a "Choose File" button, which is highlighted with a blue box labeled 'd'. To the right of the "Choose File" button is the text "No file chosen". Further right is an "Upload Document" button, highlighted with a blue box labeled 'e'. At the bottom left of the form is a "Home" button. A blue box labeled 'd' is also placed below the "Choose File" button.

- Proposed Rule
- Index of Studies/Reports\*
- Internal Organization Document\*
- Petition\*
- Additional Documentation\*
- Studies/Reports\*

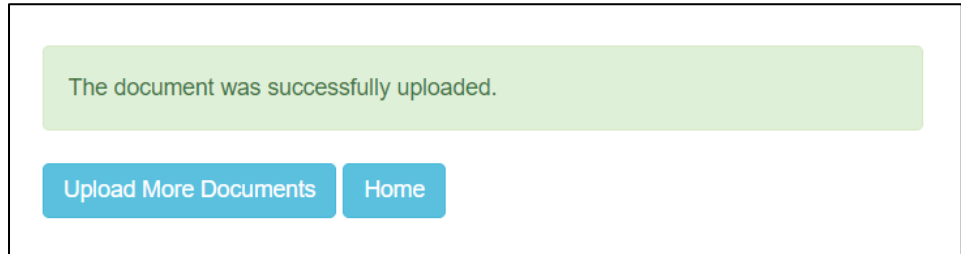
*\*This document type cannot be uploaded alone. A Proposed Rule must also be uploaded to be able to advance to the next step.*

d. Click **Choose File** to select the document from your computer.

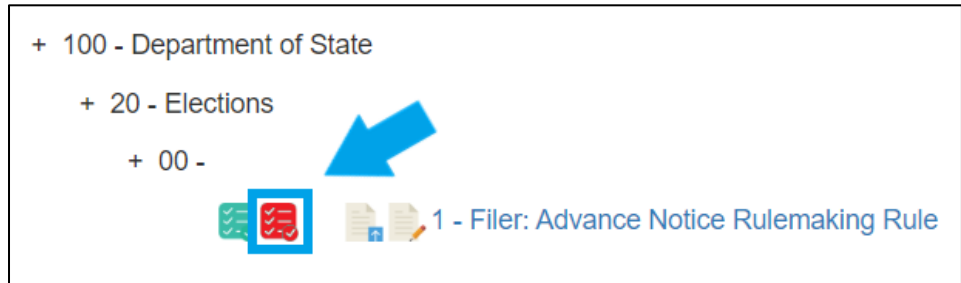
e. Click **Upload Document** to upload.

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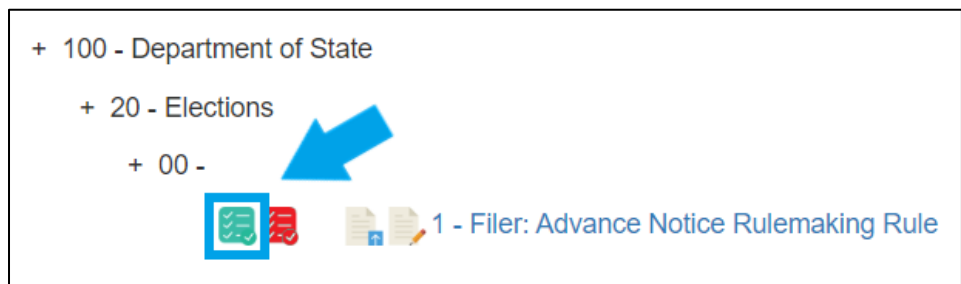
- f. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps c-f for each additional document (you will not be able to advance the rule until the Proposed Rule is uploaded), or click **Home**:



- g. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 11(i)(ii)(1):



- h. To continue, click the **Advance Workflow** icon:



- i. To advance the rule to generate the Advance Notice of Proposed Rulemaking, click **Advance** and skip to step 12:

The screenshot shows the 'RI Secretary of State' portal. At the top, it displays 'Promulgation ID: 13180', 'Advance Notice Amendment', and '100-RICR-20-00-1'. Below this, there are tabs for 'Details' and 'Workflow'. The 'Workflow' tab is active, showing a list of steps: 'Initial Data Entry and Documents Upload', 'Generation of the Notice Of Proposed Rulemaking', and 'Public Comment Period Begin'. At the bottom of the workflow steps, there are three buttons: 'Advance' (highlighted with a blue arrow), 'Terminate', and 'Cancel'. To the right of the workflow steps, there is a section for 'Filer: Advance Notice Rulemaking Rule' and 'Regulation Text:'.

- i. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- ii. Click **Terminate** to end the promulgation process:

(1) Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

The screenshot shows the 'Workflow Termination for Filing 100-RICR-20-00-1' form. It includes the following fields and elements: 'Filer: Advance Notice Rulemaking Rule', 'Request Note for: Initial Data Entry and Documents Upload', and a 'Termination Reason:' dropdown menu with 'Abandoned' selected. A red banner below the dropdown contains the text: 'Note: The reason for termination selected above will not be shown to the public and will not be published.' At the bottom, there is a note: 'Note: Fields marked with an asterisk (\*) are required.' and two buttons: 'Submit' and 'Cancel'.

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12. Certify that your agency *will* receive official approval from OMB if the rule is to be fully promulgated or is exempt from OMB's review process by clicking **Yes**:

### ORR Compliance

Before uploading your agency's regulation for notice and comment in the RICR, your agency **must certify** that it has either received official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process.

Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system.

Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?



13. If you would like to add a note for the DOS for the future DOS review, enter text in the **Request Note** and/or click **Submit**:

RI Secretary of State Manage


#### Workflow Approval for Promulgation 100-RICR-20-00-1

File: Advance Notice Rulemaking Rule (100-RICR-20-00-1)

**Request Note for:** Initial Data Entry and Documents Upload

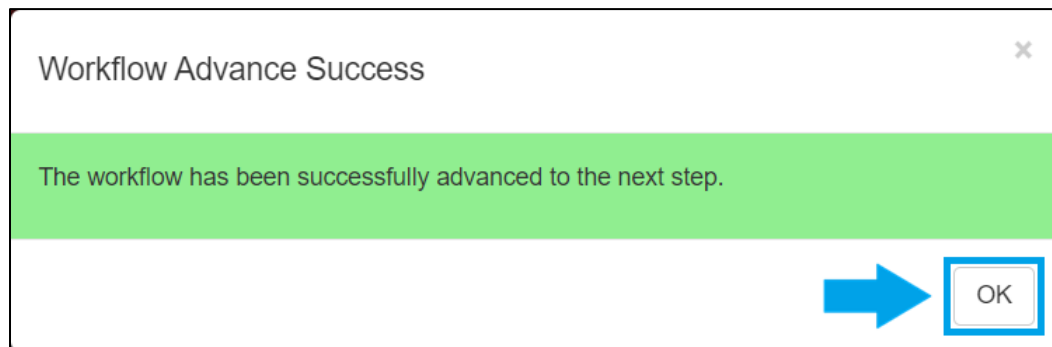
**Outcome Note for:** Initial Data Entry and Documents Upload

**Request Note for:** Generation of the Notice Of Proposed Rulemaking





14. Upon submitting, click **OK** to return to the RICR System homepage:



 **COMPLETED:** *Initial Data Entry and Documents Upload*

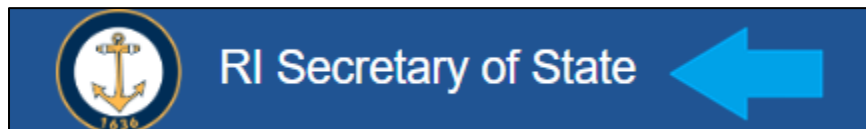
 **6.3.1.2.4.2 Generation of the Notice of Proposed Rulemaking**

1. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level to view the rule.
2. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, and **Advance Notice Details**, then click **Submit** once the details are updated:

*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*

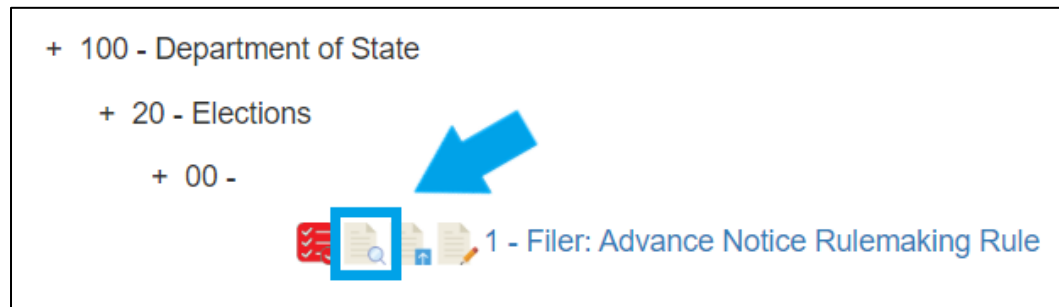


- a. Once completed, click the Department of State logo to navigate back to the homepage:

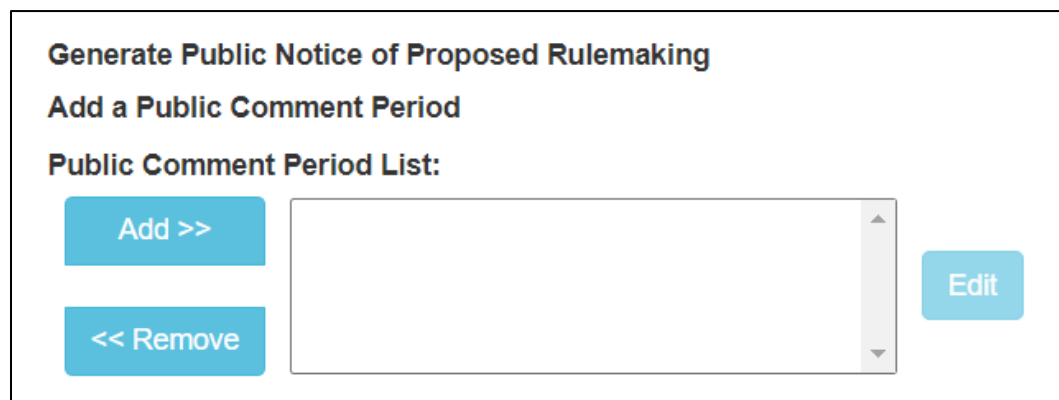


## AGENCY GUIDE: AGENCY HEADS

3. Click the **Generate/Review Docs** icon:



4. Click **Add >>** under **Public Comment Period List**, and click **Edit** and **<< Remove** as necessary to adjust the Public Comment Period:



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5. Fill out the form to add a Public Comment Period – all fields are required:

Public Comment Period
✕

---

**Date of Public Notice:**

08/13/2024

**Date of End of Comment Period: \*** ?

**Full Name of Contact Person: \***

**Contact Person Email: \***

**Contact Person Address: \***

, RI

**Allow online public comments? \***

Yes  No

- a. The **Date of End of Comment Period** will automatically show the minimum first eligible date to be chosen, but you may choose a future date if needed.
- b. Agencies may use the RICR Filing System to accept public comments by selecting **Yes** to **Allow online public comments?**. Agencies may opt out by selecting **No**.
  - i. If **Yes** is selected, you have the option to specify dates for when your agency wants to allow online public comments within the Public Comment Period.

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6. If there will be a hearing, click on the Public Comment Period, then click **Add >>** under **Add a Public Hearing:**

**Generate Advance Notice of Proposed Rulemaking**

**Add a Public Comment Period**

**Public Comment Period List:**

**08/23/2024 - 08/23/2024**

**Add a Public Hearing: ?**

7. Fill out the form to add a Public Hearing - all fields are required:

**Public Hearing** [Close]

**Hearing date/time: \***

Time:

**Hearing Location: \***

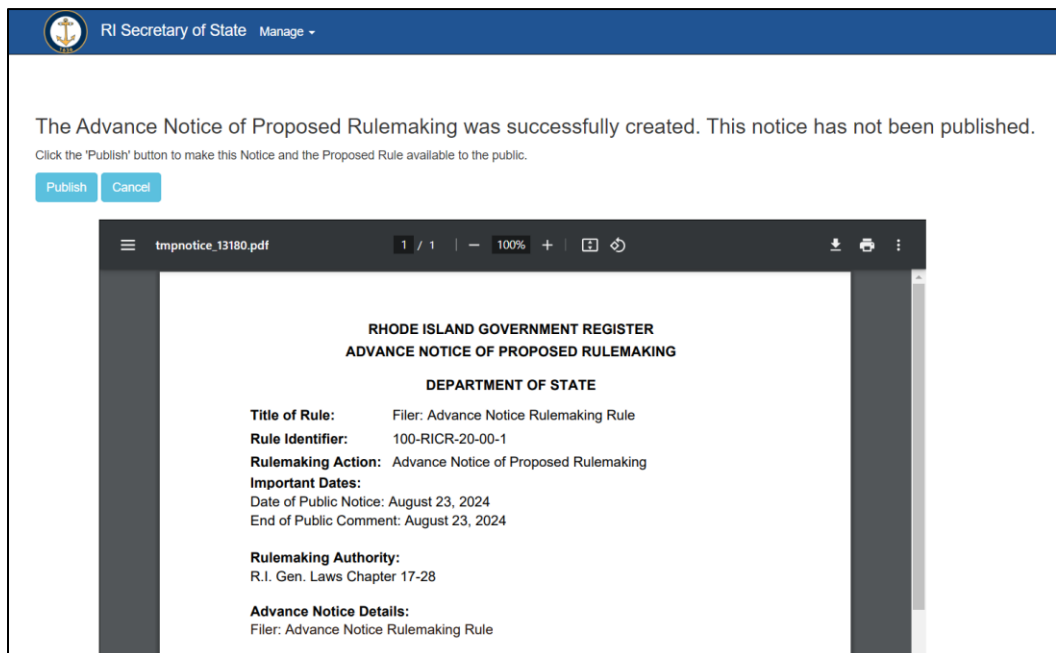
State: Rhode Island

**Phone Number for Special Assistance: \***

8. Click **Generate Notice** (this will not publish the rule, only preview the notice):



9. Review the Notice of Proposed Rulemaking:



- a. If any information within the notice is incorrect, click **Cancel** to go back and edit to update the information and complete steps as necessary.
  - b. Once information is confirmed to be correct, click **Publish** to approve the notice and publish the rule in the RICR.
10. Click **Home** to return to the RICR home page:

## AGENCY GUIDE: AGENCY HEADS

- a. If after the notice is published there needs to be any changes made, click **Amend Public Notice** to create and publish an additional notice with corrections.

### Documents Published

**Rule Identifier: 100-RICR-20-00-1**

**Title of Rule: Filer: Advance Notice Rulemaking Rule**

The following documents are now available to the public:

- [Proposed Rule](#)
- [Public Notice of Proposed Rulemaking](#)

Amend Public Notice Home



 **COMPLETED:** *Generation of the Notice Of Proposed Rulemaking*

At this time, the Proposed Rule is now live in the RICR and may be viewed by completing the following:


1. Go to <https://rules.sos.ri.gov/organizations>.
2. Locate the associated Title within the Table of Contents.
3. Click the plus sign (+) next to the Title:


### Table of Contents

Show  entries Filter by Agency

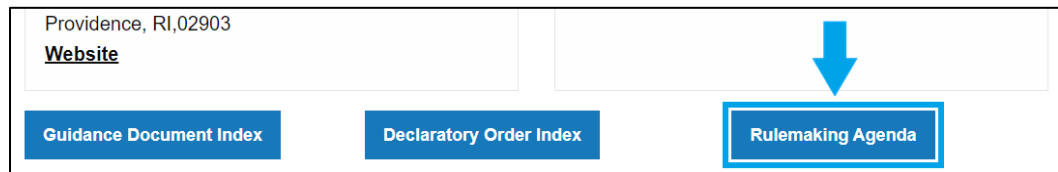
	Title	Agency
 	Title 100	Department of State

4. Click **Agency Info**:

 **Title 100**Department of State

**View Agency Info** 

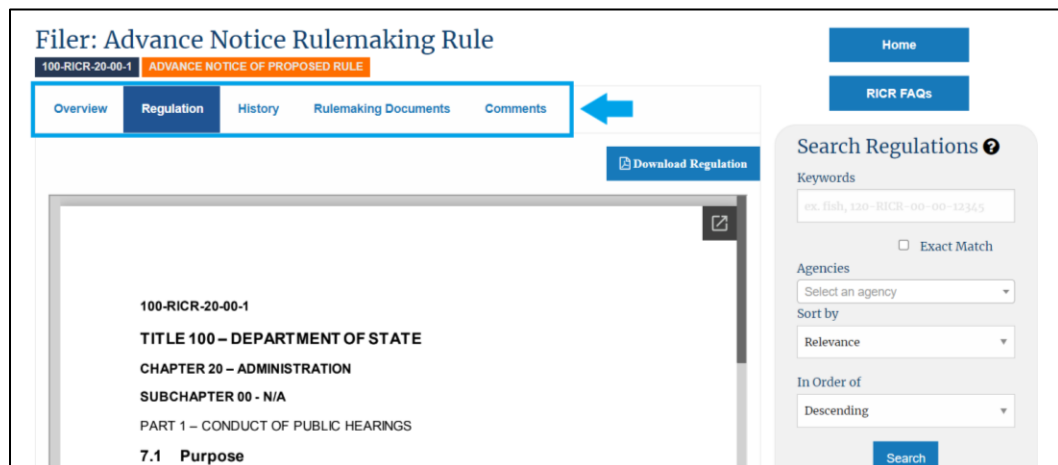
5. Click **Rulemaking Agenda**:



6. Locate the correct Proposed Rule and click the rule name to view:



7. Click through the navigation tabs to view the **Overview**, **Regulation**, **History**, **Rulemaking Documents**, and **Comments**:



8. The **Overview** tab displays the rule details:

### Filer: Advance Notice Rulemaking Rule

100-RICR-20-00-1
ADVANCE NOTICE OF PROPOSED RULE

Overview

Regulation

History

Rulemaking Documents

Comments

Notify Me

<b>Title</b>	100	Department of State
<b>Chapter</b>	20	Elections
<b>Subchapter</b>	00	N/A
<b>Part</b>	1	Filer: Proposed Regular Rulemaking Rule

<b>Type of Filing</b>	Amendment
<b>Regulation Status</b>	Advance Notice <div style="float: right; background-color: #333; color: white; padding: 2px 5px; border-radius: 3px; font-size: 0.8em;">View Active Rule</div>
<b>Filing Notice Date</b>	08/23/2024
<b>Public Comment Dates</b>	08/23/2024 to 08/23/2024

**Regulation Authority:**  
R.I. Gen. Laws Chapter 17-28

**Advance Notice Details:**  
Filer: Advance Notice Rulemaking Rule



### 6.3.1.2.4.3 Public Comment Period Begin

***The first half of this step will be completed automatically by the RICR System to start the Public Comment Period in the RICR.***

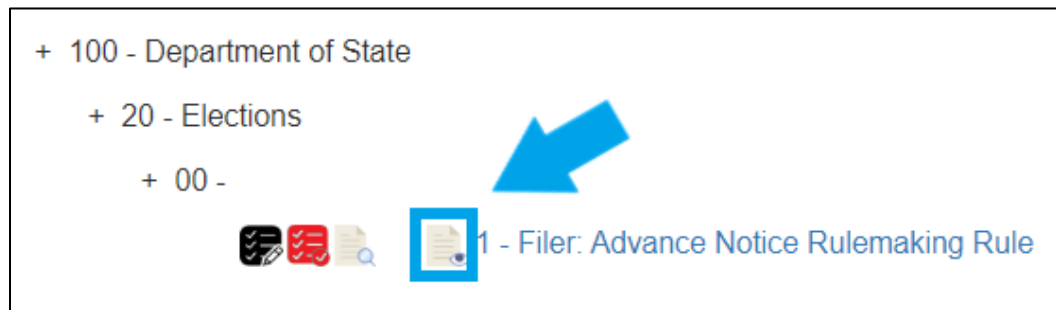
*If online public comments were allowed, you may review comments as they are submitted, or at the end of the Public Comment Period. See step 2 in the following section ([§ 6.3.1.2.4.4 of this Guide](#)) for how to review comments and generate a public comment document compiling all submitted rules.*



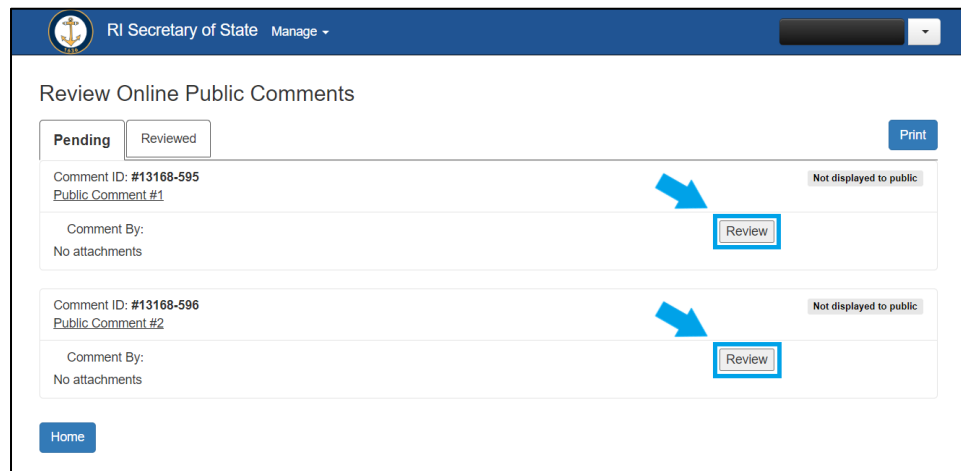


### 6.3.1.2.4.4 Public Comment Period Begin

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If online public comments were allowed, click the **Review Comments** icon, otherwise skip to step 3:



- a. Review every rule listed under the **Pending** tab by clicking **Review** for each comment submitted:



- i. Select to display the comment in the RICR or not, add any internal and public notes, and click **OK** to approve:

Online Public Comment Review

Comment By: **First Last**  
On: **08/13/2024**  
Comment: **Public Comment #1**  
Comment display to public is **disabled** and not yet reviewed

Enable public comment display?  Yes  No

**Internal Review Notes**

**Public Review Notes**

Display these Public Review Notes to the public: ?

OK Cancel

- b. Click the **Reviewed** tab to view who reviewed the comment, when it was approved, and review again if necessary:

RI Secretary of State Manage

Review Online Public Comments

Pending **Reviewed** Print

Comment ID: #13168-595  
Public Comment #1 Displayed to public

Comment By:  
No attachments  
Reviews:

Reviewed By:  
On:

Review

Comment ID: #13168-596  
Public Comment #2 Displayed to public

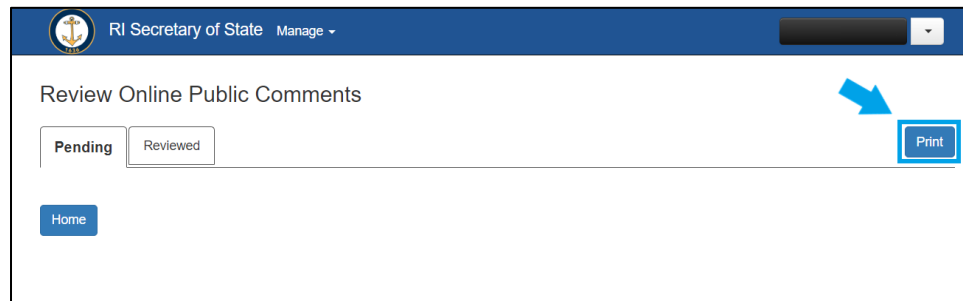
Comment By:  
No attachments  
Reviews:

Reviewed By:  
On:

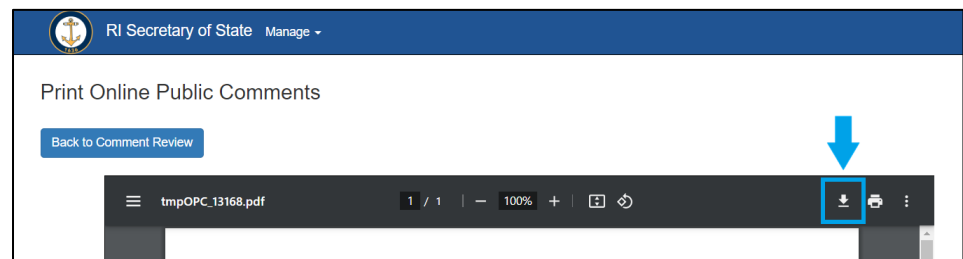
Review

Home

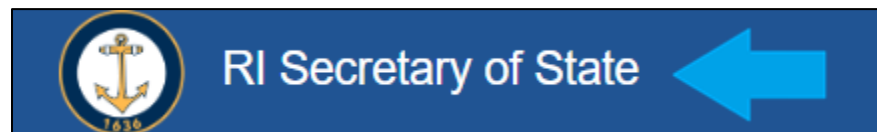
- c. Click **Print** to generate a public comment document:



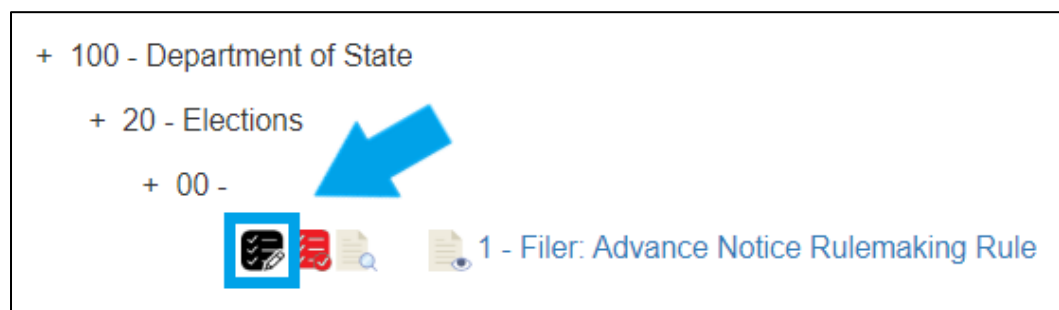
- d. Click the down arrow at the top-right of the PDF viewer to download the document so that it can be used to upload as the part of the final rulemaking documents:



- e. To navigate back to the homepage, click the Department of State logo:

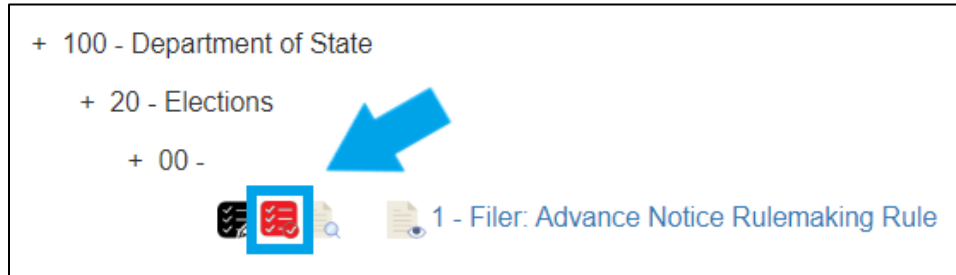


3. To start rulemaking, in the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Start Rulemaking** icon:



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- a. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process:



- b. Select a **Termination Reason**, then click **Submit** to terminate.



**DO NOT CLICK Cancel - THIS WILL START PROPOSED REGULAR RULEMAKING.**

*Instead, click the RICR logo at the top-left corner to go back if need be.*

RI Secretary of State Manage ▾

Workflow Termination for Filing 100-RICR-20-00-1

Filer: Advance Notice Rulemaking Rule

Request Note for: Initial Data Entry and Documents Upload

Termination Reason: \*

Abandoned ▾

Note: The reason for termination selected above will not be shown to the public and will not be published.

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

#### 4. Enter and confirm the **Rulemaking Filing Details**:

- a. Choose the **Rulemaking Action** and **Rulemaking Process** to start rulemaking, either **Proposed Regular**, **Proposed Direct Final**, or **Emergency**:

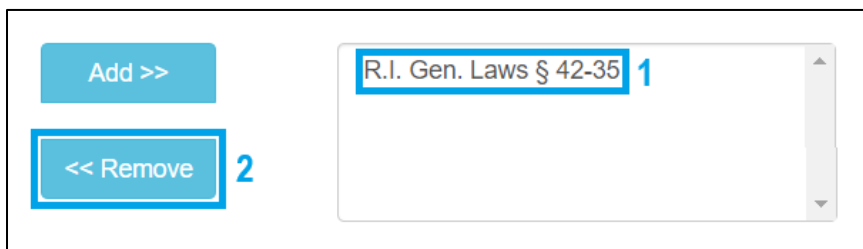
*If another Advance Notice Public Comment Period is necessary, choose Advance Notice.*

Rulemaking Action: \* ?  Proposed  Emergency  Advance Notice

Rulemaking Process: \* ?  Regular  Direct Final

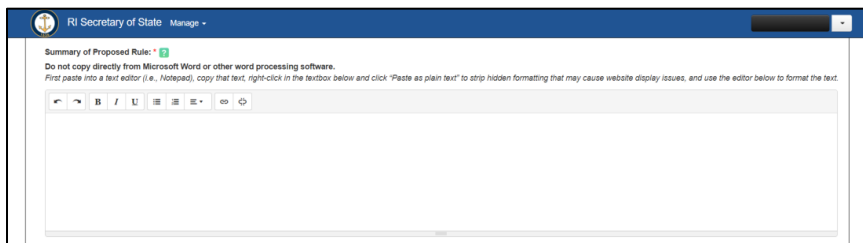
## AGENCY GUIDE: AGENCY HEADS

- b. Confirm the **Regulation Title** is correct and uses sentence case (i.e., use “Conduct of Public Hearings”, not “CONDUCT OF PUBLIC HEARINGS”); and
- c. Confirm the Rulemaking Authority is correct and update as necessary by selecting the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



- d. If **Proposed Regular** or **Proposed Direct Final** was chosen:
  - i. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:

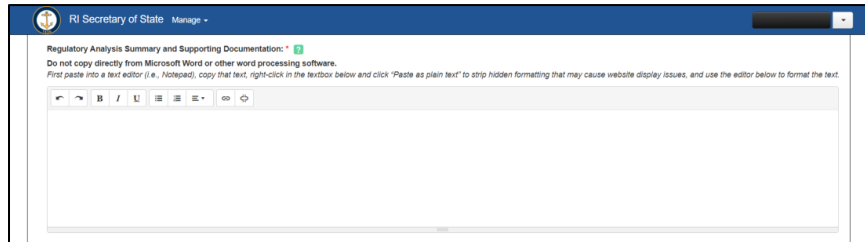
(1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



- ii. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a

basis for the proposed rule:

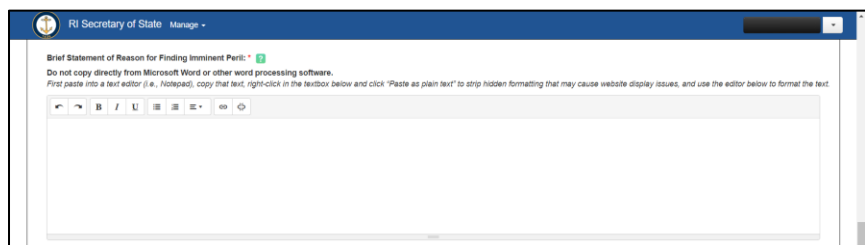
- (1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



e. If **Emergency** was chosen:

- i. Enter the **Brief Statement of Reason for Finding Imminent Peril** to state the reason this rule is required in order to avoid a threat to public health, safety, or welfare, or the loss of federal funding for an agency program ([R.I. Gen. Laws § 42-35-2.10](#)):

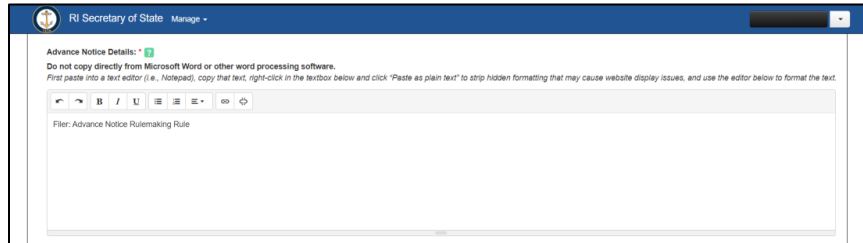
- (1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



f. If **Advance Notice** was chosen:

- i. Enter the **Advance Notice Details** to indicate where, when, and how persons may comment before the rulemaking process begins (any meeting held is open to the Open Meetings Act and subject to [R.I. Gen. Laws Chapter 42-46](#)):

- (1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



5. Confirm the **Additional Information URL** is correct to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

6. Review to ensure all entered text is correct and click **Submit**.



***DO NOT CLICK Cancel - THIS WILL START PROPOSED REGULAR RULEMAKING.***

*Instead, click the RICR logo at the top-left corner to go back if need be.*



**COMPLETED: *Public Comment Period Begin***



### **6.3.1.2.4.5 Initial Data Entry and Documents Upload**

1. Based on the Rulemaking Action and Process chosen, continue rulemaking by following:
  - a. **Proposed Regular** Rulemaking in [§ 6.3.1.2.1.1\(9\) of this Guide](#);
  - b. **Proposed Direct Final** Rulemaking in [§ 6.3.1.2.2.1\(9\) of this Guide](#);
  - c. **Emergency** Rulemaking in [§ 6.3.1.2.3.1\(9\) of this Guide](#); or
  - d. Restart **Advance Notice** Rulemaking in [§ 6.3.1.2.4.1\(7\) of this Guide](#).

### 6.3.1.2.5 APA Exempted Rulemaking

For information regarding this Rulemaking Action, see [§ 3.3.5 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
Rules Coordinator Approval for Notice of Proposed Rulemaking	Rules Coordinator
DOS Verification of Drafts	Department of State
Submission for Promulgation	RICR Filing System
Rules Coordinator Approval for Final Submission	Rules Coordinator
Agency Head Signature Applied	Agency Head
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System

Before initiating the process in the RICR Filing System, [email the Administrative Records Office \(ARO\)](#) to request the APA Exemption be applied to the Part to be promulgated:

1. Provide the full RICR Citation (##-RICR-##-##-#); and
2. Confirm the promulgating agency/division may use the exemption per [R.I. Gen. Laws § 42-35-18](#).

Only once the ARO confirms in an email reply that the exemption was applied can the process be started in the RICR Filing System.

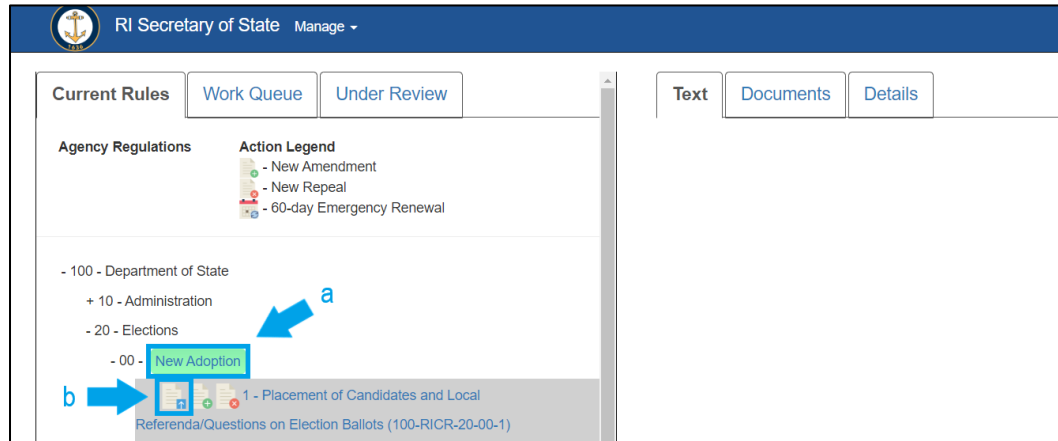


#### 6.3.1.2.5.1 Initial Data Entry and Documents Upload

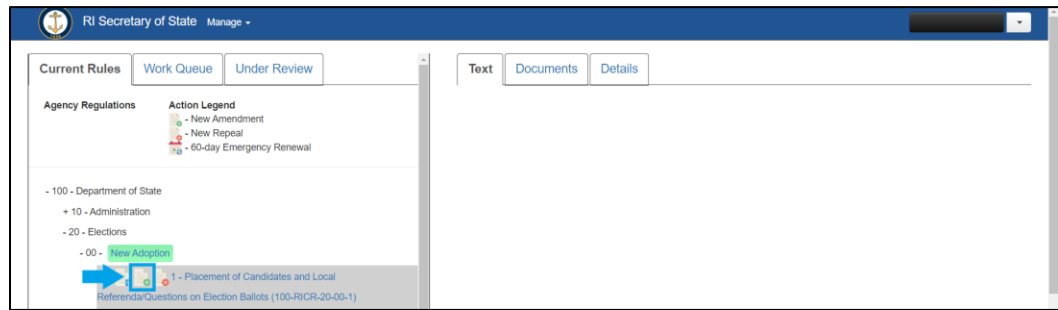
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, and:
  - a. Ensure the New Adoption button is **green**, not **blue**; and  
*If the button is **blue**, do not move forward with the promulgation and immediately contact the ARO per [§ 6.3.1.2.5 of this Guide](#).*



- b. Click the **Download Document** icon to draft the amendment (see [§ 5.1.2.2 of this Guide](#) for additional information):



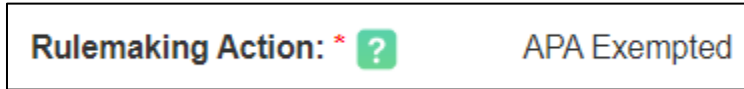
3. Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title, Chapter, Subchapter, and Part** to open each level, then click the **New Amendment** icon to promulgate an amendment:



4. Enter and confirm the **Rulemaking Filing Details**:

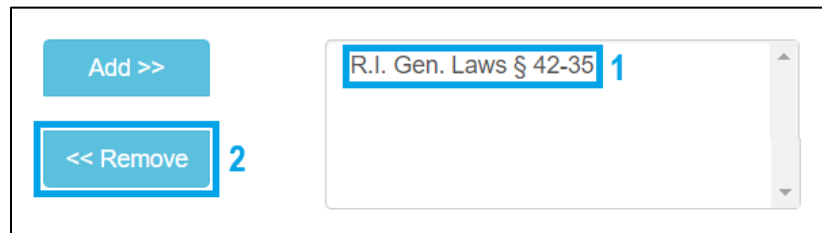
## AGENCY GUIDE: AGENCY HEADS

- a. The **Rulemaking Action** should immediately display **APA Exempted**:

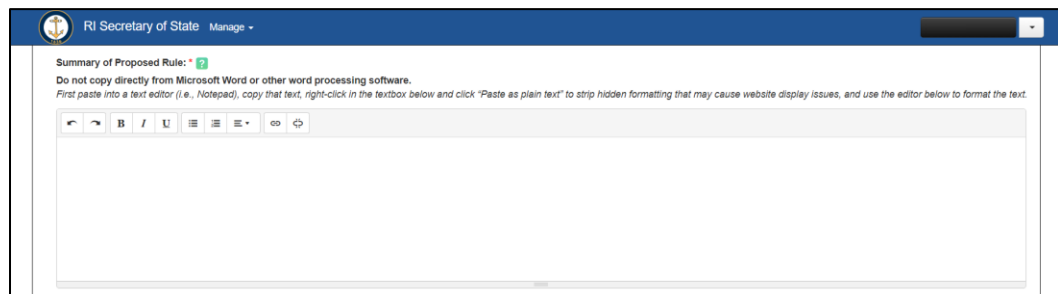


If the Rulemaking Action does not display APA Exempted, *do not move forward with the promulgation* and instead scroll to the bottom of the page to click **Cancel** and [email the ARO](#) immediately to fix this;

- b. Confirm the **Regulation Title** uses sentence case (i.e., use “Conduct of Public Hearings”, not “CONDUCT OF PUBLIC HEARINGS”); and
- c. Confirm the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:

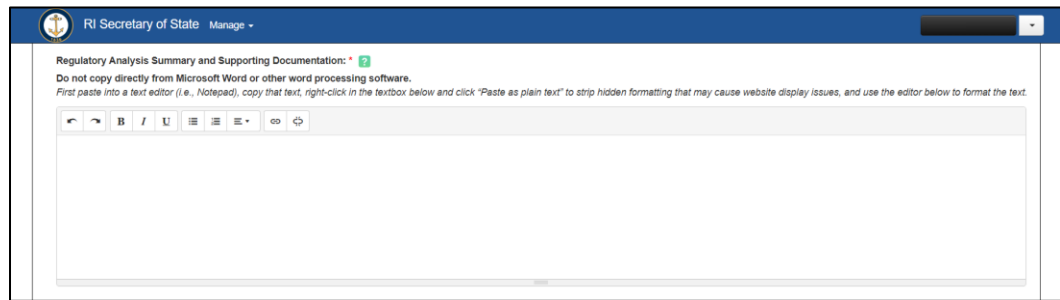


5. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



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6. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



RI Secretary of State Manage

Regulatory Analysis Summary and Supporting Documentation: \*

Do not copy directly from Microsoft Word or other word processing software.  
First paste into a text editor (i.e., Notepad), copy that text, right-click in the textbox below and click "Paste as plain text" to strip hidden formatting that may cause website display issues, and use the editor below to format the text.

[Rich Text Editor]

7. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

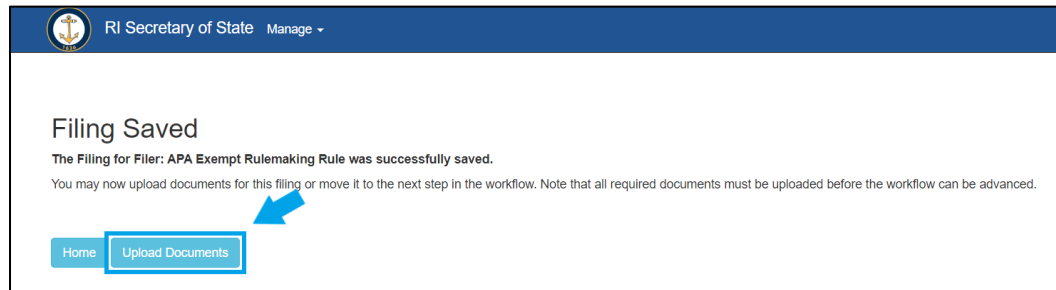


Additional Information URL: \*

https:// www.example.com

8. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel** to prevent the Part number from being used.

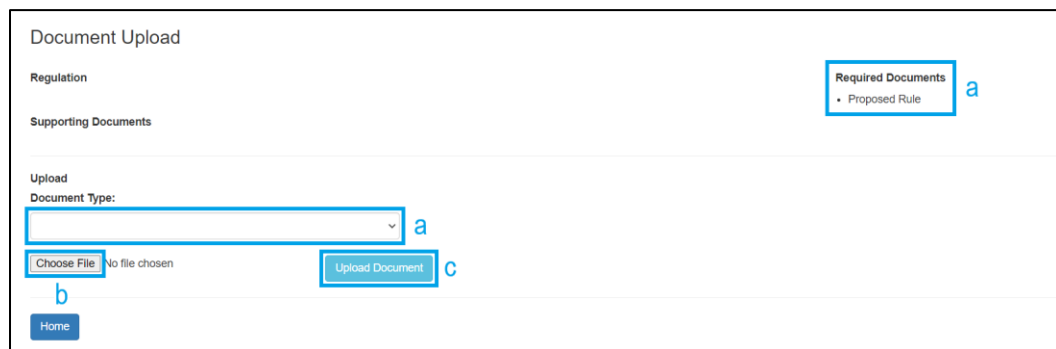
9. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



10. Upload documents:



- a. Select from the dropdown the **Document Type**:
- i. **Required**:
    - Proposed Rule\*

## AGENCY GUIDE: AGENCY HEADS

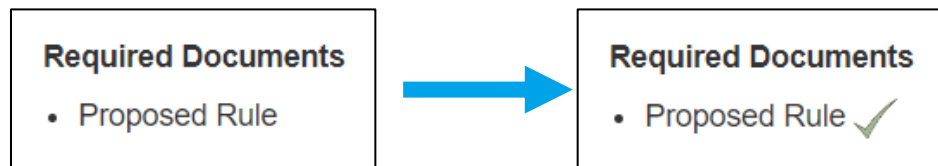
ii. **Optional:**

- Index of Studies/Reports
- Internal Organization Document
- Petition
- Additional Documentation
- Studies/Reports

***\*There will be no option to upload a Final Rule.***

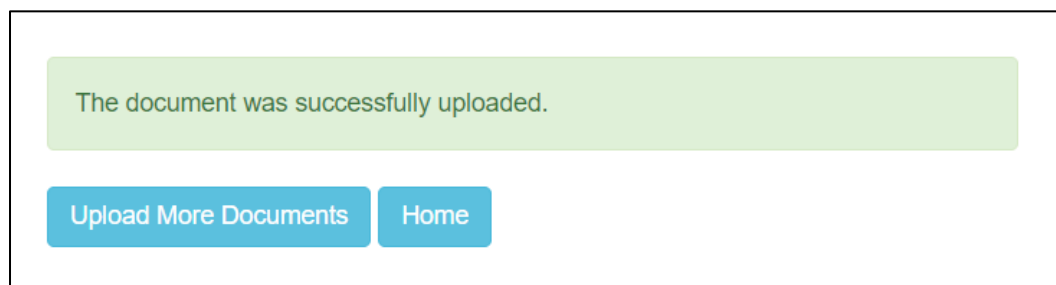
*Upload the Final Rule with Track Changes still on as the Proposed Rule in the RICR Filing System. The ARO will accept all changes before the Final Rule goes into effect.*

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:



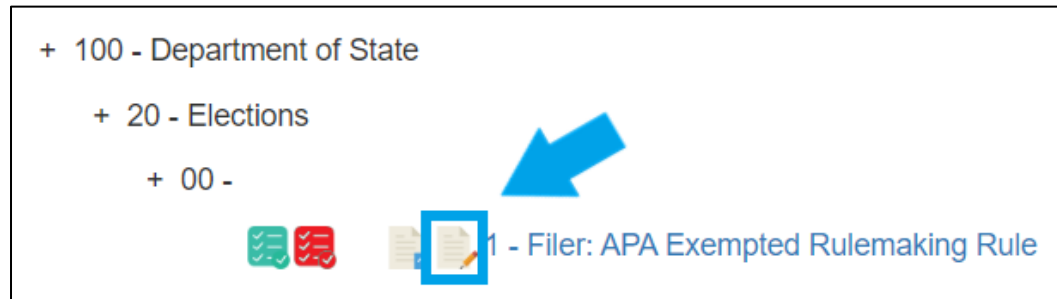
- b. Click **Choose File** to select the document from your computer; and
- c. Click **Upload Document** to upload.

11. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 10-11 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:

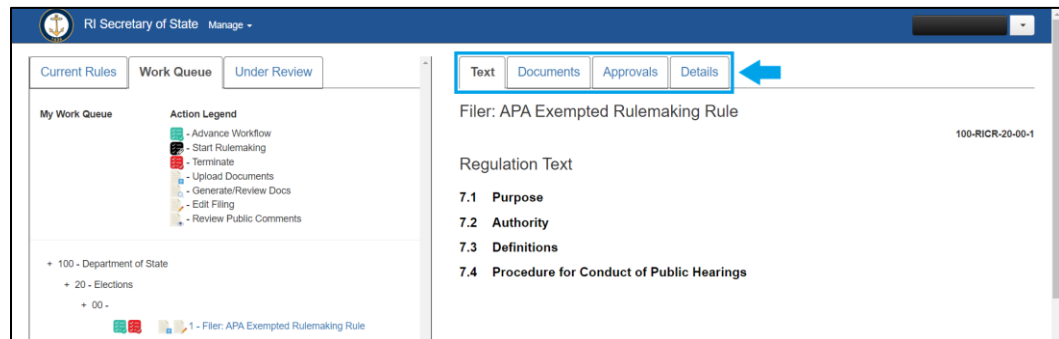


12. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title, Rulemaking Authority, Summary of Proposed Rule, and Regulatory Analysis Summary and Supporting Documentation**, then click **Submit** once the details are updated:

Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.



13. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



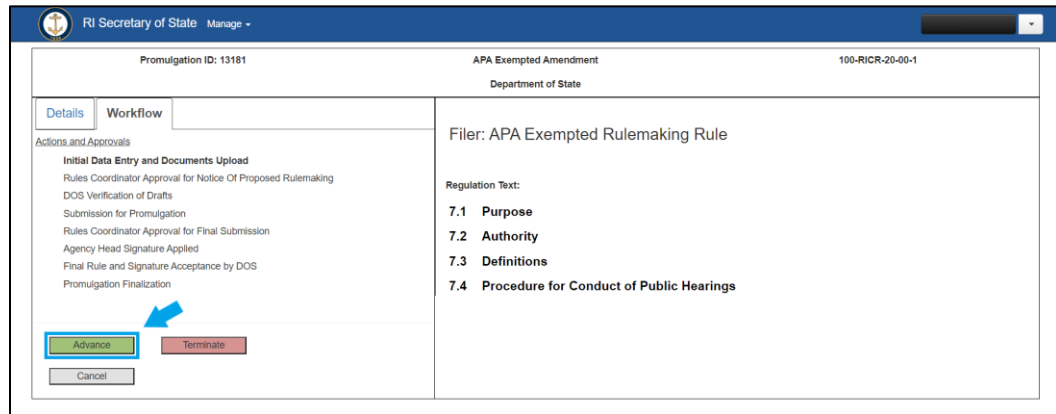
14. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 16(b)(i):



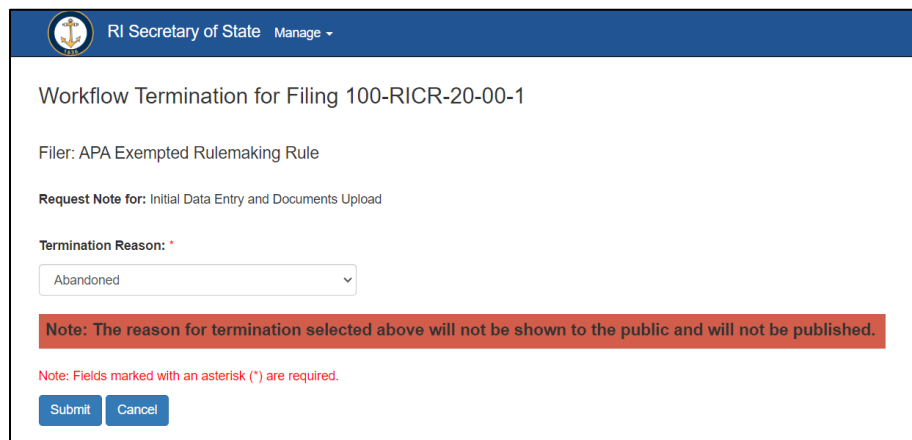
15. To continue, click the **Advance Workflow** icon:



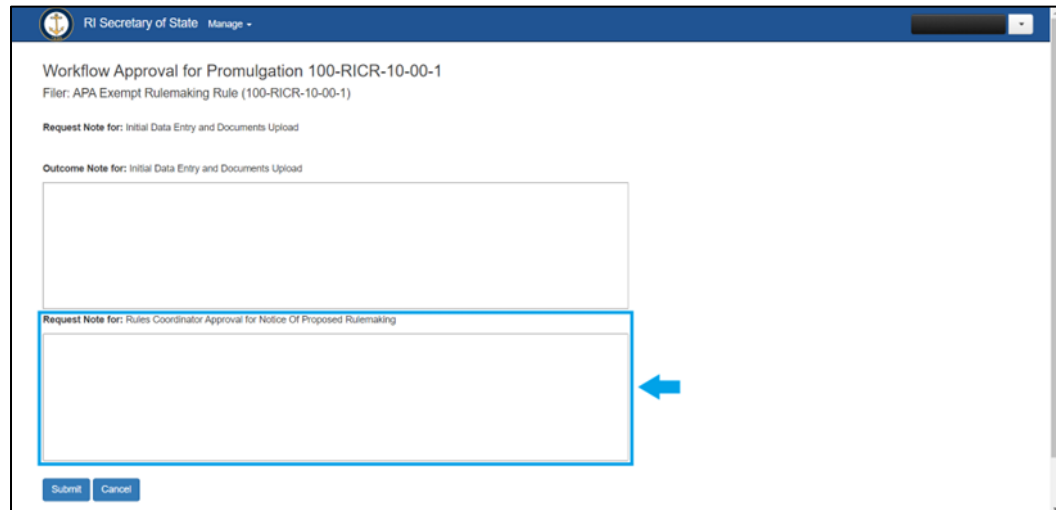
16. To advance the rule for the DOS Formatting Review, click **Advance**:



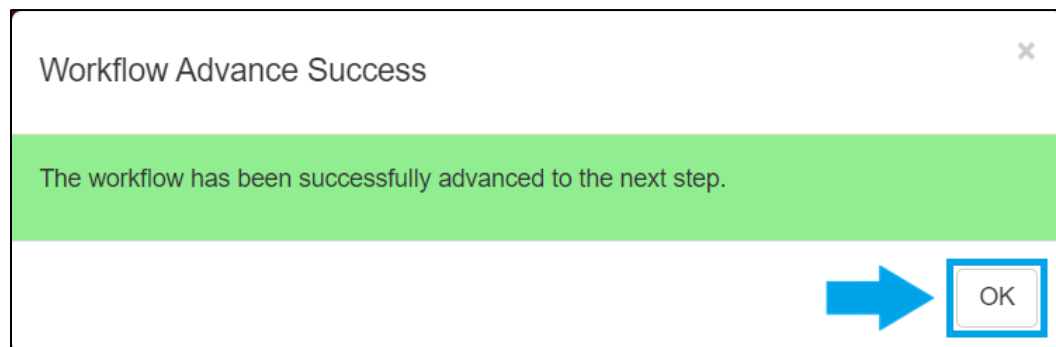
- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:
  - i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



17. Enter what the Effective Date should be set to (i.e., either a minimum 20-day waiting period or other date) in the **Request Note** and click **Submit**:



18. Upon submitting, click **OK** to return to the RICR System homepage:



 **COMPLETED:** *Initial Data Entry and Documents Upload*

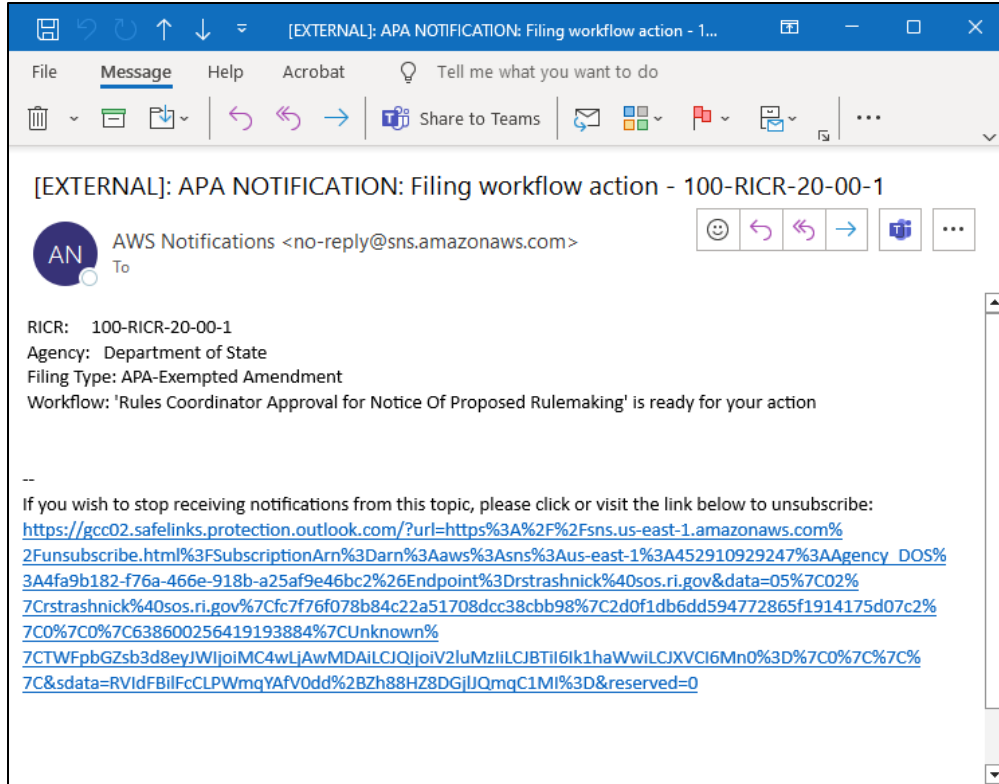




### 6.3.1.2.5.2 Rules Coordinator Approval for Notice of Proposed Rulemaking

*This step will be completed by the Rules Coordinator.*

The Rules Coordinator will receive an AWS Notification email to indicate they need to log in and approve the rule to advance it for the DOS review:

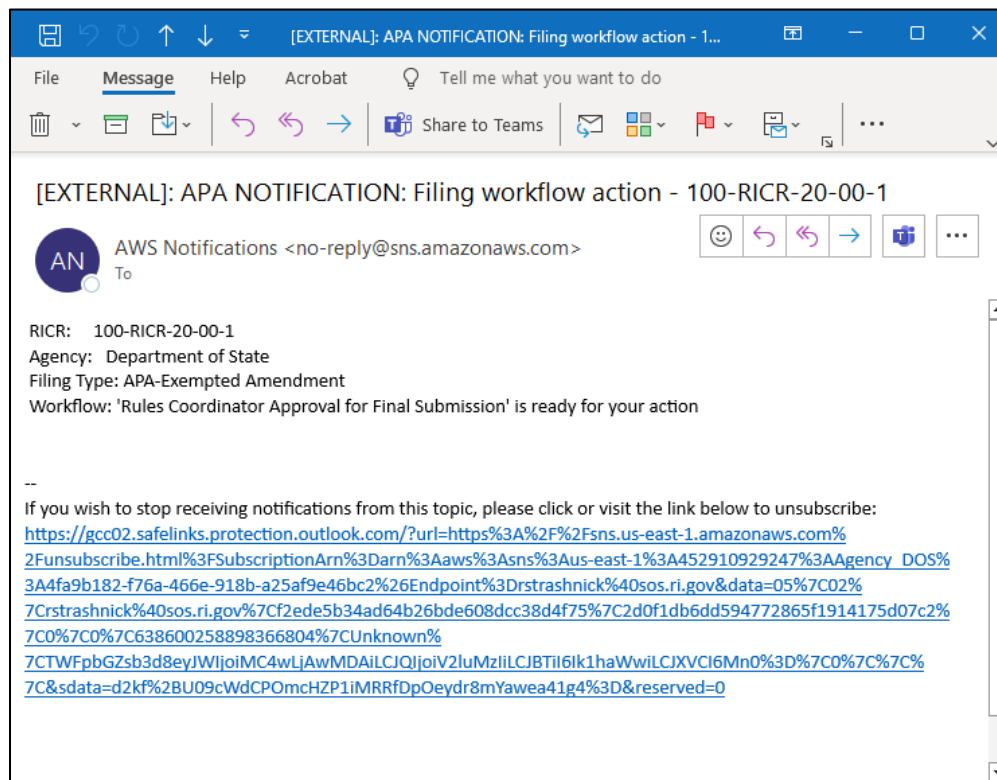




### 6.3.1.2.5.3 DOS Verification of Drafts

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator will receive an AWS Notification email to indicate the next step should be taken:



### 6.3.1.2.5.4 Rules Coordinator Approval for Final Submission

*This step will be completed by the Rules Coordinator.*

The Rules Coordinator will need to log in to advance the rule for signatures.



### 6.3.1.2.5.5 Agency Head Signature Applied

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



### 6.3.1.2.5.6 Final Rule and Signature Acceptance by DOS

*This step will be completed by the Administrative Records Office.*

Once the Agency Head signs the rule, the Department of State will sign the rule and set the rule’s Effective Date.



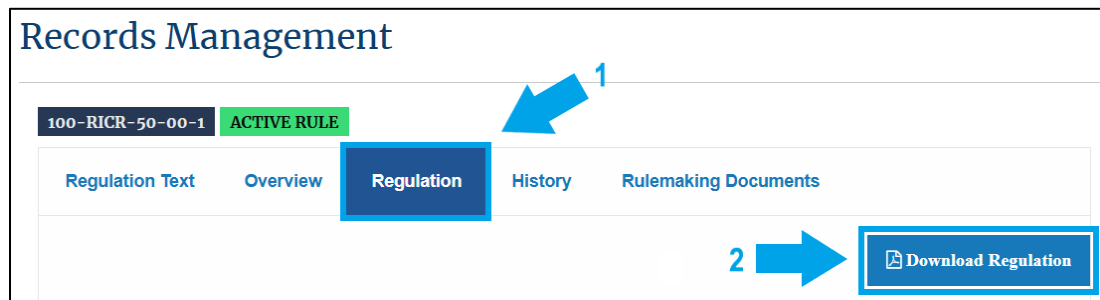
### 6.3.1.2.5.7 Promulgation Finalization

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.

**It is the Agency Head’s responsibility to download the signed Regulation for the agency’s files to be permanently retained per [GRS2.5 Rulemaking Files](#).**

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:



### 6.3.1.3 Repeals

#### 6.3.1.3.1 Proposed Regular Rulemaking

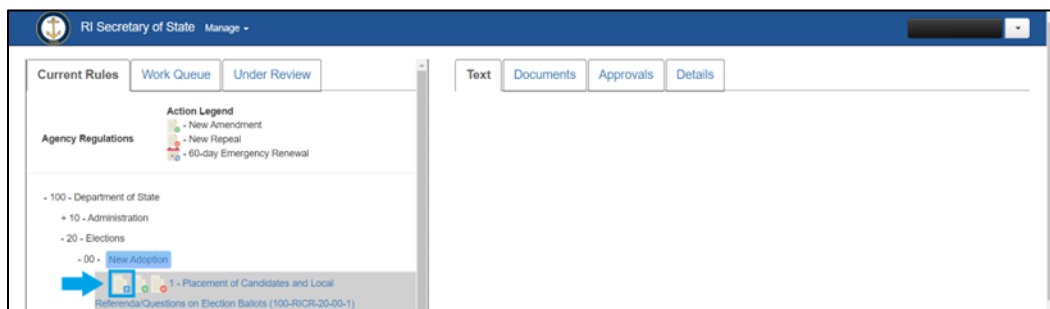
For information regarding this Rulemaking Action, see [§ 3.3.1 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
DOS Verification of Drafts	Department of State
Generation of the Notice of Proposed Rulemaking	Agency Head
Submission for Promulgation	RICR Filing System
Public Comment Period Begin	RICR Filing System
Post Public Comment Period Data update and Document Upload	Agency Head
DOS Final Regulation Approval	Department of State
Agency Head Signature Applied	Agency Head
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System



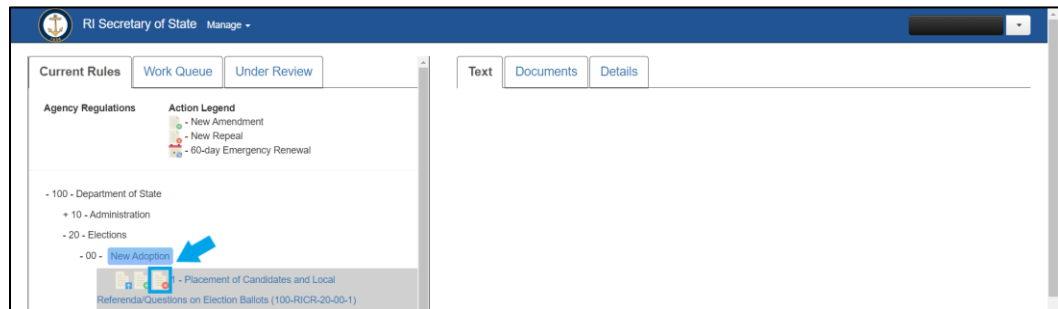
#### 6.3.1.3.1.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **Download Document** icon to draft the repeal (see [§ 5.1.2.3 of this guide](#) for additional information):

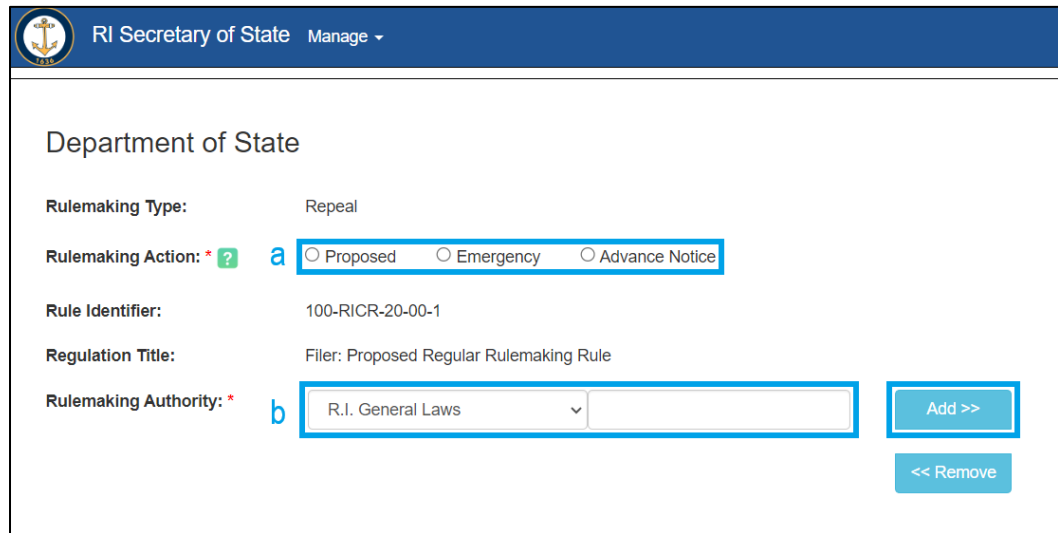


**AGENCY GUIDE: AGENCY HEADS**

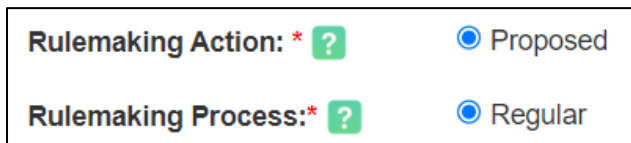
- Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title, Chapter, Subchapter, and Part** to open each level, then click the **New Repeal** icon promulgate a repeal:



- Confirm the **Rulemaking Filing Details**:

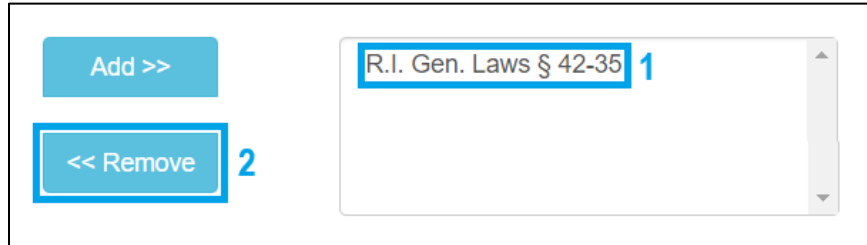


- Confirm **Proposed**, then **Regular**, for the **Rulemaking Action** and **Rulemaking Process**; and

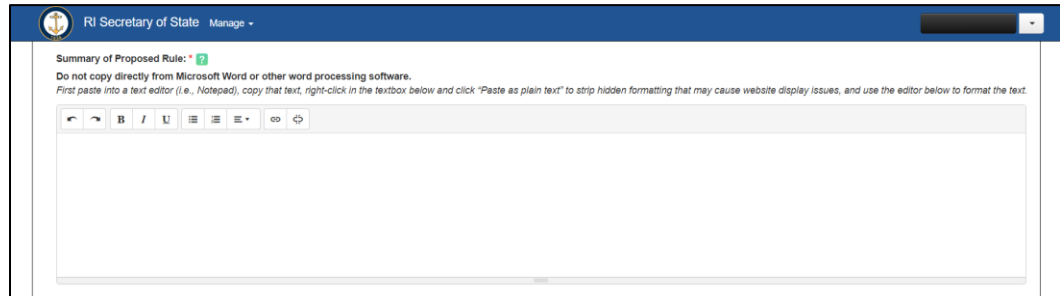


- Confirm the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.

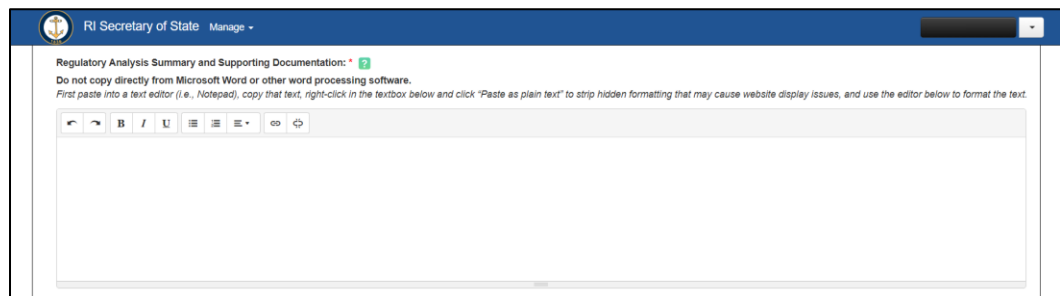
- i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



- 5. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



- 6. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



## AGENCY GUIDE: AGENCY HEADS

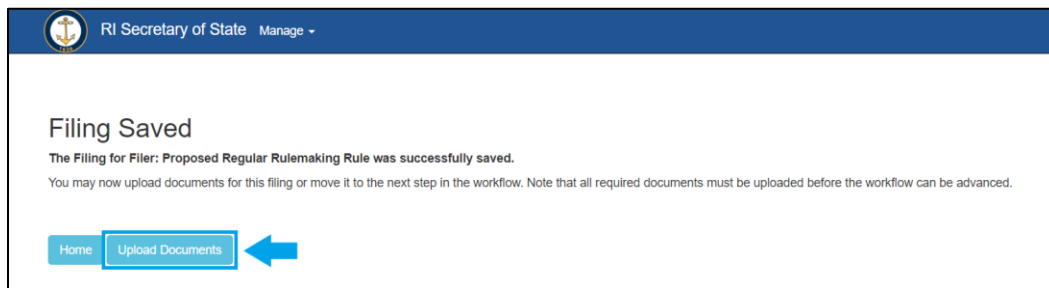
7. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):



Additional Information URL: \* ?

https:// www.example.com

8. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel**.
9. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



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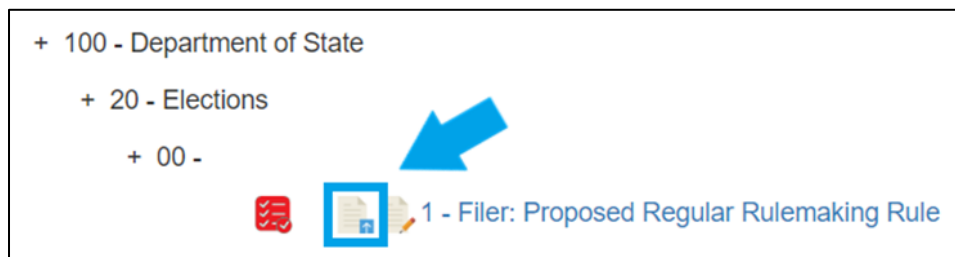
### Filing Saved

The Filing for Filer: Proposed Regular Rulemaking Rule was successfully saved.

You may now upload documents for this filing or move it to the next step in the workflow. Note that all required documents must be uploaded before the workflow can be advanced.

Home Upload Documents

- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



+ 100 - Department of State

+ 20 - Elections

+ 00 -

1 - Filer: Proposed Regular Rulemaking Rule

## 10. Upload documents:

Document Upload

Regulation

Supporting Documents

Upload

Document Type:

Choose File No file chosen Upload Document

Home

Required Documents

- Proposed Rule

a. Select from the dropdown the **Document Type**:

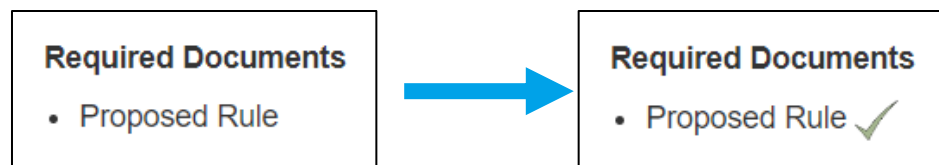
i. **Required:**

- Proposed Rule

ii. **Optional:**

- Index of Studies/Reports
- Additional Documentation
- Internal Organization Document
- Studies/Reports
- Petition

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

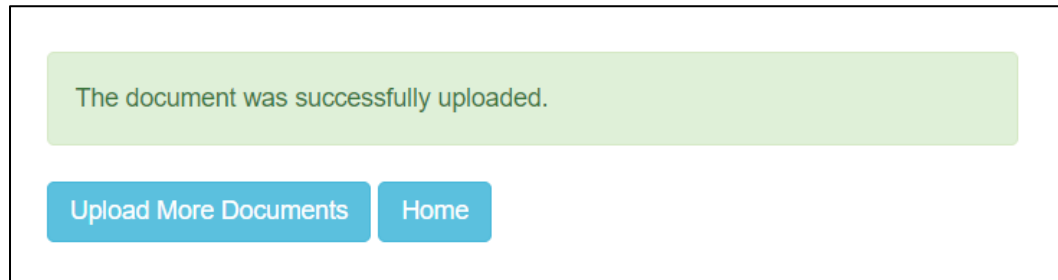


b. Click **Choose File** to select the document from your computer; and

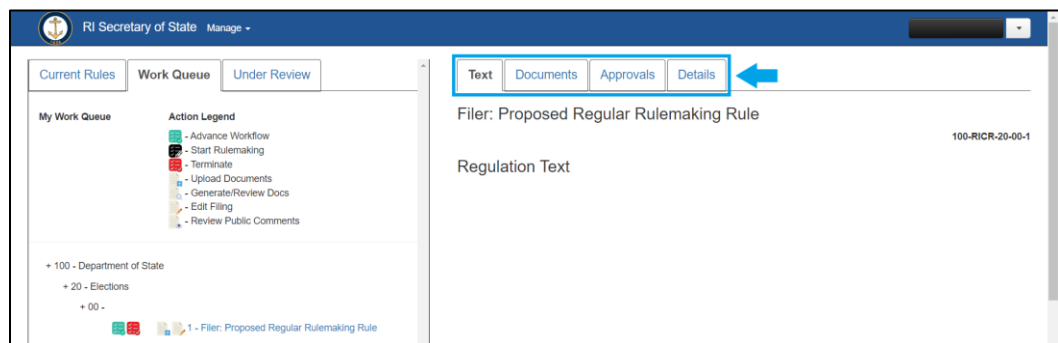
c. Click **Upload Document** to upload.



11. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 10-11 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



12. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



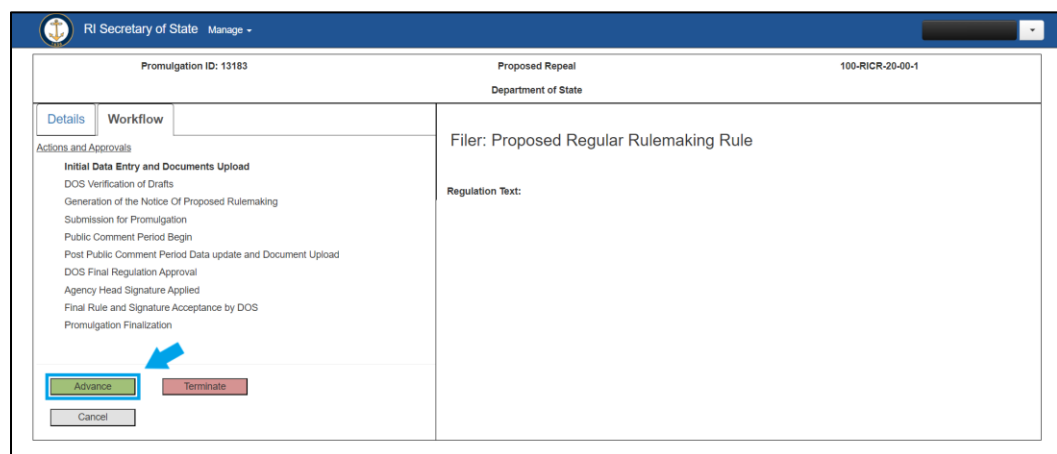
13. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 15(b)(i):



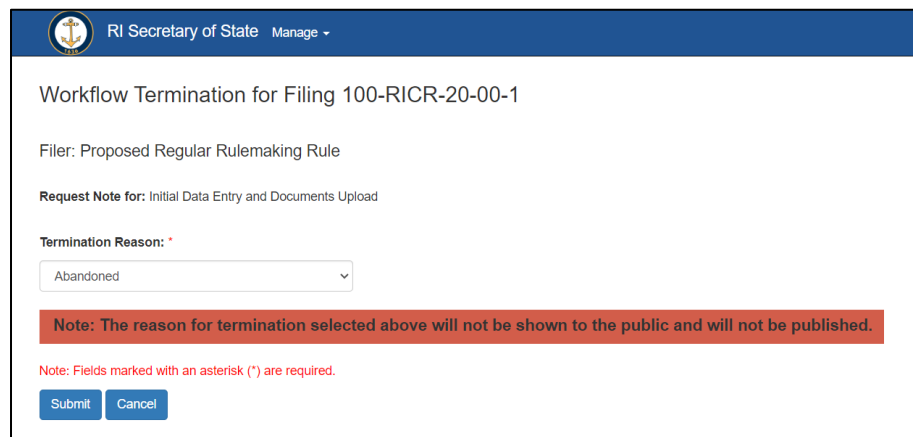
14. To continue, click the **Advance Workflow** icon:



15. To advance the rule for the DOS Formatting Review, click **Advance**:

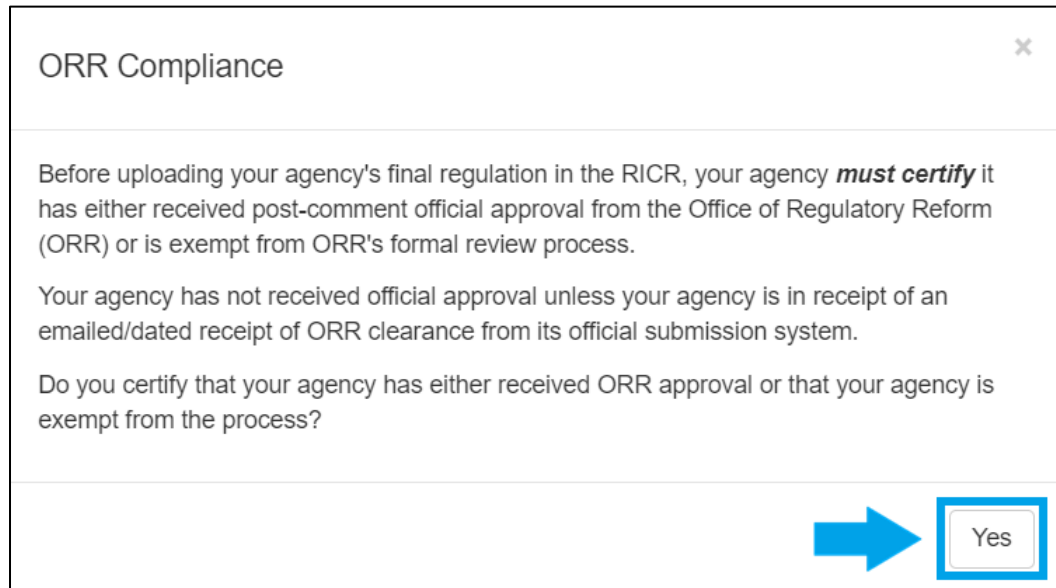


- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:
  - i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



## AGENCY GUIDE: AGENCY HEADS

16. Certify that your agency has either received official approval from OMB or is exempt from OMB's review process by clicking **Yes**:




ORR Compliance

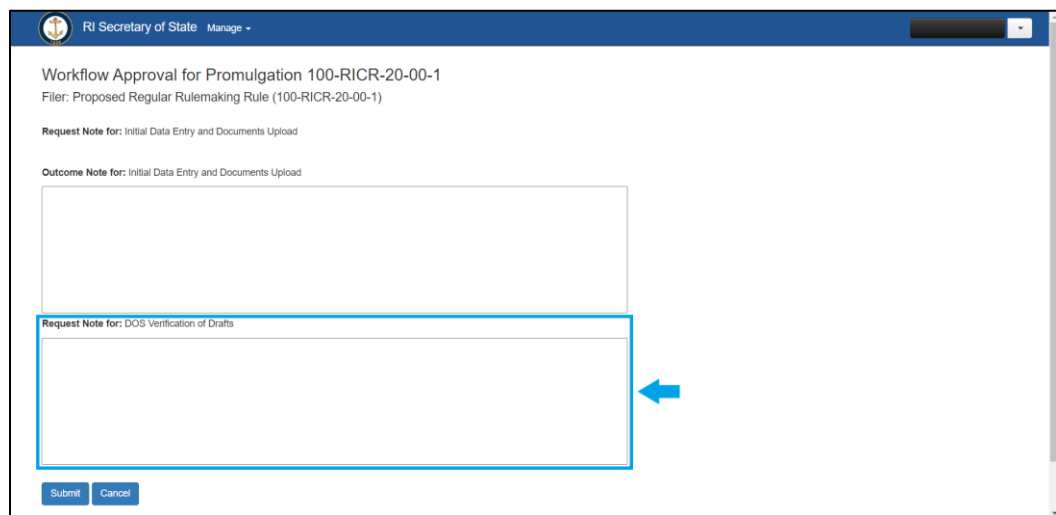
Before uploading your agency's final regulation in the RICR, your agency **must certify** it has either received post-comment official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process.

Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system.

Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?



- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 14 to proceed.
17. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:



RI Secretary of State Manage

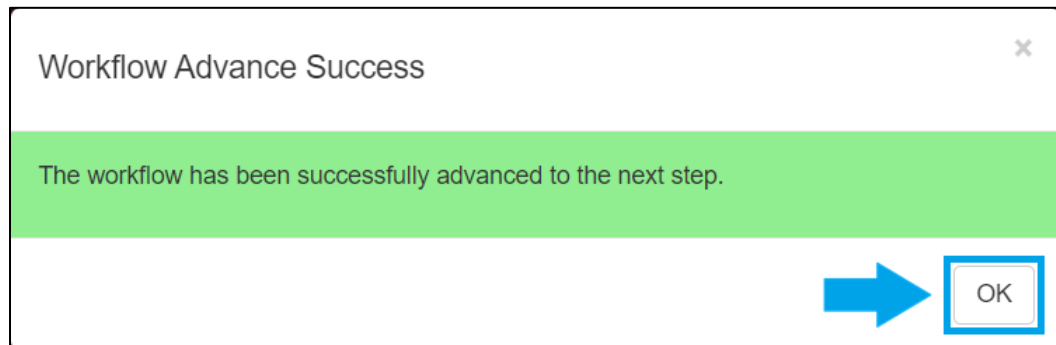
Workflow Approval for Promulgation 100-RICR-20-00-1  
Filer: Proposed Regular Rulemaking Rule (100-RICR-20-00-1)

Request Note for: Initial Data Entry and Documents Upload

Outcome Note for: Initial Data Entry and Documents Upload

Request Note for: DOS Verification of Drafts

18. Upon submitting, click **OK** to return to the RICR System homepage:

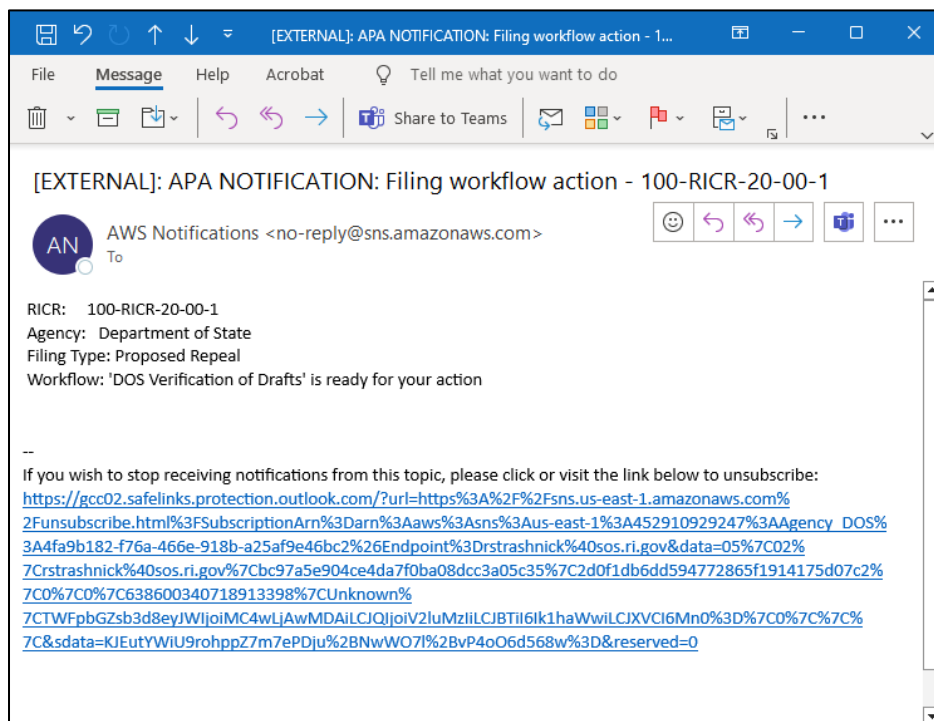


 **COMPLETED:** *Initial Data Entry and Documents Upload*

### 6.3.1.3.1.2 DOS Verification of Drafts

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator will receive an AWS Notification email to indicate the next step should be taken:





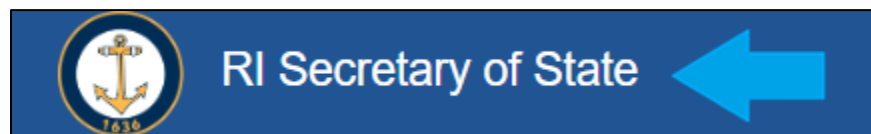
### 6.3.1.3.1.3 Generation of the Notice Of Proposed Rulemaking

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title, Rulemaking Authority, Summary of Proposed Rule,** and **Regulatory Analysis Summary and Supporting Documentation,** then click **Submit** once the details are updated:

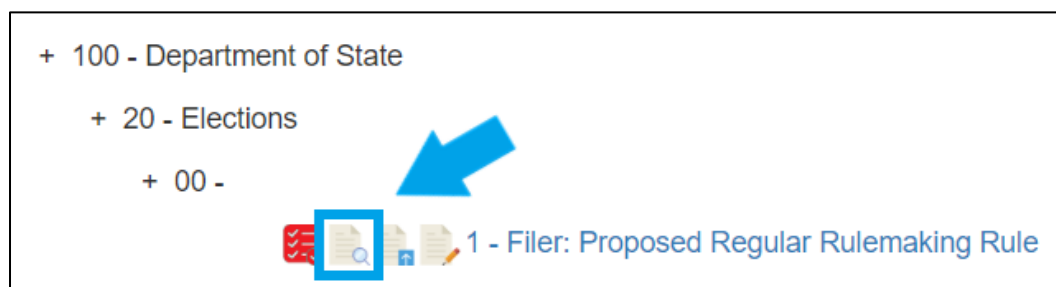
*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*



- a. Once completed, click the Department of State logo to navigate back to the homepage:



3. In the **Work Queue** tab, click on the **Title, Chapter,** and **Subchapter** to open each level, then click the **Generate/Review Docs** icon:



## AGENCY GUIDE: AGENCY HEADS

- Click **Add >>** under **Public Comment Period List**, and click **Edit** and **<< Remove** as necessary to adjust the Public Comment Period:

**Generate Public Notice of Proposed Rulemaking**

**Add a Public Comment Period**

**Public Comment Period List:**

- Fill out the form to add a Public Comment Period - all fields are required:

Public Comment Period ✕

**Date of Public Notice:** 08/13/2024

**Date of End of Comment Period: \*** ?

**Full Name of Contact Person: \***

**Contact Person Email: \***

**Contact Person Address: \***

, RI

**Allow online public comments? \***

Yes  No

## AGENCY GUIDE: AGENCY HEADS

- a. The **Date of End of Comment Period** will automatically show the minimum first eligible date to be chosen, but you may choose a future date if needed.
  - b. Agencies may use the RICR Filing System to accept public comments by selecting **Yes** to **Allow online public comments?**. Agencies may opt out by selecting **No**.
    - i. If **Yes** is selected, you have the option to specify dates for when your agency wants to allow online public comments within the Public Comment Period.
6. If there will be a hearing, click on the Public Comment Period, then click **Add >>** under **Add a Public Hearing**:

**Generate Public Notice of Proposed Rulemaking**

**Add a Public Comment Period**

**Public Comment Period List:**

**Add >>** 08/23/2024 - 08/23/2024 **Edit**

**<< Remove**

**Add a Public Hearing: ?**

**Add >>** **<< Remove** **Edit**

## AGENCY GUIDE: AGENCY HEADS

7. Fill out the form to add a Public Hearing - all fields are required:

Public Hearing ✕

---

**Hearing date/time: \***

Time:

**Hearing Location: \***

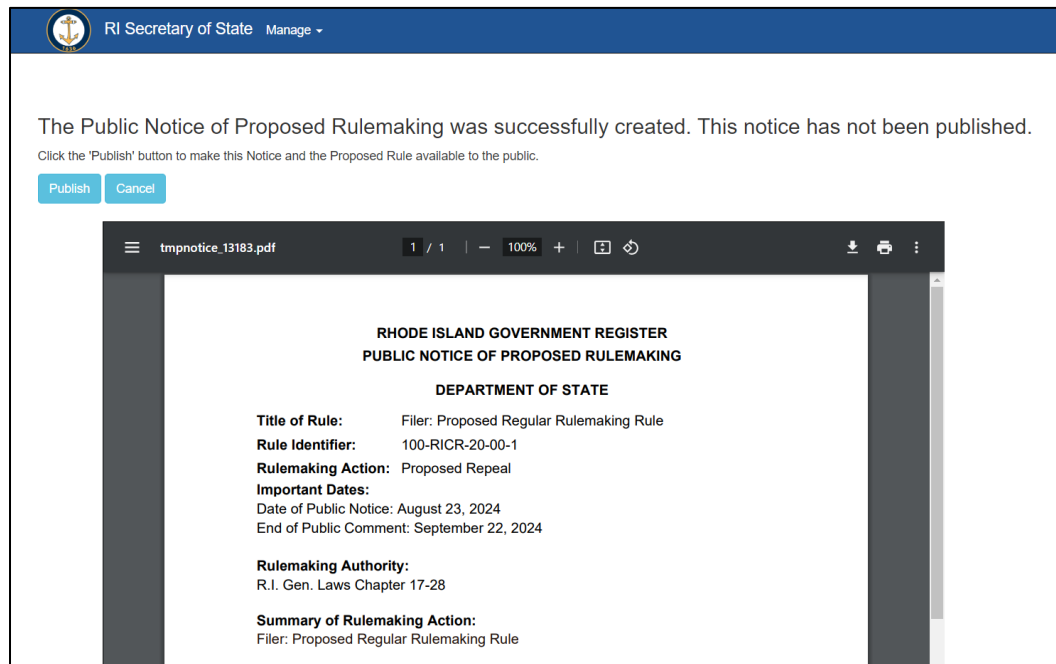
State: Rhode Island

**Phone Number for Special Assistance: \***

8. Click **Generate Notice** (this will not publish the rule, only preview the notice):



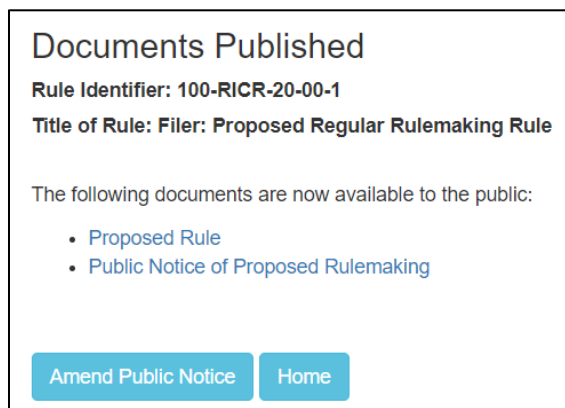
9. Review the Notice of Proposed Rulemaking:



- If any information within the notice is incorrect, click **Cancel** to go back and edit to update the information and complete steps as necessary.
- Once information is confirmed to be correct, click **Publish** to approve the notice and publish the rule in the RICR.

10. Click **Home** to return to the RICR home page:

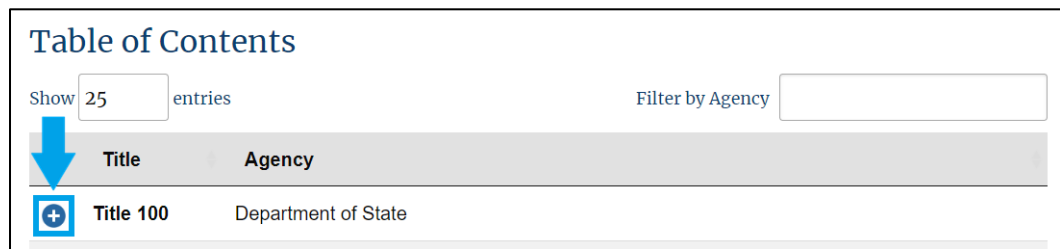
- If after the notice is published there needs to be any changes made, click **Amend Public Notice** to create and publish an additional notice with corrections.



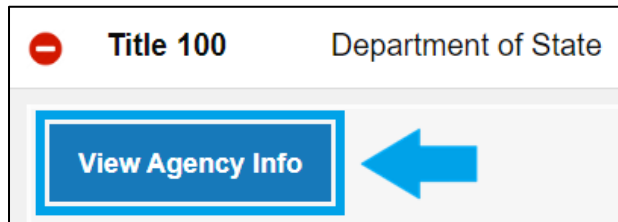
 **COMPLETED: *Generation of the Notice Of Proposed Rulemaking***

At this time, the Proposed Rule is now live in the RICR and may be viewed by completing the following:

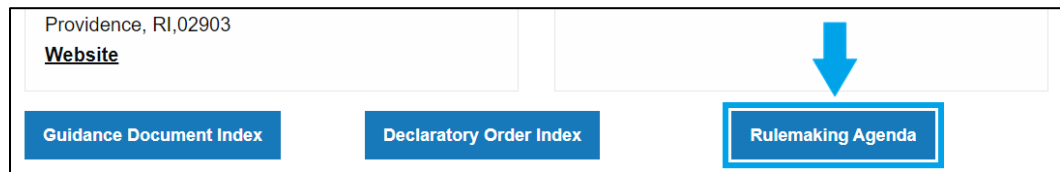
1. Go to <https://rules.sos.ri.gov/organizations>.
2. Locate the associated Title within the Table of Contents.
3. Click the plus sign (+) next to the Title:



4. Click **Agency Info**:



5. Click **Rulemaking Agenda**:



6. Locate the correct Proposed Rule and click the rule name to view:

**Department of State Rulemaking Agenda**

Proposed Rules for Department of State

Displaying 1 - 1 of 1

**Filer: Proposed Regular Rulemaking Rule** ←

100 -RICR - 20 - 00 - 1 | Type of filing: Repeal

**PROPOSED RULE**

Title: **Department of State** | Chapter: **Elections** | Subchapter: **N/A**

Public Comment Term(s): 08/23/2024 to 09/22/2024 | Notice Date: 08/23/2024

[View Details](#) | [View Proposed](#) | [Additional Information](#)

7. Click through the navigation tabs to view the **Overview**, **Regulation**, **History**, **Rulemaking Documents**, and **Comments**:

**Filer: Proposed Regular Rulemaking Rule**

100-RICR-20-00-1 **PROPOSED RULE**

[Overview](#) | **[Regulation](#)** | [History](#) | [Rulemaking Documents](#) | [Comments](#) ←

[Download Regulation](#)

**100-RICR-20-00-1**

**TITLE 100—DEPARTMENT OF STATE**

**CHAPTER 20—ADMINISTRATION**

**SUBCHAPTER 00—N/A**

**PART 1—CONDUCT OF PUBLIC HEARINGS**

**7.1—Purpose**

Home

RICR FAQs

**Search Regulations**

Keywords  
ex. fish, 120 - RICR - 00 - 00 - 12345

Exact Match

Agencies  
Select an agency

Sort by  
Relevance

In Order of  
Descending

Search

8. The **Overview** tab displays the rule details:

### Filer: Proposed Regular Rulemaking Rule

100-RICR-20-00-1 **PROPOSED RULE**

**Overview** Regulation History Rulemaking Documents Comments

[Notify Me](#)

<b>Title</b>	100	Department of State
<b>Chapter</b>	20	Elections
<b>Subchapter</b>	00	N/A
<b>Part</b>	1	Filer: Proposed Direct Final Rulemaking Rule

<b>Type of Filing</b>	Repeal
<b>Regulation Status</b>	Proposed <a href="#">View Active Rule</a>
<b>Filing Notice Date</b>	08/23/2024
<b>Public Comment Dates</b>	08/23/2024 to 09/22/2024

**Regulation Authority:**  
R.I. Gen. Laws Chapter 17-28

**Purpose and Reason:**  
Filer: Proposed Regular Rulemaking Rule



#### 6.3.1.3.1.4 Submission for Promulgation and Public Comment Period Begin

*These steps will be completed automatically by the RICR System.*

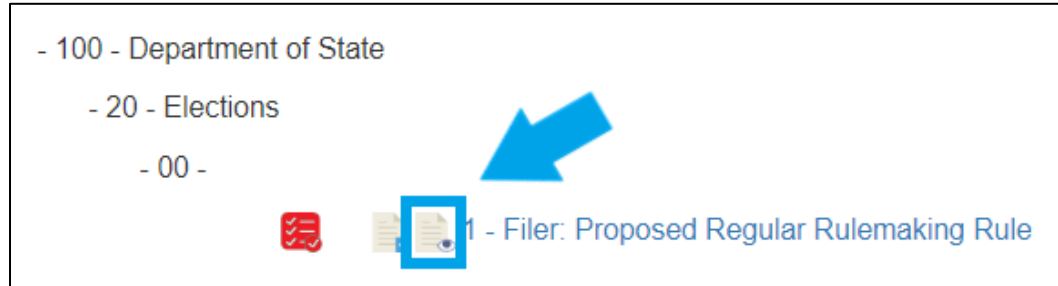
Once the Public Comment Period ends, the RICR System will automatically advance the rule to the next step.

*If online public comments were allowed, you may review comments as they are submitted, or at the end of the Public Comment Period. See step 2 in the following section ([§ 6.3.1.3.1.5 of this Guide](#)) for how to review comments and generate a public comment document compiling all submitted rules.*

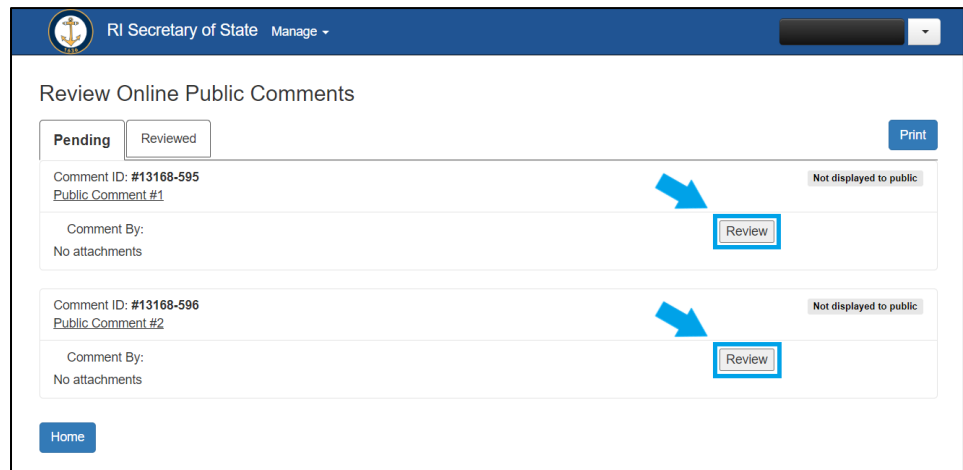


### 6.3.1.3.1.5 Post Public Comment Period Data update and Document Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If online public comments were allowed, click the **Review Comments** icon, otherwise skip to step 3:



- a. Review every rule listed under the **Pending** tab by clicking **Review** for each comment submitted:



- i. Select to display the comment in the RICR or not, add any internal and public notes, and click **OK** to approve:

Online Public Comment Review

Comment By: **First Last**  
On: **08/13/2024**  
Comment: **Public Comment #1**  
Comment display to public is **disabled** and not yet reviewed

Enable public comment display?  Yes  No

**Internal Review Notes**

**Public Review Notes**

Display these Public Review Notes to the public: ?

OK Cancel

- b. Click the **Reviewed** tab to view who reviewed the comment, when it was approved, and review again if necessary:

RI Secretary of State Manage

Review Online Public Comments

Pending **Reviewed** Print

Comment ID: #13168-595  
Public Comment #1

Comment By: [Review]

No attachments  
Reviews:

Reviewed By:  
On:

Comment ID: #13168-596  
Public Comment #2

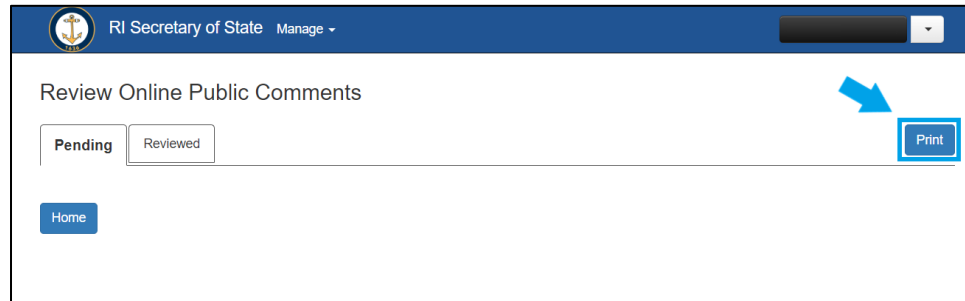
Comment By: [Review]

No attachments  
Reviews:

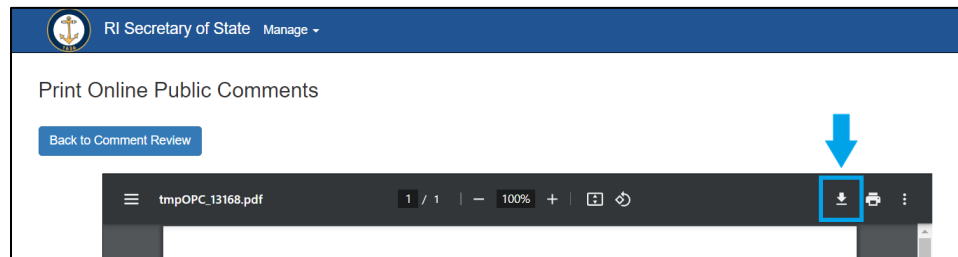
Reviewed By:  
On:

Home

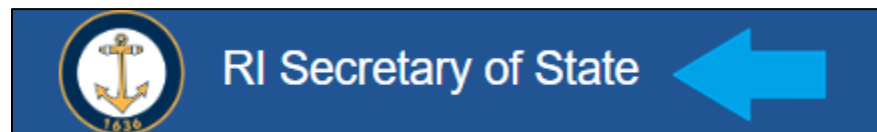
- c. Click **Print** to generate a public comment document:



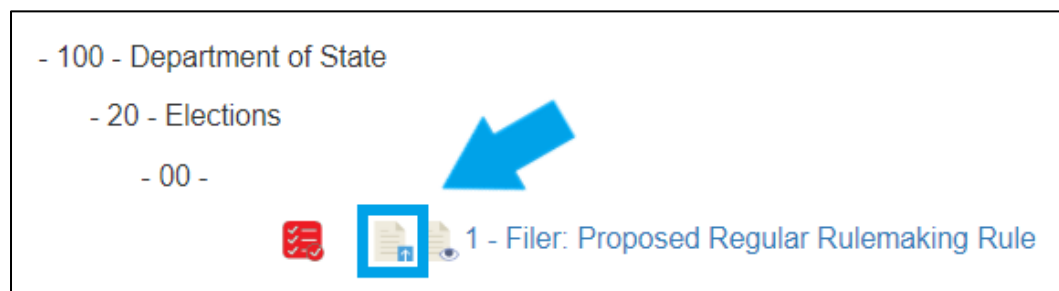
- d. Click the down arrow at the top-right of the PDF viewer to download the document so that it can be used to upload as the part of the final rulemaking documents in step 4:



- e. To navigate back to the homepage, click the Department of State logo:



3. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Upload Documents** icon:



#### 4. Upload documents:

Document Upload

Regulation

100-RICR-10-00-7_2024-06-01_ADT_Proposed.pdf	Public	08/13/2024
100-RICR-10-00-7_2024-06-01_ADT_Proposed.docx	Draft	06/18/2024

Supporting Documents

Public Notice of Proposed Rulemaking:

Public Notice of Proposed Rulemaking.pdf	Public	08/13/2024	
Public Notice of Proposed Rulemaking.pdf	Draft	08/13/2024	Delete

Upload

Document Type:

Choose File No file chosen Upload Document

Home

Required Documents

- Concise Explanatory Statement
- Final Rule
- Public Comment

a. Select from the dropdown the **Document Type**:

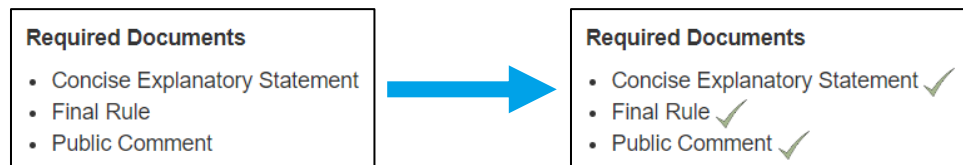
i. **Required:**

- Concise Explanatory Statement
- Final Rule
- Public Comment (*may upload multiple, if necessary*)

ii. **Optional:**

- Index of Studies/Reports
- Internal Organization Document
- Petition
- Public Hearing Documents
- Additional Documentation
- State Register publication
- Studies/Reports

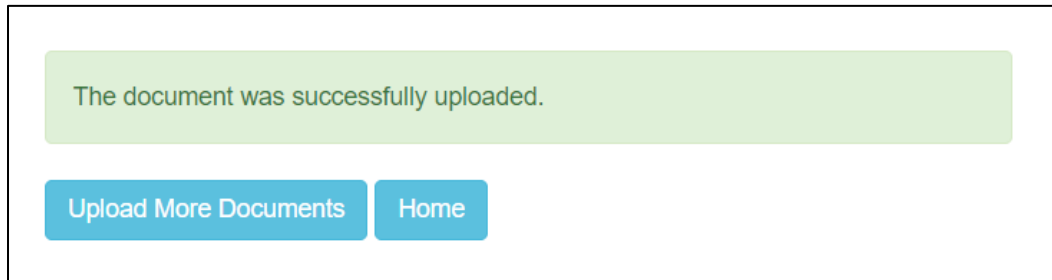
A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:



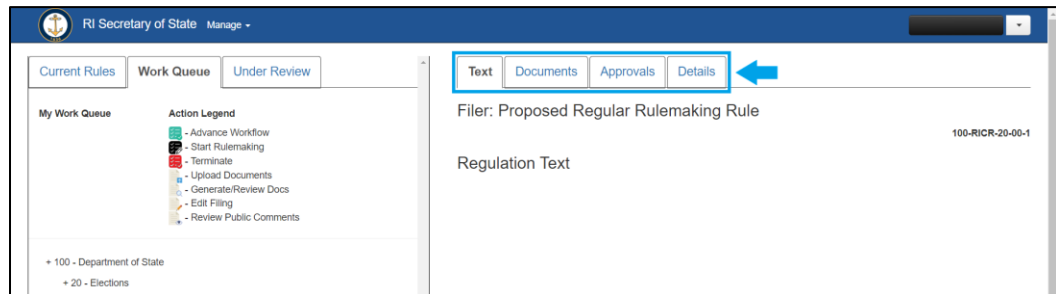
b. Click **Choose File** to select the document from your computer; and



- c. Click **Upload Document** to upload.
5. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 4-5 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



6. Click each tab on the right to ensure rule information and all rulemaking documents are correct (**Text**, **Documents**, **Approvals**, and **Details**):



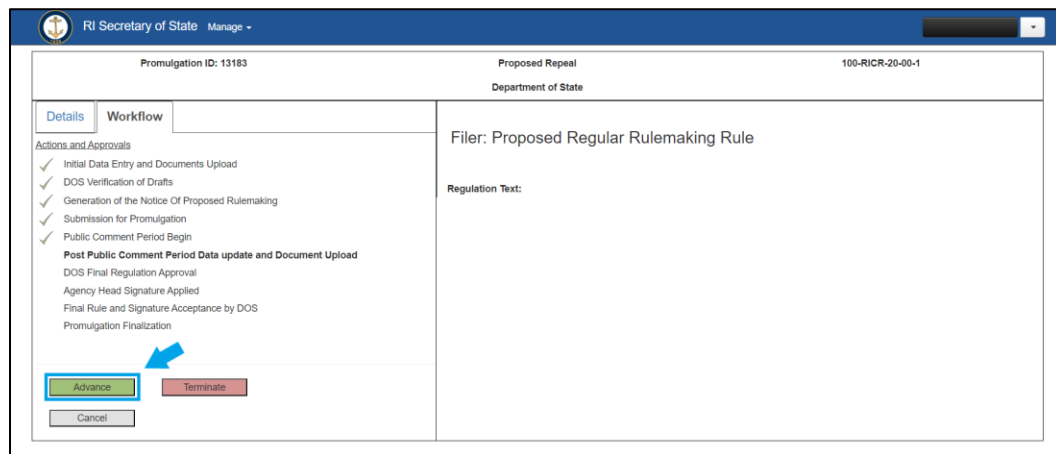
7. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 9(b)(i):



8. To continue, click the **Advance Workflow** icon:



9. To advance the rule for the DOS Formatting Review, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:

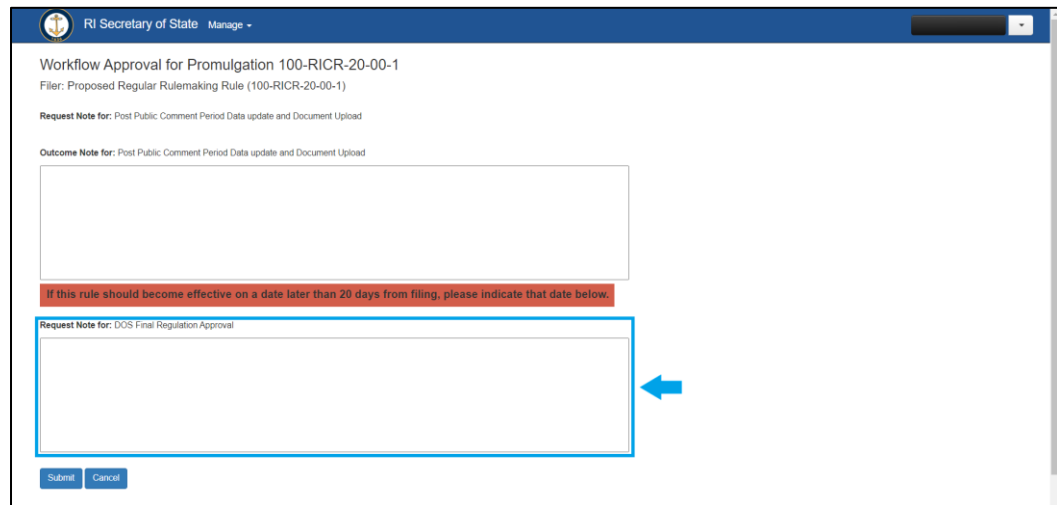
**AGENCY GUIDE: AGENCY HEADS**

- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

- 10. Certify that your agency has either received official approval from OMB or is exempt from OMB’s review process by clicking **Yes**:

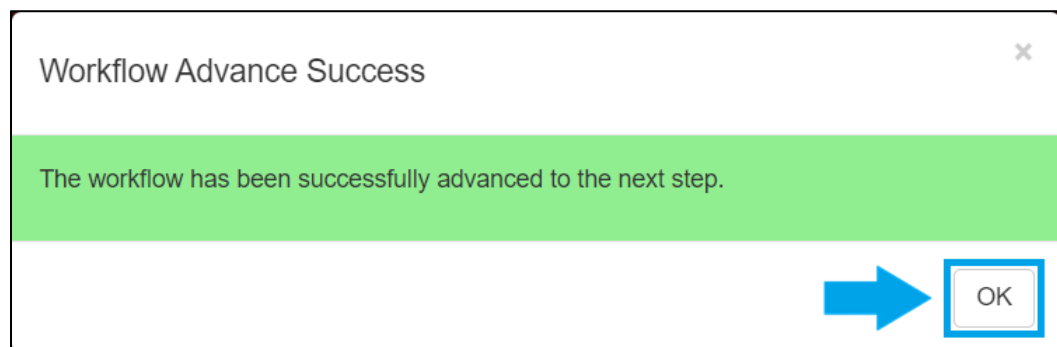
- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 8 to proceed.
- 11. If you would like to add a note for the DOS (i.e., if you would like the rule to become effective on a future date other than the minimum 20-day

waiting period), enter text in the **Request Note** and/or click **Submit**:



The screenshot shows a web interface for the RI Secretary of State. The title bar reads "RI Secretary of State Manage". The main content area displays "Workflow Approval for Promulgation 100-RICR-20-00-1" and "Filer: Proposed Regular Rulemaking Rule (100-RICR-20-00-1)". Below this, there are two text input fields: "Request Note for: Post Public Comment Period Data update and Document Upload" and "Outcome Note for: Post Public Comment Period Data update and Document Upload". A red warning banner states: "If this rule should become effective on a date later than 20 days from filing, please indicate that date below." Below the warning is a larger text input field labeled "Request Note for: DOS Final Regulation Approval", which is highlighted with a blue border and a blue arrow pointing to it from the right. At the bottom left of the form are "Submit" and "Cancel" buttons.

12. Upon submitting, click **OK** to return to the RICR System homepage:



The screenshot shows a notification dialog box titled "Workflow Advance Success" with a close button (X) in the top right corner. The message inside the dialog reads: "The workflow has been successfully advanced to the next step." At the bottom right of the dialog, there is a blue arrow pointing to an "OK" button.

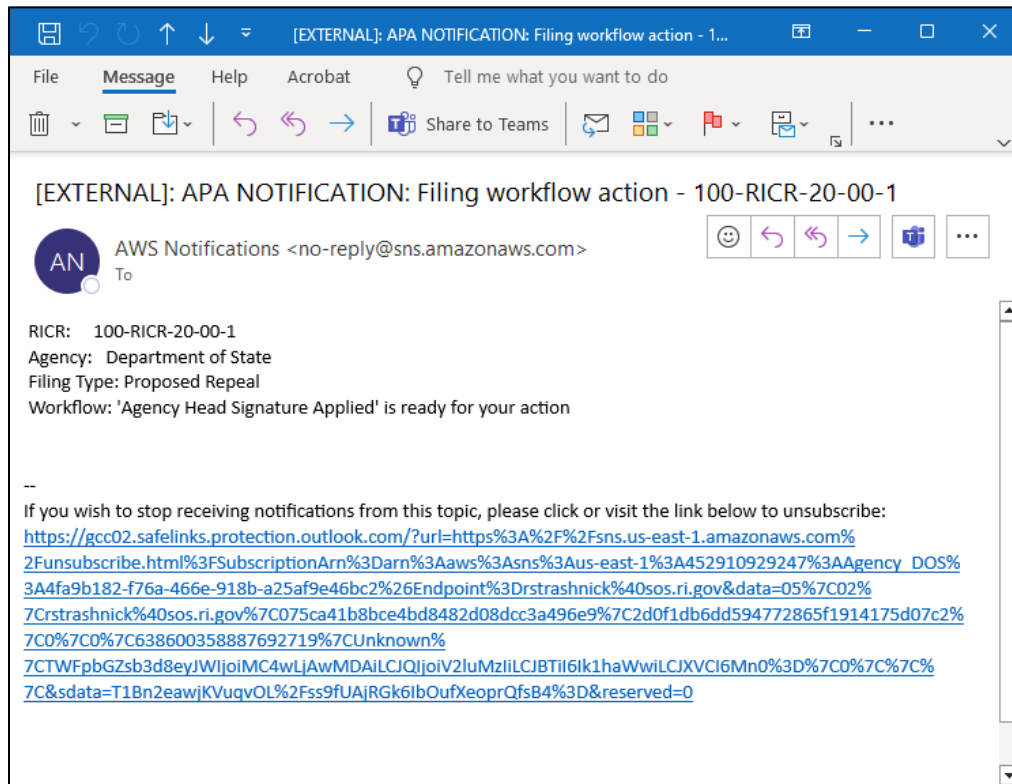
 **COMPLETED:** *Post Public Comment Period Data update and Document Upload*



### 6.3.1.3.1.6 DOS Final Regulation Approval

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator and Agency Head will receive an AWS Notification email to indicate the rule is ready to be signed by the Agency Head:



### 6.3.1.3.1.7 Agency Head Signature Applied

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



### 6.3.1.3.1.8 Final Rule and Signature Acceptance by DOS

*This step will be completed by the Administrative Records Office.*

Once the Agency Head signs the rule, the Department of State will sign the rule and set the rule’s Effective Date.



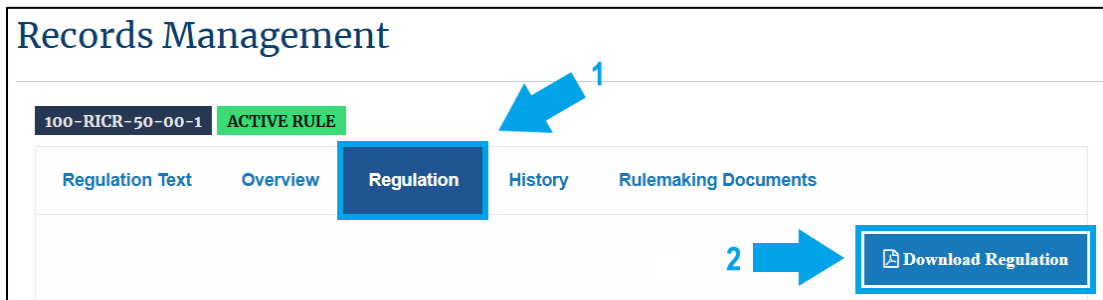
### 6.3.1.3.1.9 Promulgation Finalization

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.

It is the Agency Head’s responsibility to download the signed Regulation for the agency’s files to be permanently retained per [GRS2.5 Rulemaking Files](#).

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:



### 6.3.1.3.2 Proposed Direct Final Rulemaking

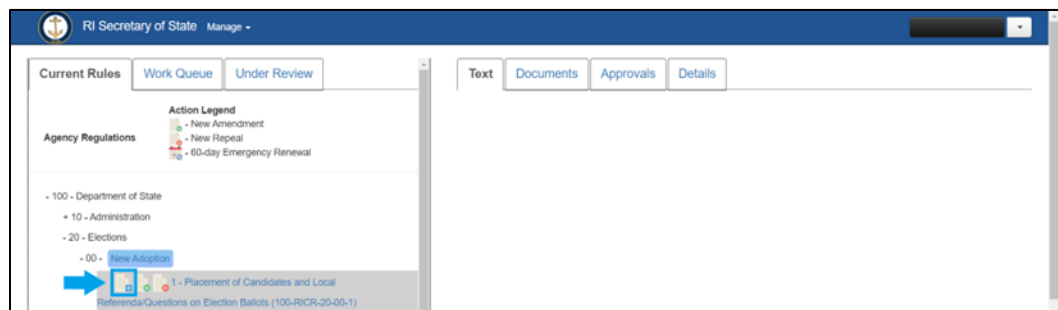
For information regarding this Rulemaking Action, see [§ 3.3.2 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
DOS Verification of Drafts	Department of State
Generation of the Notice of Proposed Rulemaking	Agency Head
Submission for Promulgation	RICR Filing System
Public Comment Period Begin	RICR Filing System
Post Public Comment Period Data update and Document Upload	Agency Head
DOS Final Regulation Approval	Department of State
Agency Head Signature Applied	Agency Head
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System

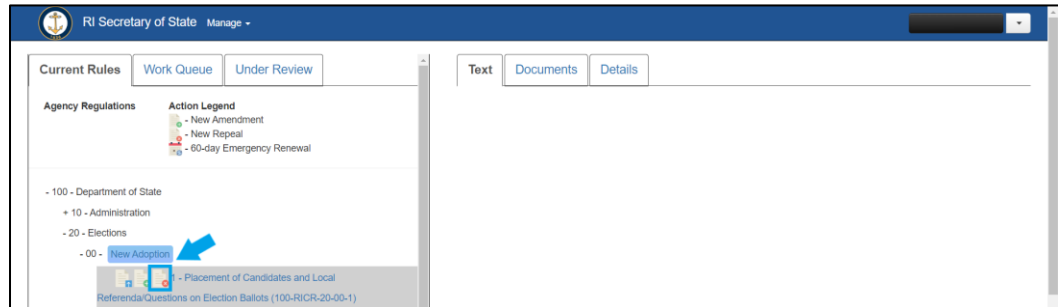


#### 6.3.1.3.2.1 Initial Data Entry and Documents Upload

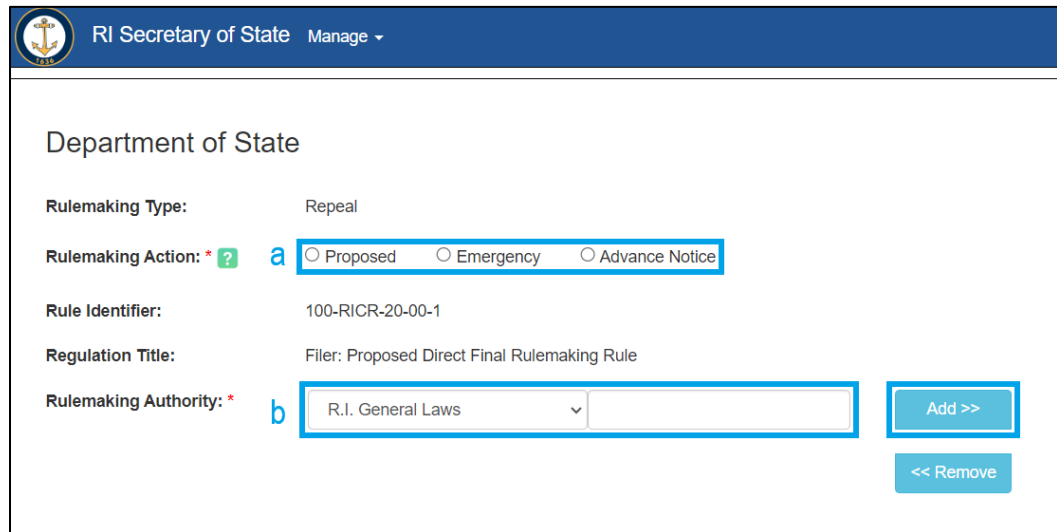
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **Download Document** icon to draft the repeal (see [§ 5.1.2.3 of this guide](#) for additional information):



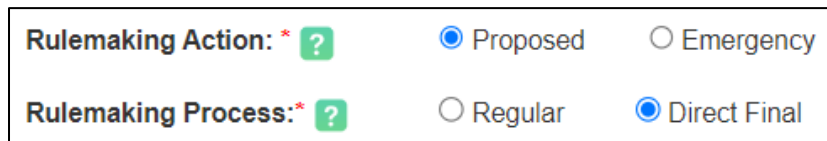
3. Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title, Chapter, Subchapter, and Part** to open each level, then click the **New Repeal** icon promulgate a repeal:



4. Confirm the **Rulemaking Filing Details**:



- a. Confirm **Proposed**, then **Direct Final**, for the **Rulemaking Action** and **Rulemaking Process**; and

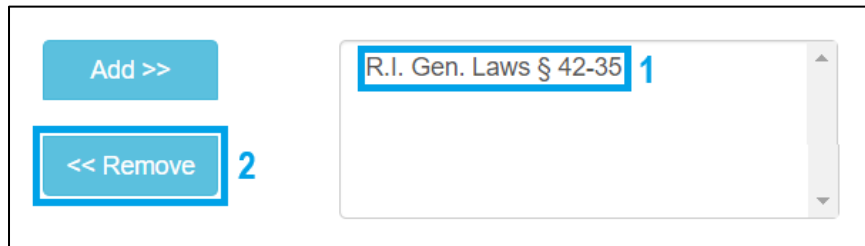


- b. Confirm the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.

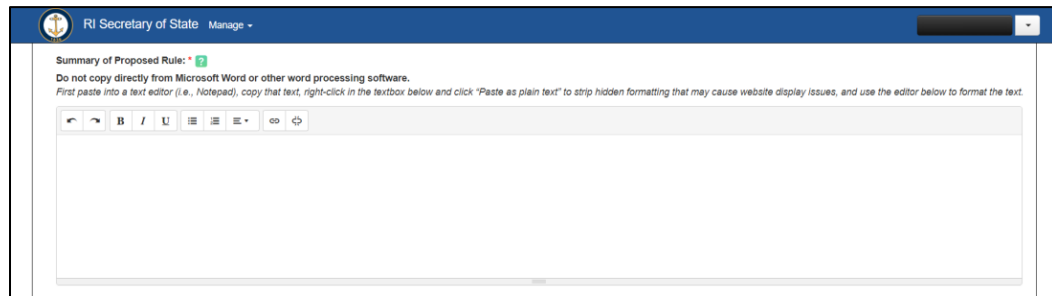


## AGENCY GUIDE: AGENCY HEADS

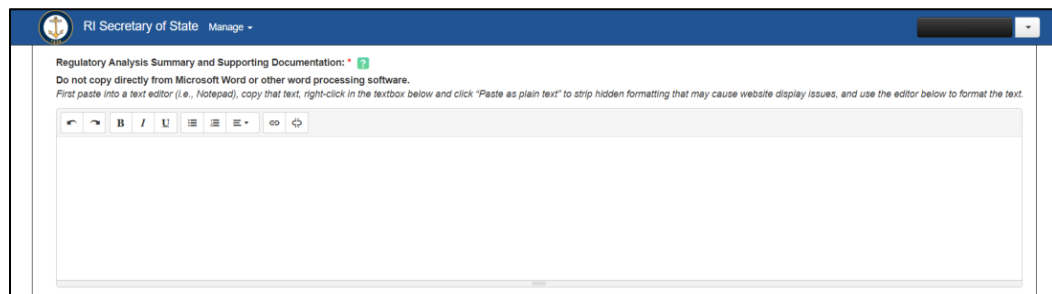
- i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



5. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



6. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



## AGENCY GUIDE: AGENCY HEADS

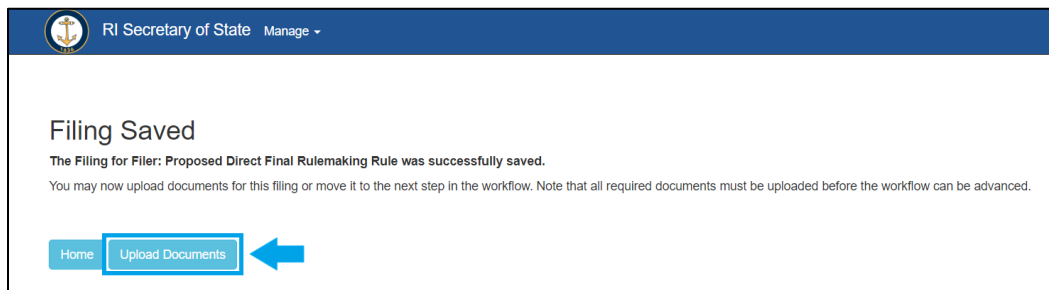
7. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):



Additional Information URL: \* ?

https:// www.example.com

8. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel**.
9. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



RI Secretary of State Manage

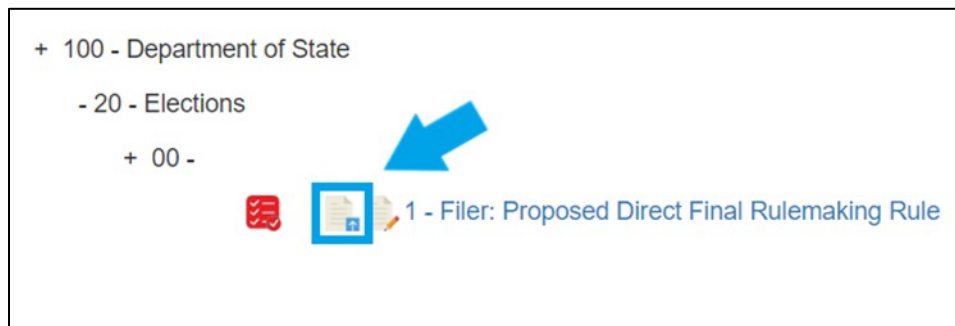
### Filing Saved

The Filing for Filer: Proposed Direct Final Rulemaking Rule was successfully saved.

You may now upload documents for this filing or move it to the next step in the workflow. Note that all required documents must be uploaded before the workflow can be advanced.

Home Upload Documents

- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



+ 100 - Department of State

- 20 - Elections

+ 00 -

1 - Filer: Proposed Direct Final Rulemaking Rule

## 10. Upload documents:

Document Upload

Regulation

Supporting Documents

Upload

Document Type:

Choose File No file chosen Upload Document

Home

Required Documents

- Proposed Rule

a. Select from the dropdown the **Document Type**:

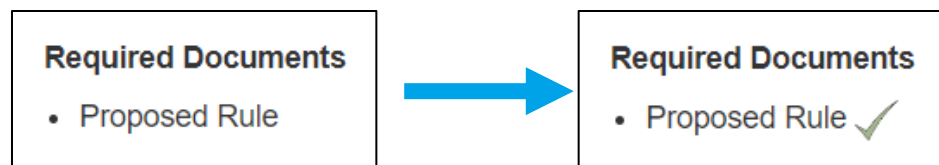
i. **Required:**

- Proposed Rule

ii. **Optional:**

- Index of Studies/Reports
- Additional Documentation
- Internal Organization Document
- Studies/Reports
- Petition

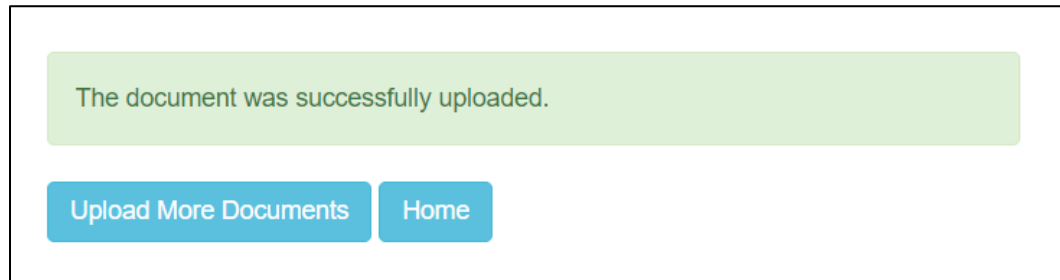
A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:



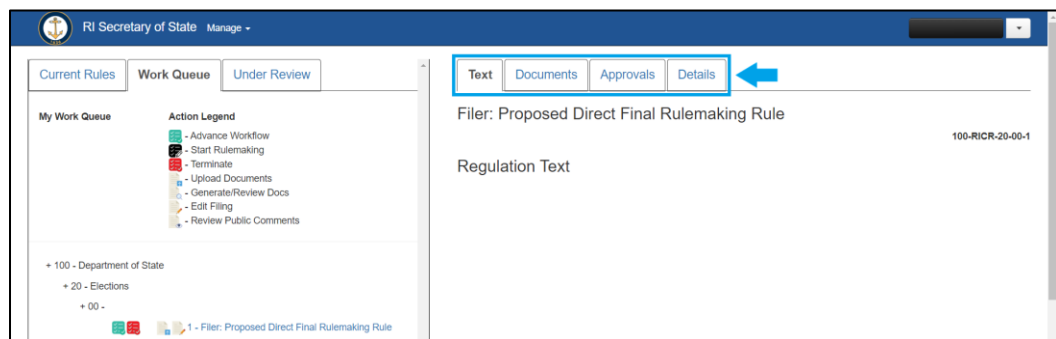
b. Click **Choose File** to select the document from your computer;  
and

c. Click **Upload Document** to upload.

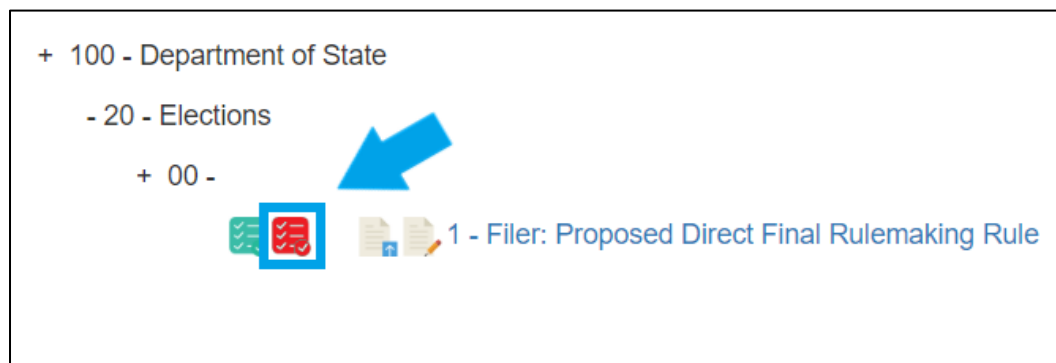
11. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 10-11 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



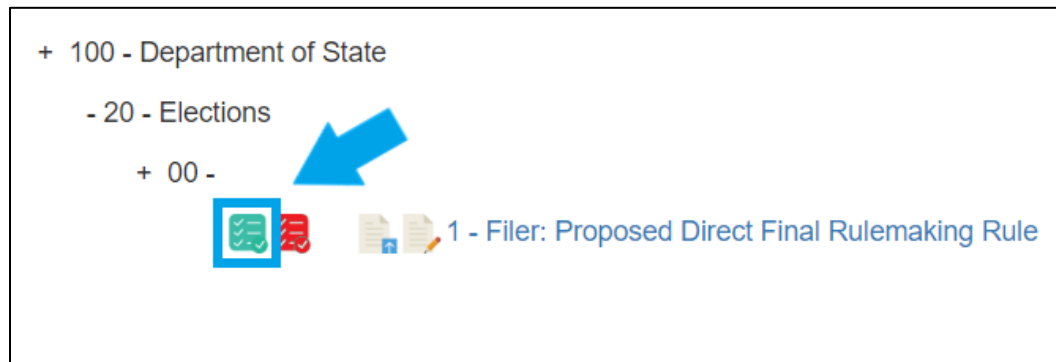
12. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



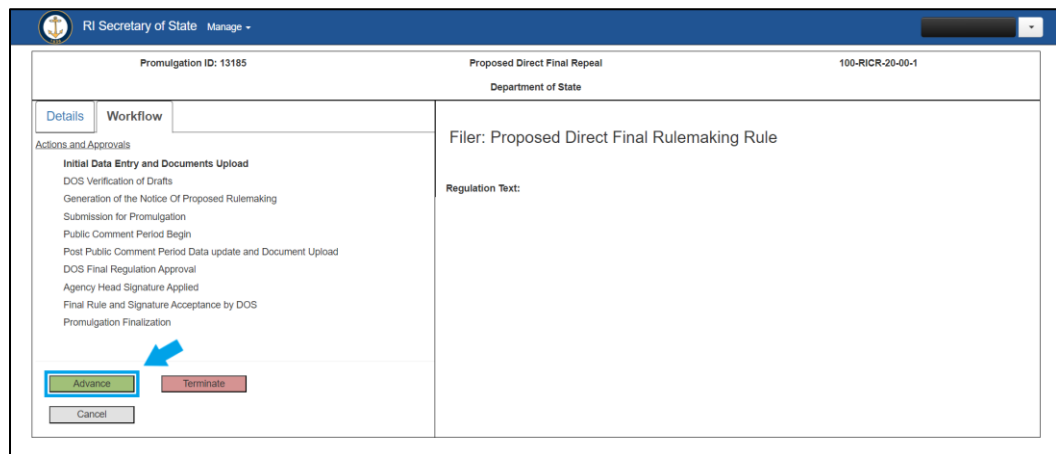
13. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 15(b)(i):



14. To continue, click the **Advance Workflow** icon:



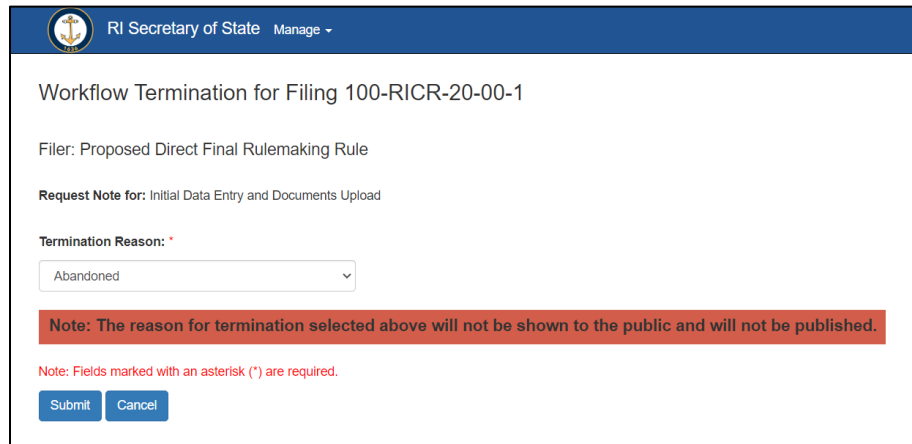
15. To advance the rule for the DOS Formatting Review, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:

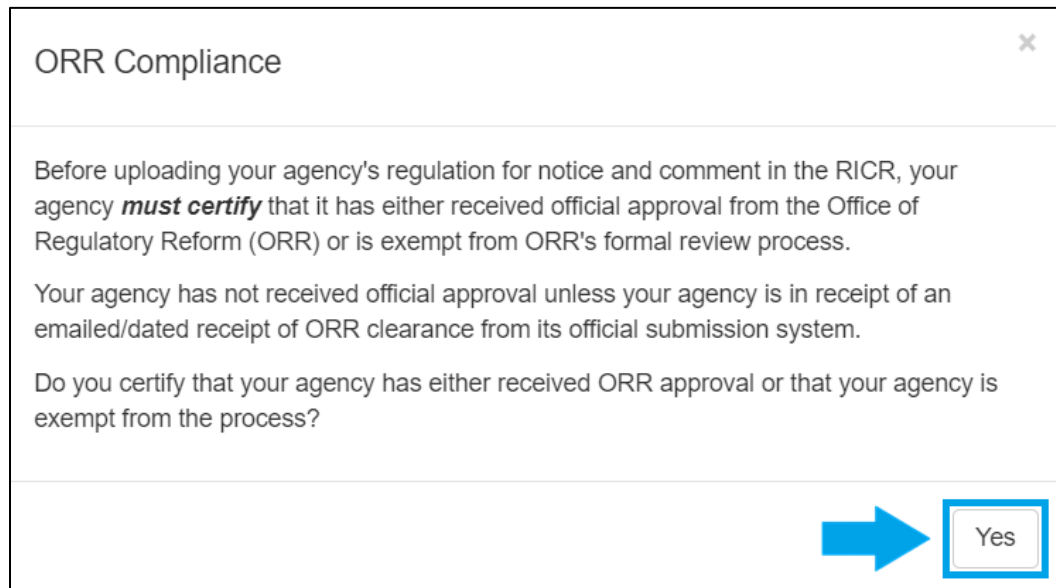
## AGENCY GUIDE: AGENCY HEADS

- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



The screenshot shows a web interface for terminating a workflow. At the top, it says 'RI Secretary of State' with a 'Manage' dropdown. The main heading is 'Workflow Termination for Filing 100-RICR-20-00-1'. Below this, it identifies the filer as 'Proposed Direct Final Rulemaking Rule' and the request note as 'Initial Data Entry and Documents Upload'. A 'Termination Reason' dropdown menu is set to 'Abandoned'. A red banner below the dropdown states: 'Note: The reason for termination selected above will not be shown to the public and will not be published.' A smaller red note below that says: 'Note: Fields marked with an asterisk (\*) are required.' At the bottom, there are 'Submit' and 'Cancel' buttons.

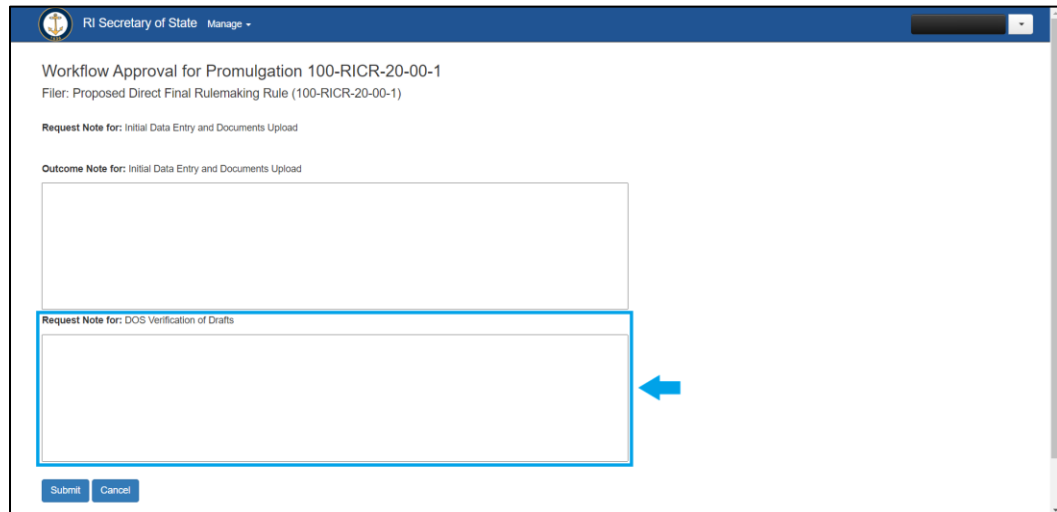
16. Certify that your agency has either received official approval from OMB or is exempt from OMB’s review process by clicking **Yes**:



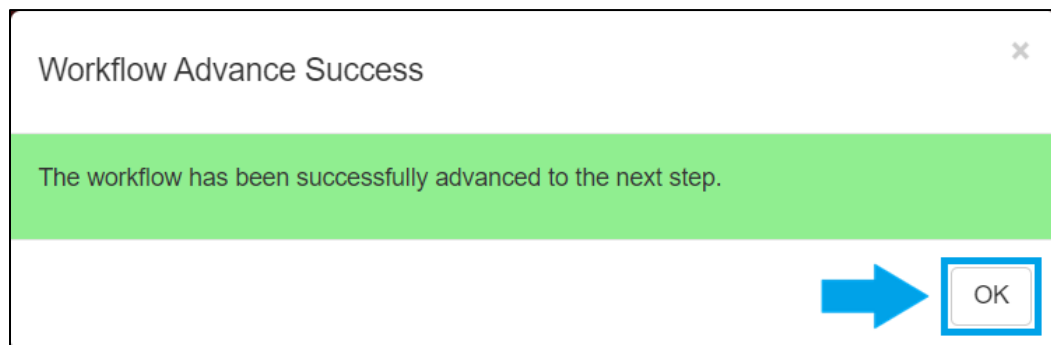
The screenshot shows a dialog box titled 'ORR Compliance' with a close button (X) in the top right corner. The text inside reads: 'Before uploading your agency's regulation for notice and comment in the RICR, your agency **must certify** that it has either received official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process. Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system. Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?' At the bottom right, there is a blue arrow pointing to a 'Yes' button.

- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 14 to proceed.

17. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:



18. Upon submitting, click **OK** to return to the RICR System homepage:



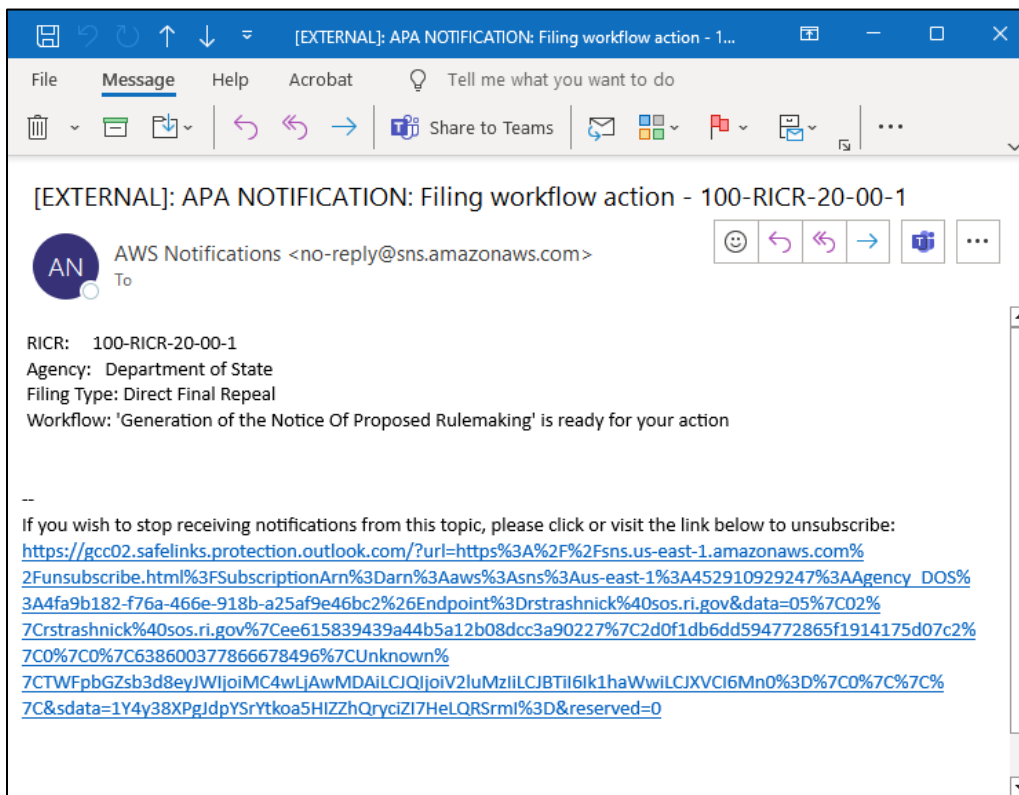
 **COMPLETED:** *Initial Data Entry and Documents Upload*



### 6.3.1.3.2.2 DOS Verification of Drafts

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator will receive an AWS Notification email to indicate the next step should be taken:



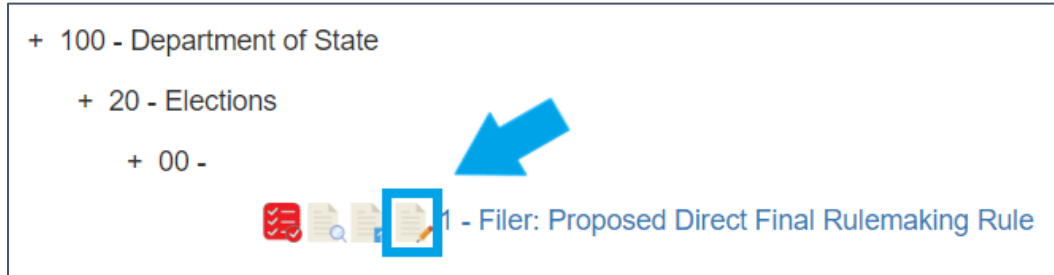
### 6.3.1.3.2.3 Generation of the Notice Of Proposed Rulemaking

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, **Summary of Proposed Rule**, and **Regulatory Analysis Summary and Supporting Documentation**, then click **Submit** once the details are updated:

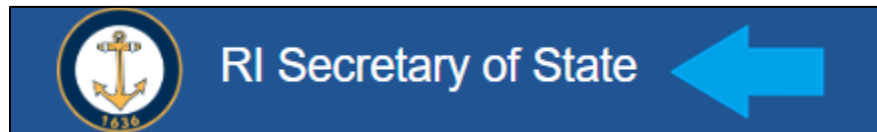


## AGENCY GUIDE: AGENCY HEADS

Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.



- a. Once completed, click the Department of State logo to navigate back to the homepage:



3. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Generate/Review Docs** icon:



4. Click **Add >>** under **Public Comment Period List**, and click **Edit** and **<< Remove** as necessary to adjust the Public Comment Period:

A screenshot of a web form titled 'Generate Public Notice of Proposed Rulemaking'. The form has a section titled 'Add a Public Comment Period' and a sub-section titled 'Public Comment Period List:'. Below this sub-section, there are three buttons: 'Add >>', '<< Remove', and 'Edit'. The 'Add >>' button is highlighted with a blue square. To the right of these buttons is a large, empty rectangular box with a vertical scrollbar on the right side, intended for listing public comment periods.

**AGENCY GUIDE: AGENCY HEADS**

5. Fill out the form to add a Public Comment Period – all fields are required:

Public Comment Period
✕

---

**Date of Public Notice:**  
08/13/2024

**Date of End of Comment Period: \*** ?

**Full Name of Contact Person: \***

**Contact Person Email: \***

**Contact Person Address: \***

, RI

**Allow online public comments? \***

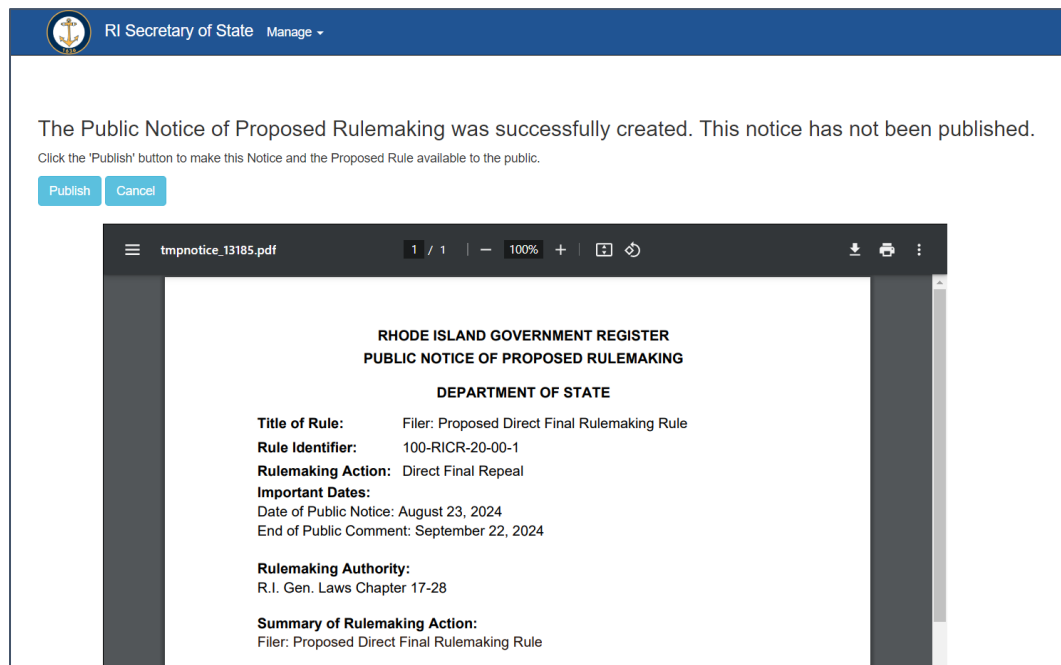
Yes  No

- a. The **Date of End of Comment Period** will automatically show the minimum first eligible date to be chosen, but you may choose a future date if needed.
- b. Agencies may use the RICR Filing System to accept public comments by selecting **Yes** to **Allow online public comments?**. Agencies may opt out by selecting **No**.
  - i. If **Yes** is selected, you have the option to specify dates for when your agency wants to allow online public comments within the Public Comment Period.

6. Click **Generate Notice** (this will not publish the rule, only preview the notice):



7. Review the Notice of Proposed Rulemaking:



- a. If any information within the notice is incorrect, click **Cancel** to go back and edit to update the information and complete steps as necessary.
- b. Once information is confirmed to be correct, click **Publish** to approve the notice and publish the rule in the RICR.

8. Click **Home** to return to the RICR home page:
  - a. If after the notice is published there needs to be any changes made, click **Amend Public Notice** to create and publish an additional notice with corrections.

## Documents Published

**Rule Identifier: 100-RICR-20-00-1**

**Title of Rule: Filer: Proposed Direct Final Rulemaking Rule**

The following documents are now available to the public:

- [Proposed Rule](#)
- [Public Notice of Proposed Rulemaking](#)

Amend Public Notice
Home


 **COMPLETED:** *Generation of the Notice Of Proposed Rulemaking*

At this time, the Proposed Rule is now live in the RICR and may be viewed by completing the following:

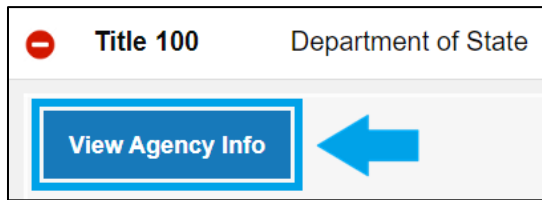
1. Go to <https://rules.sos.ri.gov/organizations>.
2. Locate the associated Title within the Table of Contents.
3. Click the plus sign (+) next to the Title:

### Table of Contents

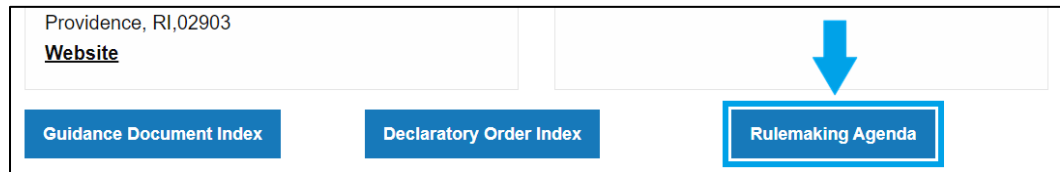
Show  entries Filter by Agency

	Title	Agency
	Title 100	Department of State

4. Click **Agency Info**:



5. Click **Rulemaking Agenda**:



6. Locate the correct Proposed Rule and click the rule name to view:



7. Click through the navigation tabs to view the **Overview**, **Regulation**, **History**, **Rulemaking Documents**, and **Comments**:



8. The **Overview** tab displays the rule details:

### Filer: Proposed Direct Final Rulemaking Rule

100-RICR-20-00-1
PROPOSED RULE

Overview

Regulation

History

Rulemaking Documents

Comments

Notify Me

<b>Title</b>	100	Department of State
<b>Chapter</b>	20	Elections
<b>Subchapter</b>	00	N/A
<b>Part</b>	1	Filer: Proposed Regular Rulemaking Rule

<b>Type of Filing</b>	Direct Final Repeal
<b>Regulation Status</b>	Proposed <div style="float: right; background-color: #007bff; color: white; padding: 2px 5px; border-radius: 4px;">View Active Rule</div>
<b>Filing Notice Date</b>	08/23/2024
<b>Public Comment Dates</b>	08/23/2024 to 09/22/2024

**Regulation Authority:**  
R.I. Gen. Laws Chapter 17-28

**Purpose and Reason:**  
Filer: Proposed Direct Final Rulemaking Rule



### 6.3.1.3.2.4 Submission for Promulgation and Public Comment Period Begin

*These steps will be completed automatically by the RICR System.*

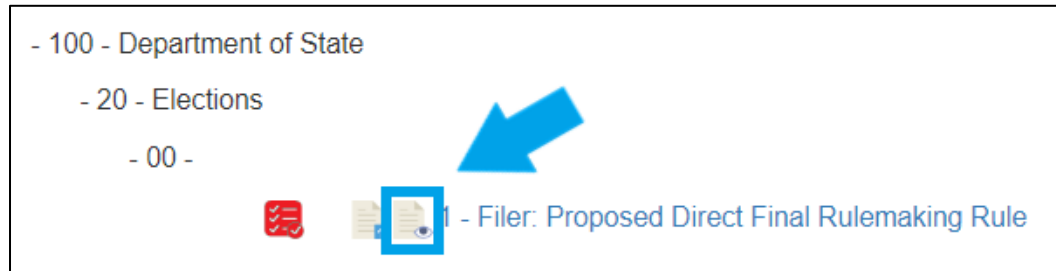
Once the Public Comment Period ends, the RICR System will automatically advance the rule to the next step.

*If online public comments were allowed, you may review comments as they are submitted, or at the end of the Public Comment Period. See step 2 in the following section ([§ 6.3.1.3.2.5 of this Guide](#)) for how to review comments and generate a public comment document compiling all submitted rules.*

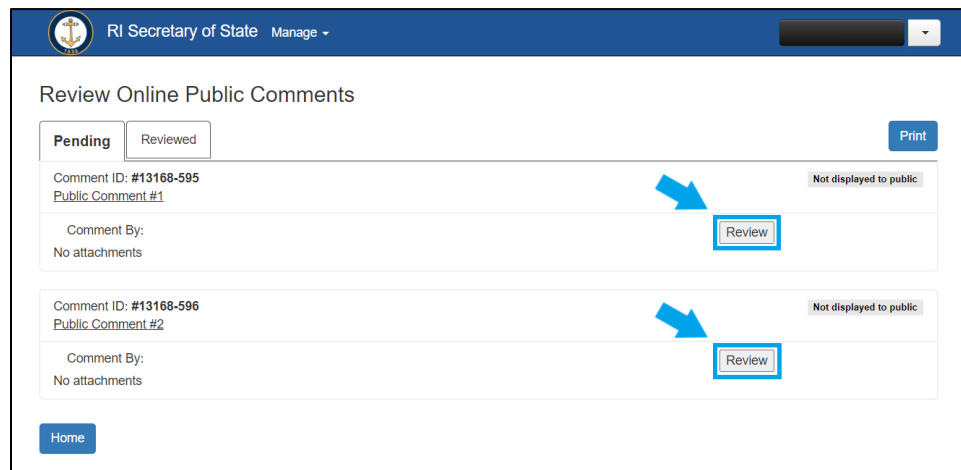


### 6.3.1.3.2.5 Post Public Comment Period Data update and Document Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If online public comments were allowed, click the **Review Comments** icon, otherwise skip to step 3:



- a. Review every rule listed under the **Pending** tab by clicking **Review** for each comment submitted:



- i. Select to display the comment in the RICR or not, add any internal and public notes, and click **OK** to approve:

Online Public Comment Review

Comment By: **First Last**  
On: **08/13/2024**  
Comment: **Public Comment #1**  
Comment display to public is **disabled** and not yet reviewed

Enable public comment display?  Yes  No

**Internal Review Notes**

**Public Review Notes**

Display these Public Review Notes to the public: ?

OK Cancel

- b. Click the **Reviewed** tab to view who reviewed the comment, when it was approved, and review again if necessary:

RI Secretary of State Manage

Review Online Public Comments

Pending **Reviewed** Print

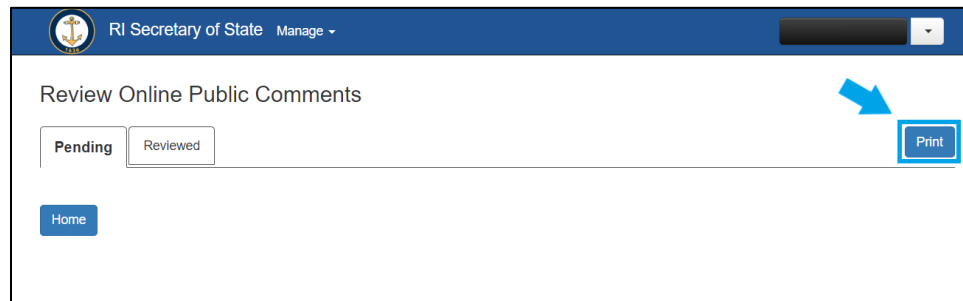
Comment ID: #13168-596  
Public Comment #1  
Comment By:  
No attachments  
Reviews:  
Reviewed By:  
On:

Comment ID: #13168-596  
Public Comment #2  
Comment By:  
No attachments  
Reviews:  
Reviewed By:  
On:

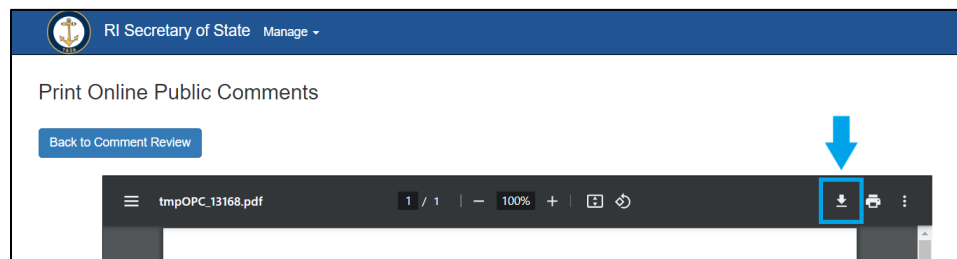
Home



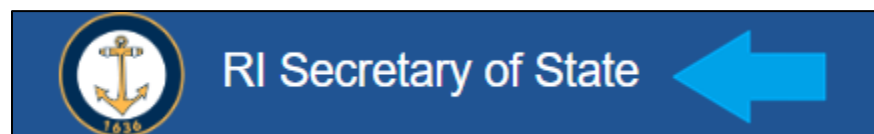
- c. Click **Print** to generate a public comment document:



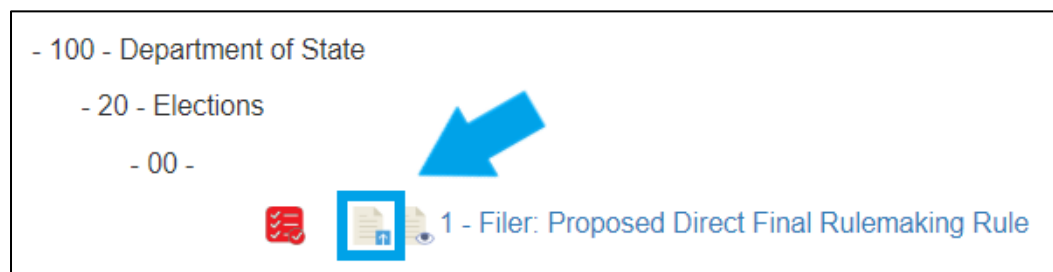
- d. Click the down arrow at the top-right of the PDF viewer to download the document so that it can be used to upload as the part of the final rulemaking documents in step 4:



- e. To navigate back to the homepage, click the Department of State logo:



3. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Upload Documents** icon:



4. Upload documents:

a. Select from the dropdown the **Document Type**:

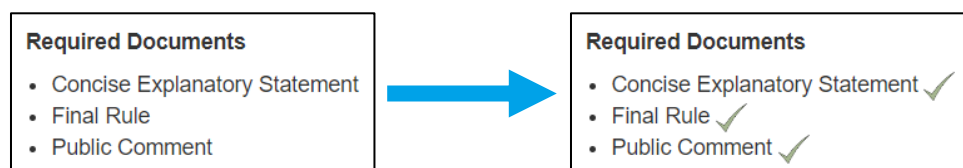
i. **Required:**

- Concise Explanatory Statement
- Final Rule
- Public Comment (*may upload multiple, if necessary*)

ii. **Optional:**

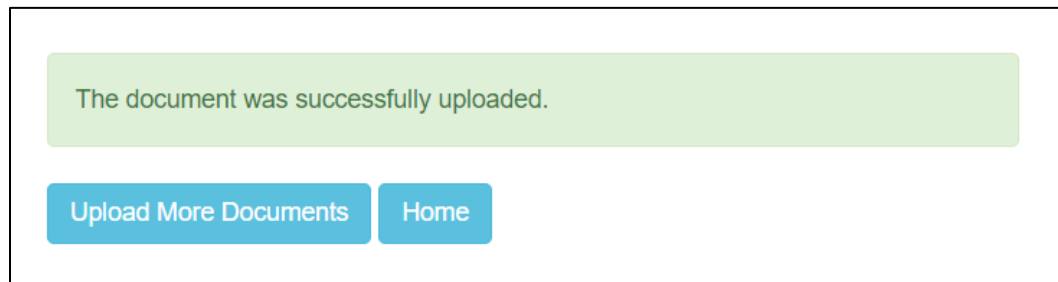
- Index of Studies/Reports
- Internal Organization Document
- Petition
- Public Hearing Documents
- Additional Documentation
- State Register publication
- Studies/Reports

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

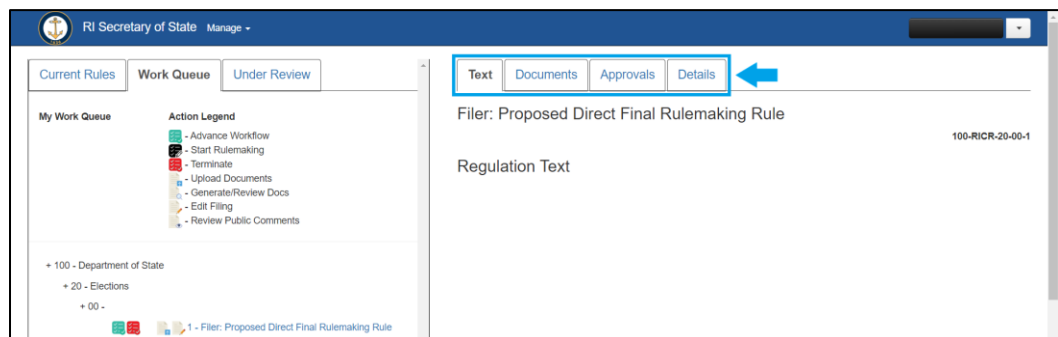


b. Click **Choose File** to select the document from your computer; and

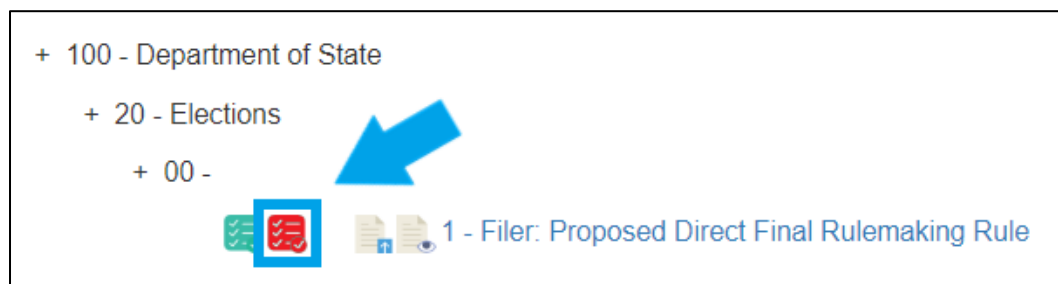
- c. Click **Upload Document** to upload.
5. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 4-5 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



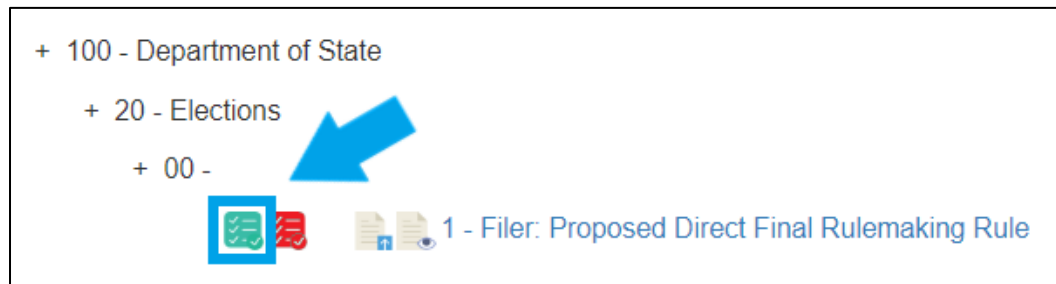
6. Click each tab on the right to ensure rule information and all rulemaking documents are correct (**Text**, **Documents**, **Approvals**, and **Details**):



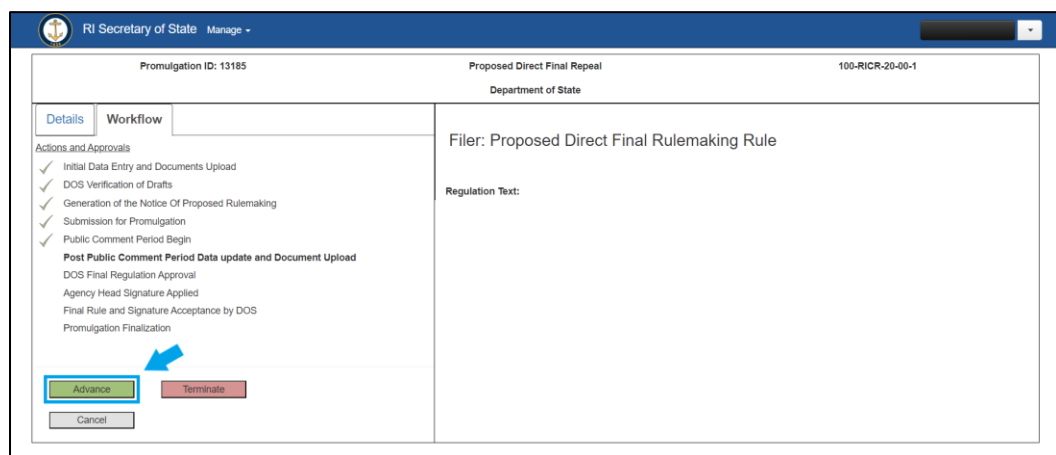
7. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 9(b)(i):



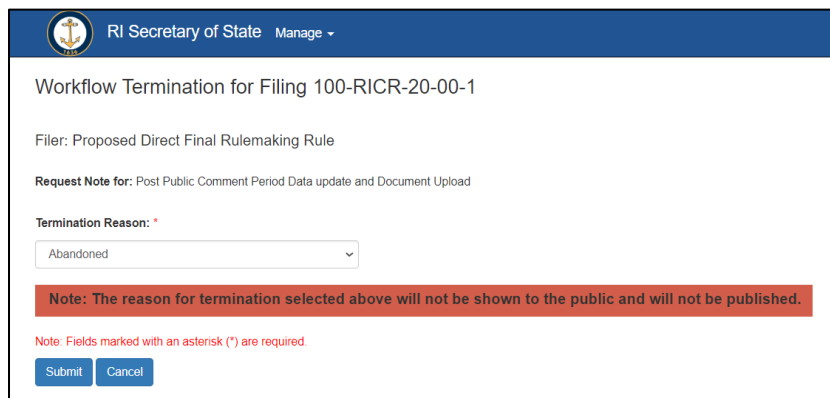
8. To continue, click the **Advance Workflow** icon:



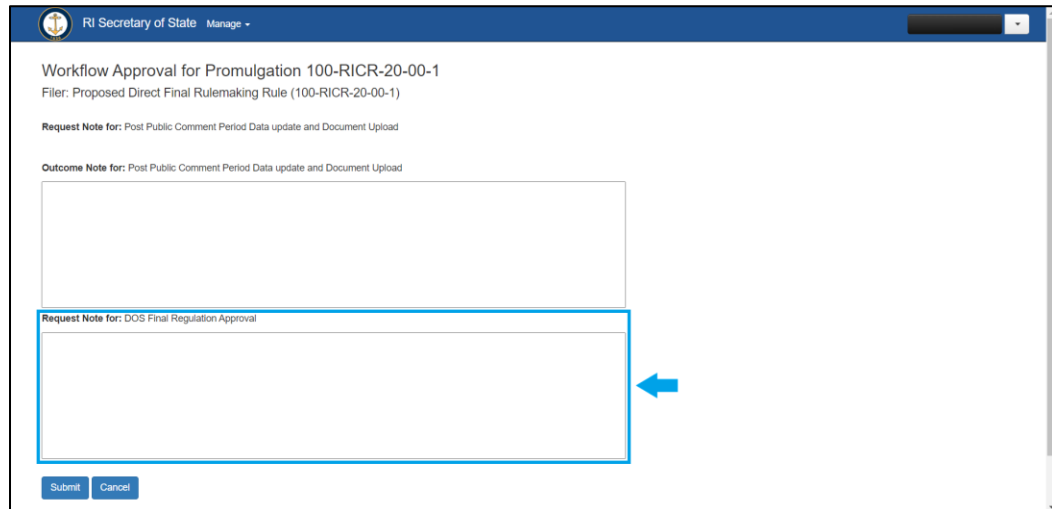
9. To advance the rule for the DOS Formatting Review, click **Advance**:



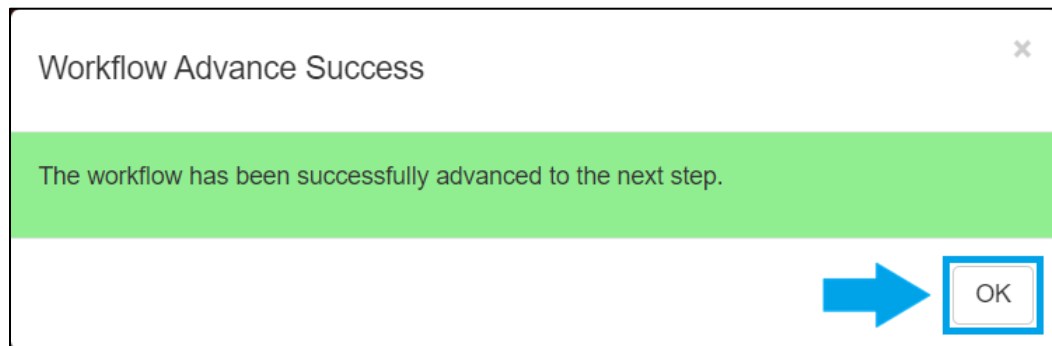
- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:
  - i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



10. If you would like to add a note for the DOS (i.e., if you would like the rule to become effective on a future date rather than the last day of the Public Comment Period), enter text in the **Request Note** and/or click **Submit**:



11. Upon submitting, click **OK** to return to the RICR System homepage:



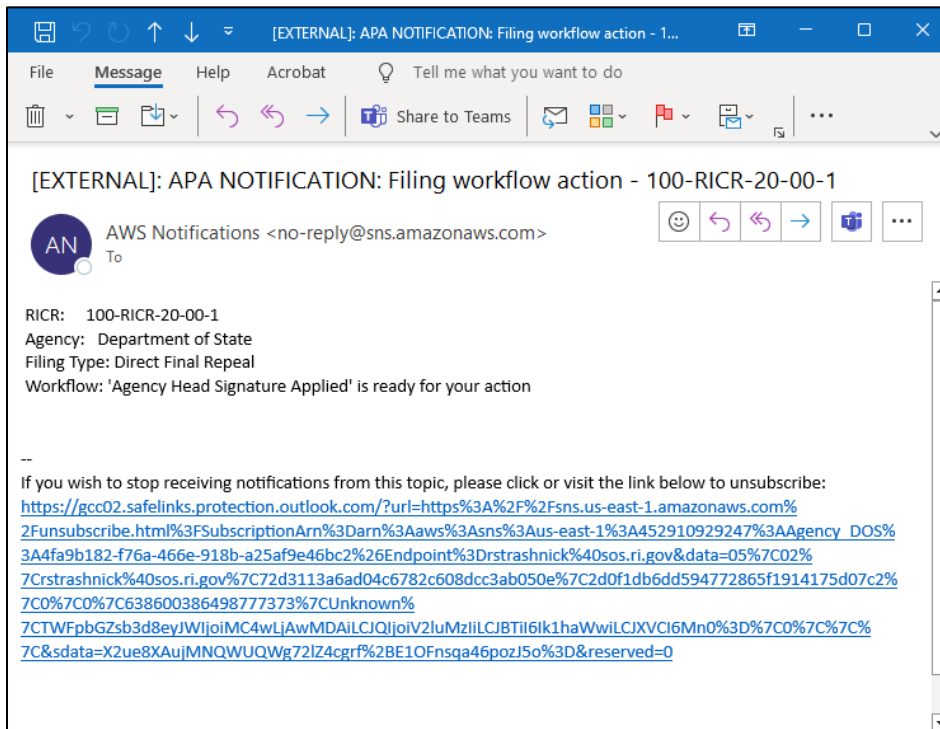
 **COMPLETED:** *Post Public Comment Period Data update and Document Upload*



### 6.3.1.3.2.6 DOS Final Regulation Approval

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator and Agency Head will receive an AWS Notification email to indicate the rule is ready to be signed by the Agency Head:



### 6.3.1.3.2.7 Agency Head Signature Applied

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



### 6.3.1.3.2.8 Final Rule and Signature Acceptance by DOS

*This step will be completed by the Administrative Records Office.*

Once the Agency Head signs the rule, the Department of State will sign the

rule and set the rule's Effective Date.

 **6.3.1.3.2.9 Promulgation Finalization**

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.

**It is the Agency Head's responsibility to download the signed Regulation for the agency's files to be permanently retained per [GRS2.5 Rulemaking Files](#).**

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:



### 6.3.1.3.3 Emergency Rulemaking

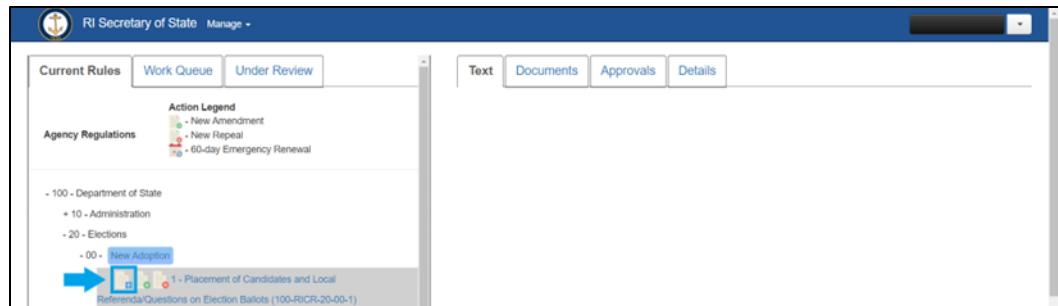
For information regarding this Rulemaking Action, see [§ 3.3.3 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
Rules Coordinator Notification of Emergency Rule	Rules Coordinator
Submission for Promulgation	RICR Filing System
Agency Head Signature Applied	Agency Head
Governor Signature Applied	Governor
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System
Submission for Emergency Extension 1	Agency Head
DOS Final Revision for Emergency Extension 1	Department of State
Finalization of Emergency Extension 1	RICR Filing System



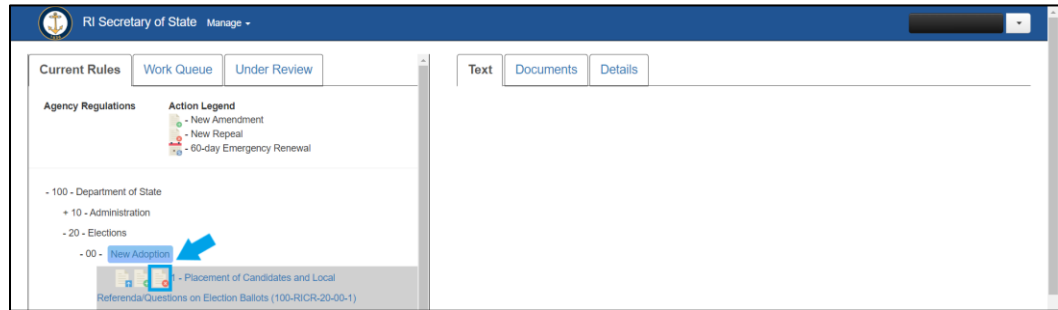
#### 6.3.1.3.3.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **Download Document** icon to draft the repeal (see [§ 5.1.2.3 of this guide](#) for additional information):

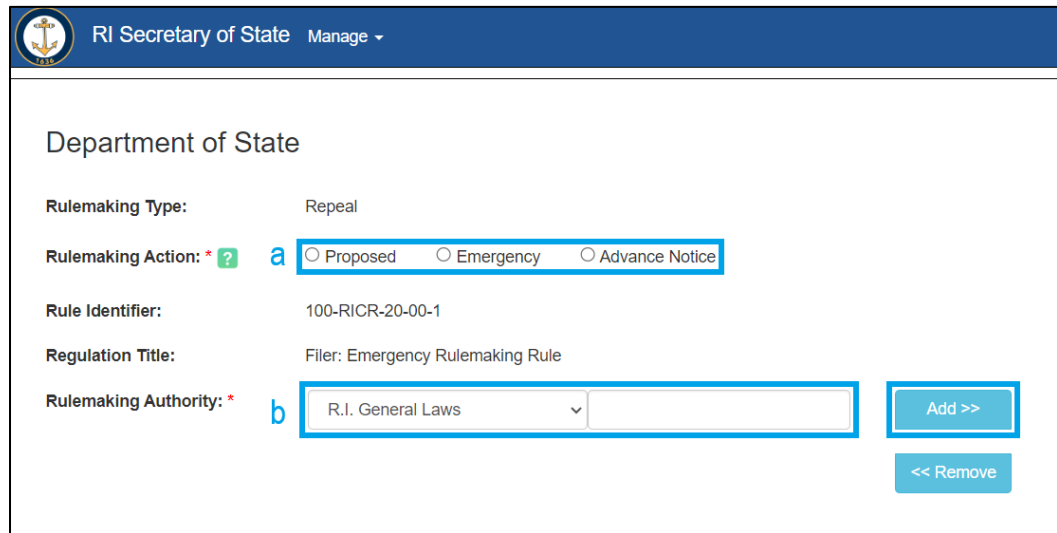




3. Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title, Chapter, Subchapter, and Part** to open each level, then click the **New Repeal** icon promulgate a repeal:



4. Enter and confirm the **Rulemaking Filing Details**:

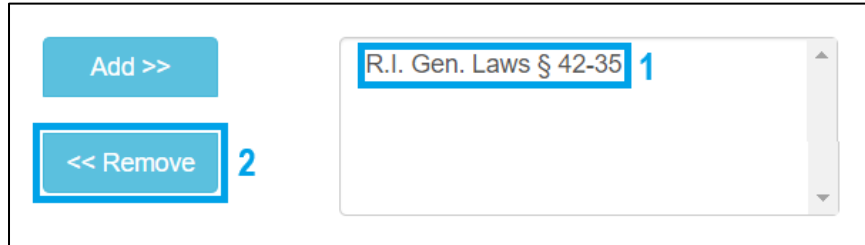


- a. Choose **Emergency** for the **Rulemaking Action**; and

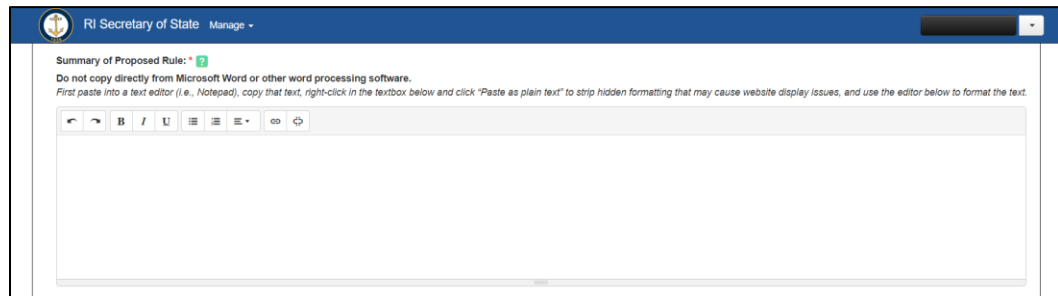


- b. Confirm the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.

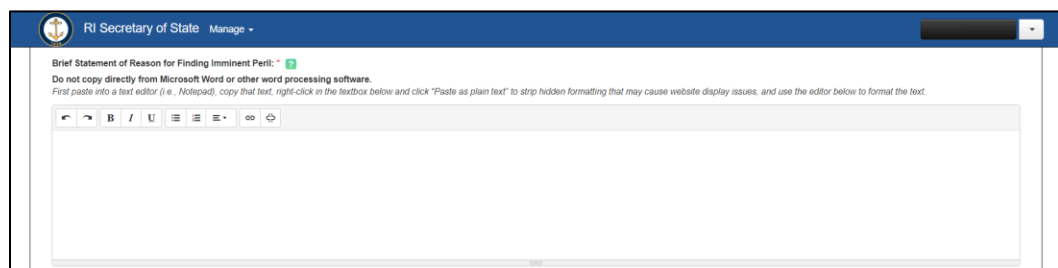
- i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



- 5. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



- 6. Enter the **Brief Statement of Reason for Finding Imminent Peril** to state the reason this rule is required in order to avoid a threat to public health, safety, or welfare, or the loss of federal funding for an agency program ([R.I. Gen. Laws § 42-35-2.10](#)):
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



## AGENCY GUIDE: AGENCY HEADS

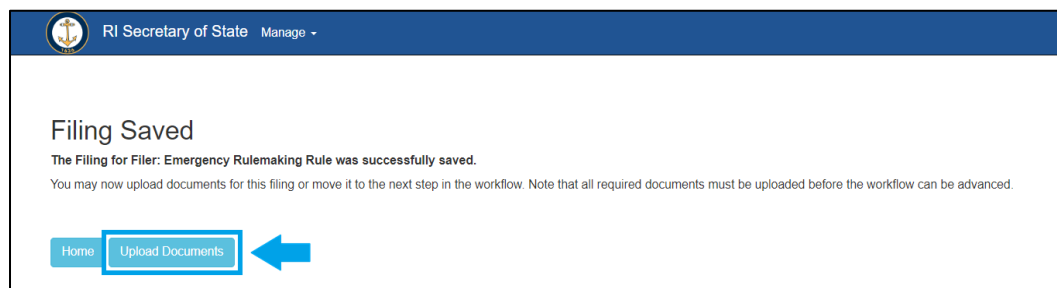
7. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):



Additional Information URL: \* ?

https:// www.example.com

8. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel**.
9. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:



RI Secretary of State Manage

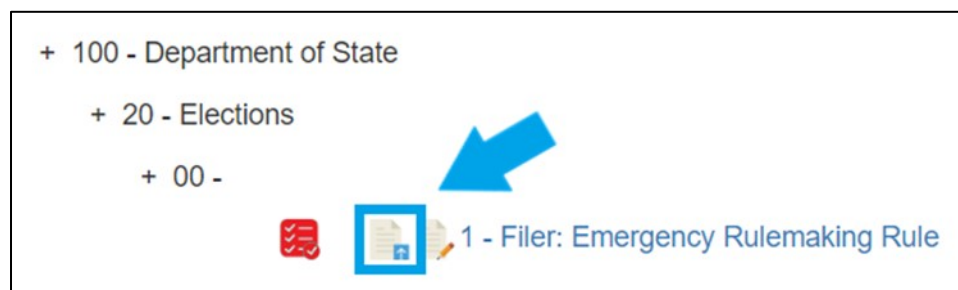
### Filing Saved

The Filing for Filer: Emergency Rulemaking Rule was successfully saved.

You may now upload documents for this filing or move it to the next step in the workflow. Note that all required documents must be uploaded before the workflow can be advanced.

Home Upload Documents

- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



+ 100 - Department of State

+ 20 - Elections

+ 00 -

1 - Filer: Emergency Rulemaking Rule

## 10. Upload documents:

Document Upload

Regulation

Supporting Documents

Upload

Document Type:

Choose File No file chosen Upload Document

Home

Required Documents

- Proposed Rule

a. Select from the dropdown the **Document Type**:

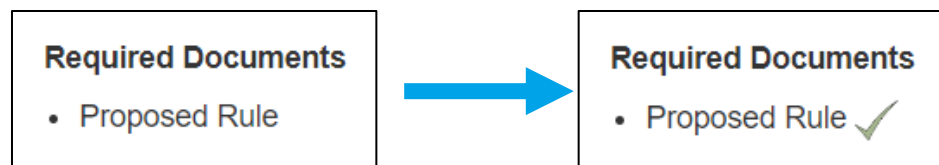
i. **Required:**

- Proposed Rule

ii. **Optional:**

- Index of Studies/Reports
- Additional Documentation
- Internal Organization Document
- Studies/Reports
- Petition

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

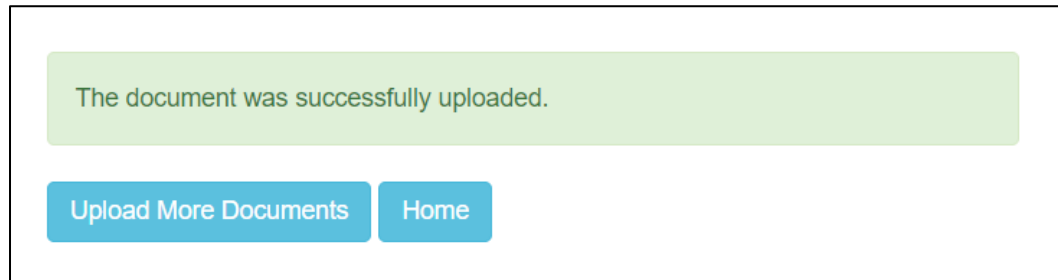


b. Click **Choose File** to select the document from your computer;  
and

c. Click **Upload Document** to upload.

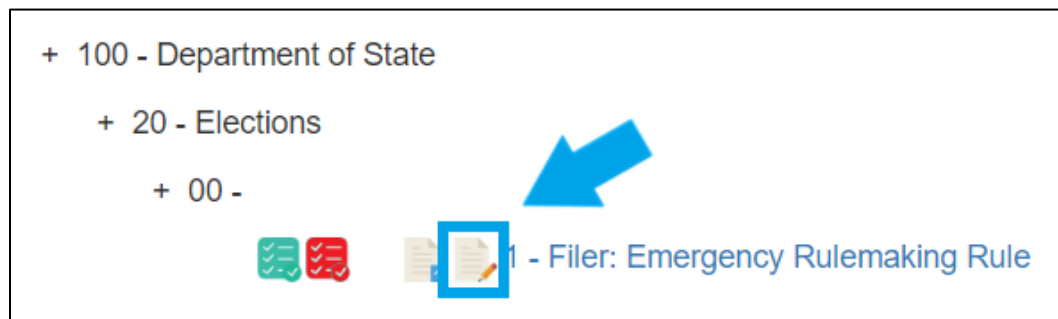
## AGENCY GUIDE: AGENCY HEADS

11. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 10-11 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:

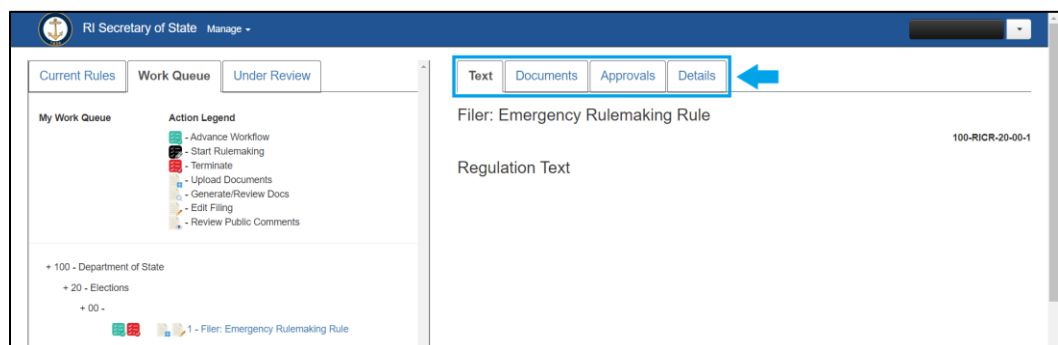


12. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, **Summary of Proposed Rule**, and **Brief Statement of Reason for Finding Imminent Peril**, then click **Submit** once the details are updated:

*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*



13. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



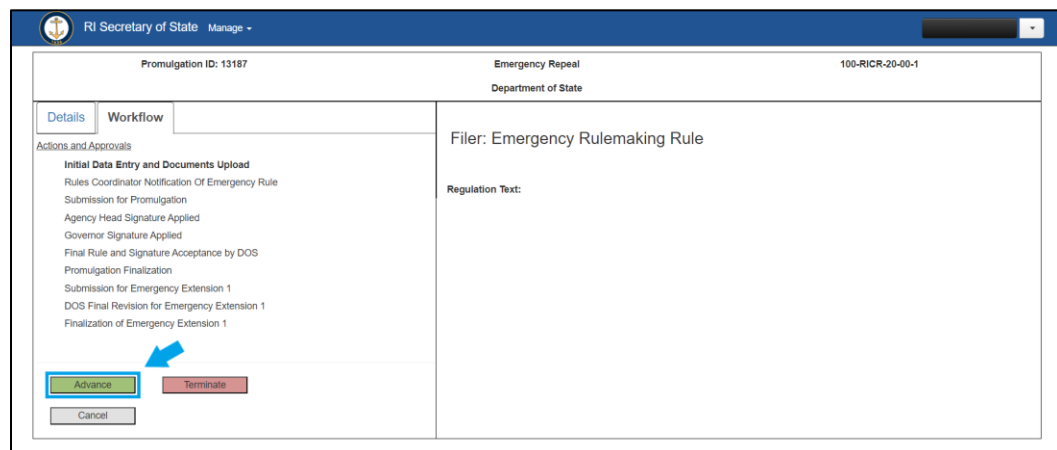
14. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 16(b)(i):



15. To continue, click the **Advance Workflow** icon:



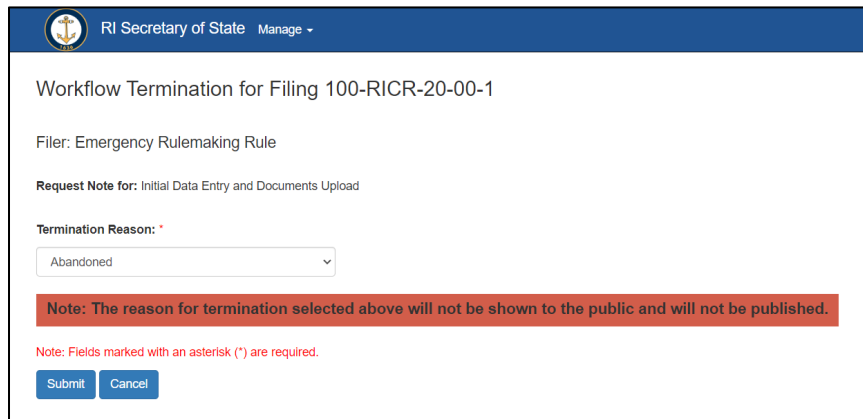
16. To advance the rule for the DOS Formatting Review, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:

## AGENCY GUIDE: AGENCY HEADS

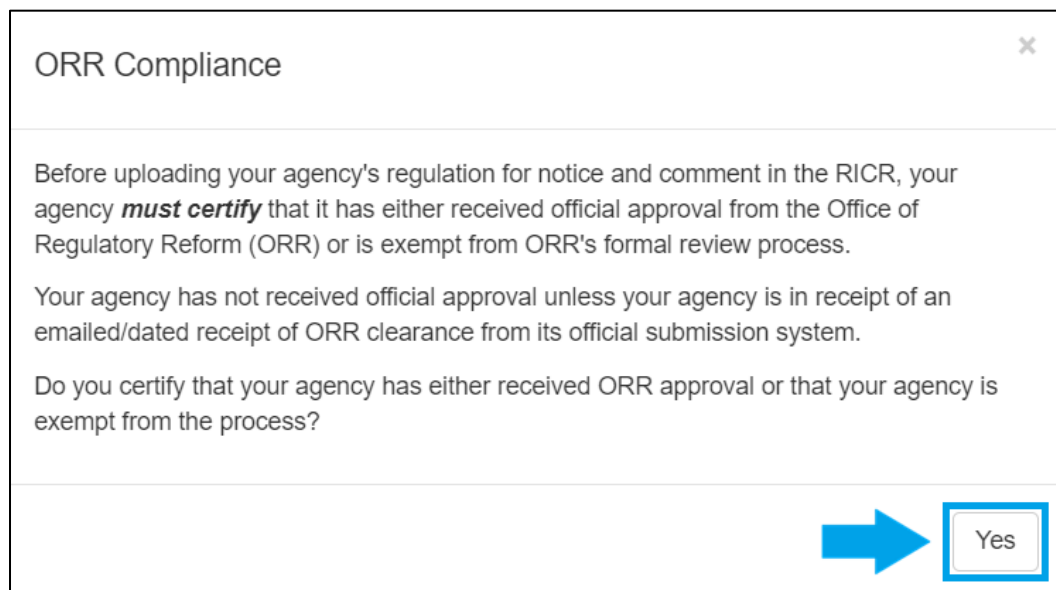
- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



The screenshot shows a web form titled "Workflow Termination for Filing 100-RICR-20-00-1". The form includes the following fields and elements:

- Header: "RI Secretary of State" with a "Manage" dropdown menu.
- Title: "Workflow Termination for Filing 100-RICR-20-00-1"
- Field: "Filer: Emergency Rulemaking Rule"
- Field: "Request Note for: Initial Data Entry and Documents Upload"
- Field: "Termination Reason: \*" with a dropdown menu showing "Abandoned".
- Note: "Note: The reason for termination selected above will not be shown to the public and will not be published." (highlighted in red)
- Footer Note: "Note: Fields marked with an asterisk (\*) are required."
- Buttons: "Submit" and "Cancel".

17. Certify that your agency has either received official approval from OMB or is exempt from OMB's review process by clicking **Yes**:



The screenshot shows a dialog box titled "ORR Compliance" with a close button (X) in the top right corner. The text inside the dialog box reads:

Before uploading your agency's regulation for notice and comment in the RICR, your agency **must certify** that it has either received official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process.

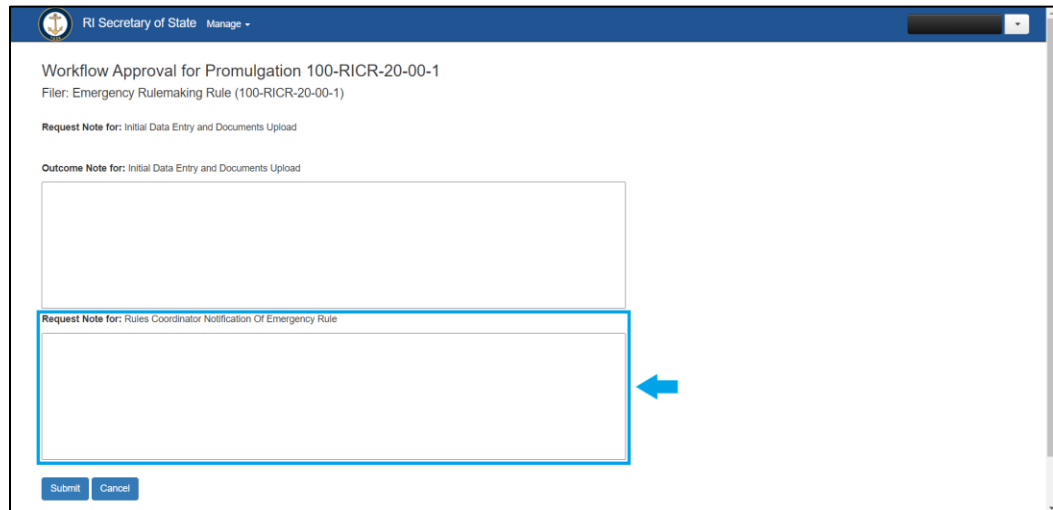
Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system.

Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?

At the bottom right of the dialog box, there is a blue arrow pointing to a button labeled "Yes".

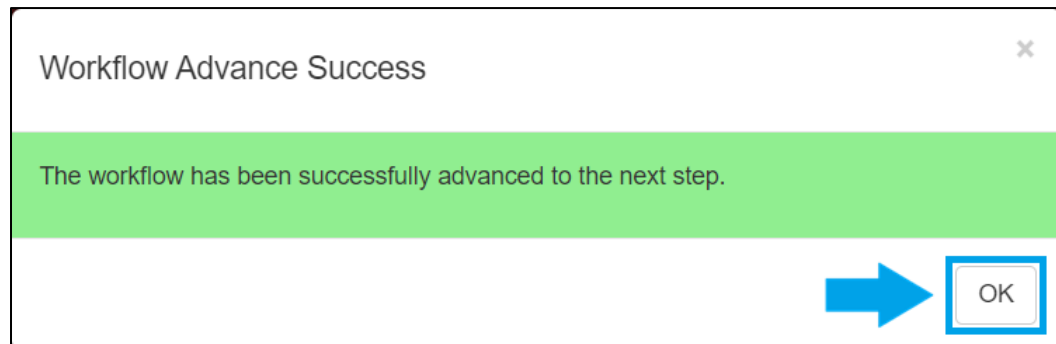
- a. **If your agency has not received official approval from OMB and is not exempt**, click the DOS logo in the top-left corner to return to the home page. **Do not proceed in the RICR System** until you have official approval. Once your agency receives approval, go back to step 15 to proceed.

18. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:



The screenshot shows a web application window titled "RI Secretary of State Manage". The main content area displays "Workflow Approval for Promulgation 100-RICR-20-00-1" with the filer "Emergency Rulemaking Rule (100-RICR-20-00-1)". There are two text input fields: "Request Note for: Initial Data Entry and Documents Upload" and "Outcome Note for: Initial Data Entry and Documents Upload". Below these is a third field, "Request Note for: Rules Coordinator Notification Of Emergency Rule", which is highlighted with a blue border and a blue arrow pointing to it from the right. At the bottom left of the form are "Submit" and "Cancel" buttons.

19. Upon submitting, click **OK** to return to the RICR System homepage:



The screenshot shows a modal dialog box with the title "Workflow Advance Success" and a close button (X) in the top right corner. The main text of the dialog is "The workflow has been successfully advanced to the next step." At the bottom right, there is an "OK" button, which is highlighted with a blue border and a blue arrow pointing to it from the left.

 **COMPLETED:** *Initial Data Entry and Documents Upload*

### 6.3.1.3.3.2 Rules Coordinator Notification of Emergency Rule

*This step will be completed by the Rules Coordinator.*

The Rules Coordinator will receive an AWS Notification to review the Emergency Rule, then log in and advance the rule for signatures.





#### **6.3.1.3.3.3 Submission for Promulgation**

*This step will be completed automatically by the RICR System.*

The RICR System will automatically advance the rule to the next step.



#### **6.3.1.3.3.4 Agency Head Signature Applied**

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



#### **6.3.1.3.3.5 Governor Signature Applied**

*This step will be completed by the Agency Head.*

The Governor will receive an automated email from OneSpan, the esignature provider, to sign the rule.



#### **6.3.1.3.3.6 Final Rule and Signature Acceptance by DOS**

*This step will be completed by the Administrative Records Office.*

Once the Agency Head and Governor signs the rule, the Department of State will sign the rule and set the rule's Effective Date.



#### **6.3.1.3.3.7 Promulgation Finalization**

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.



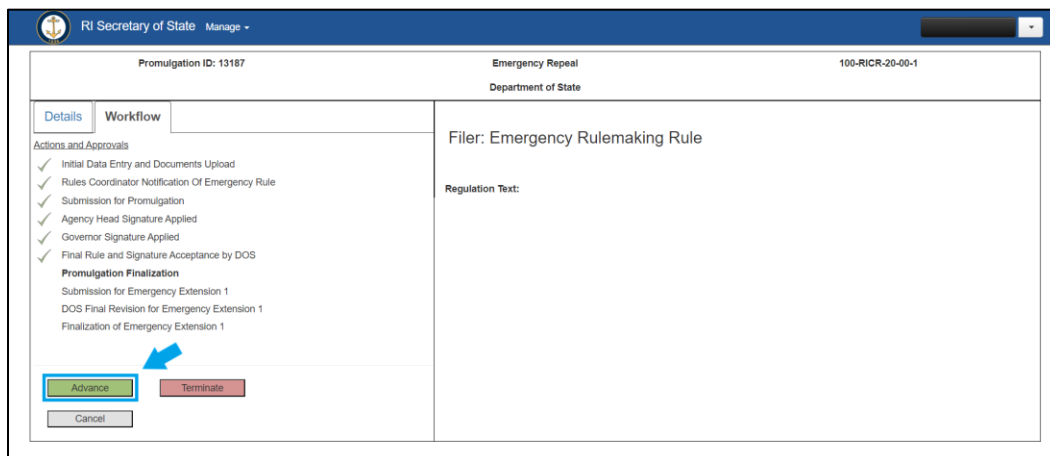
### 6.3.1.3.3.8 Submission for Emergency Extension 1

If the Emergency Rule must be extended:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Under **Active Emergency Rules**, click the **Title**, **Chapter**, and **Subchapter** to open each level, and click the **60-Day Emergency Renewal** icon (calendar) next to the Part to be extended:



3. To confirm the Part should be extended, click **Advance**:



- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the Emergency Rule immediately, which will change the rule’s Expiration Date to be set as today’s date:

- i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

RI Secretary of State Manage ▾

Workflow Termination for Filing 100-RICR-20-00-1

Filer: Emergency Rulemaking Rule

Request Note for: Initial Data Entry and Documents Upload

Termination Reason: \*

Abandoned ▾

Note: The reason for termination selected above will not be shown to the public and will not be published.

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

- 4. If you would like to add a note for the DOS, enter text in the **Request Note** and/or click **Submit**:

RI Secretary of State Manage ▾

Workflow Approval for Promulgation 100-RICR-20-00-1

Filer: Emergency Rulemaking Rule (100-RICR-20-00-1)

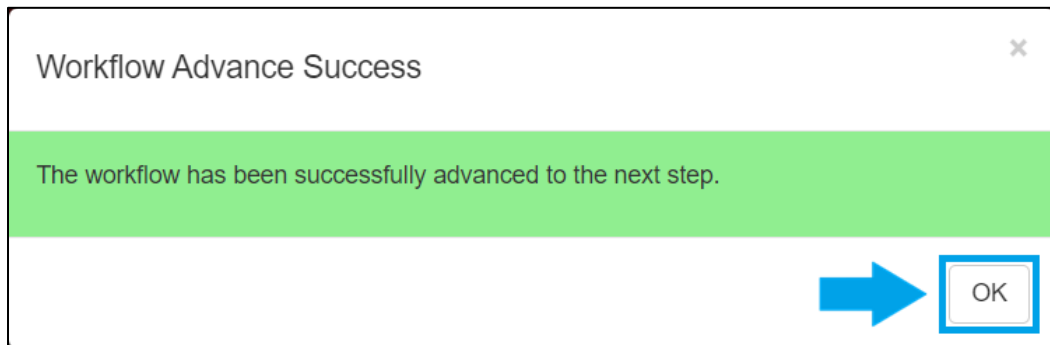
Request Note for: Initial Data Entry and Documents Upload

Outcome Note for: Initial Data Entry and Documents Upload

Request Note for: Rules Coordinator Notification Of Emergency Rule

Submit Cancel

5. Upon submitting, click **OK** to return to the RICR System homepage:



 **COMPLETED: Initial Data Entry and Documents Upload**

 **6.3.1.3.3.9 DOS Final Revision for Emergency Extension 1**

*This step will be completed by the Administrative Records Office.*

The Department of State will confirm the extension and advance the rule.

 **6.3.1.3.3.10 Finalization of Emergency Extension 1**

*This step will be completed automatically by the RICR System.*

The RICR System will automatically extend the Expiration Date for the Emergency Regulation in the RICR.

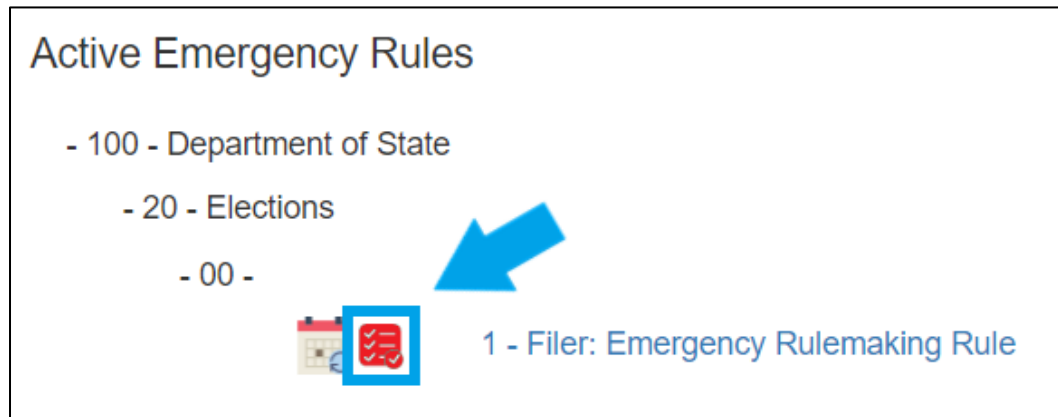
 **6.3.1.3.3.11 Early Termination**

**If the Emergency Rule must be terminated before the set Expiration Date:**

1. Log in to the RICR: <https://rules.sos.ri.gov/>.

## AGENCY GUIDE: AGENCY HEADS

2. Under **Active Emergency Rules**, click the **Title**, **Chapter**, and **Subchapter** to open each level, and click the **Terminate** icon next to the Part to be terminated:



3. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel**:

RI Secretary of State Manage

### Workflow Termination for Filing 100-RICR-20-00-1

Filer: Emergency Rulemaking Rule

**Request Note for:** Initial Data Entry and Documents Upload

**Termination Reason:** \*

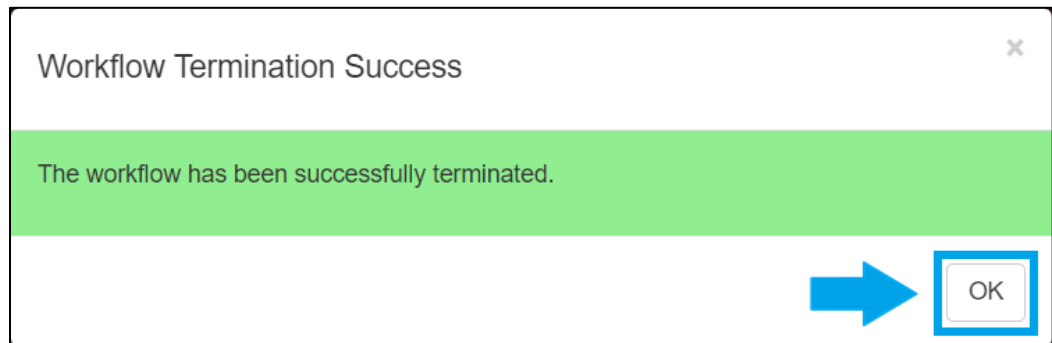
Abandoned

**Note:** The reason for termination selected above will not be shown to the public and will not be published.

Note: Fields marked with an asterisk (\*) are required.

Submit Cancel

4. Upon submitting, click **OK** to return to the RICR System homepage:



### 6.3.1.3.3.11.1 Finalization of Termination

*This step will be completed automatically by the RICR System.*

The RICR System will automatically change the Expiration Date for the Emergency Regulation in the RICR to today's date.

It is the Agency Head's responsibility to download the signed Regulation for the agency's files to be permanently retained per [GRS2.5 Rulemaking Files](#).

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:



### 6.3.1.3.4 Advance Notice of Proposed Rulemaking

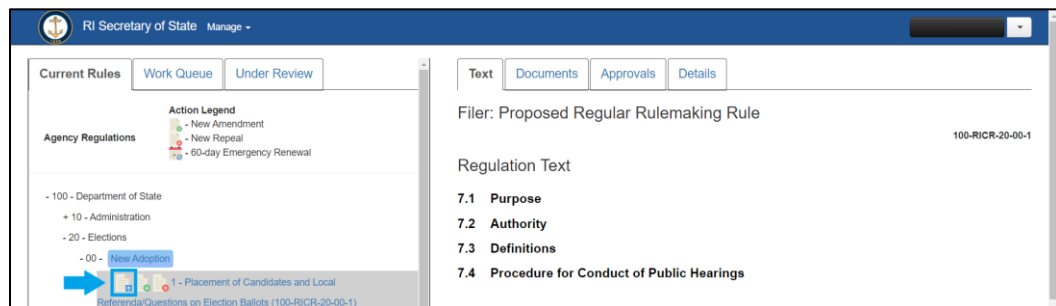
For information regarding this Rulemaking Action, see [§ 3.3.4 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
Generation of the Notice of Proposed Rulemaking	Agency Head
Public Comment Period Begin	RICR Filing System & Agency Head

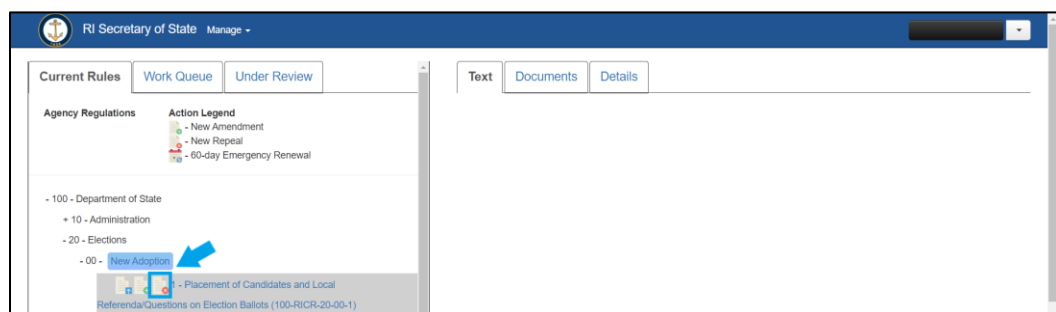


#### 6.3.1.3.4.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **Download Document** icon to draft the repeal (see [§ 5.1.2.3 of this guide](#) for additional information):



3. Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, then click the **New Repeal** icon promulgate a repeal:



4. Enter and confirm the **Rulemaking Filing Details**:

The screenshot shows the 'RI Secretary of State Manage' interface. The page title is 'Department of State'. The 'Rulemaking Type' is set to 'Repeal'. The 'Rulemaking Action' is currently set to 'Proposed', with 'Emergency' and 'Advance Notice' options also visible. The 'Rule Identifier' is '100-RICR-20-00-1'. The 'Regulation Title' is 'Filer: Proposed Regular Rulemaking Rule'. The 'Rulemaking Authority' is currently set to 'R.I. General Laws'. There are 'Add >>' and '<< Remove' buttons next to the authority field.

- a. Choose **Advance Notice** for the **Rulemaking Action** and **Rulemaking Process**;

A close-up of the 'Rulemaking Action' field. It shows three radio button options: 'Proposed', 'Emergency', and 'Advance Notice'. The 'Advance Notice' option is selected, indicated by a blue dot.

- b. Confirm the **Regulation Title** uses sentence case (i.e., use "Conduct of Public Hearings", not "CONDUCT OF PUBLIC HEARINGS"); and
- c. Confirm the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.

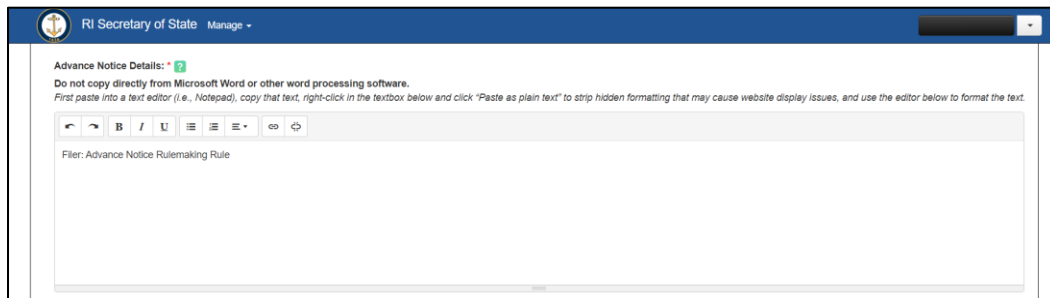
- i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:

A close-up of the 'Rulemaking Authority' field. The field contains the text 'R.I. Gen. Laws § 42-35' followed by a '1' in a small box. To the left of the field are two buttons: 'Add >>' and '<< Remove'. The '<< Remove' button is highlighted with a blue border and a '2' next to it.



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5. Enter the **Advance Notice Details** to indicate where, when, and how persons may comment before the rulemaking process begins (any meeting held is open to the Open Meetings Act and subject [to R.I. Gen. Laws Chapter 42-46](#)):
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



6. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

7. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel** to prevent the Part number from being used.



8. **DO NOT CLICK ANYTHING UNTIL ALL OPTIONS ARE REVIEWED**  
 There are three (3) options to move forward based on if documents need to be uploaded or not, *and two (2) options have immediate ramifications.*

Advance Notice Rulemaking does not require documents to be uploaded, however, if the promulgating agency wants or needs to upload documents, the following optional documents may be uploaded:

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- Proposed Rule
- Index of Studies/Reports\*
- Internal Organization Document\*
- Petition\*
- Additional Documentation\*
- Studies/Reports\*

*\*This document type cannot be uploaded alone. A Proposed Rule must also be uploaded to be able to advance to the next step.*

Read through all three options carefully before determining and taking action to advance to the next step:

- a. **Advance Workflow** – Choose if you don't need to upload documents.  
*If you choose this option, documents may still be uploaded later if need be.*

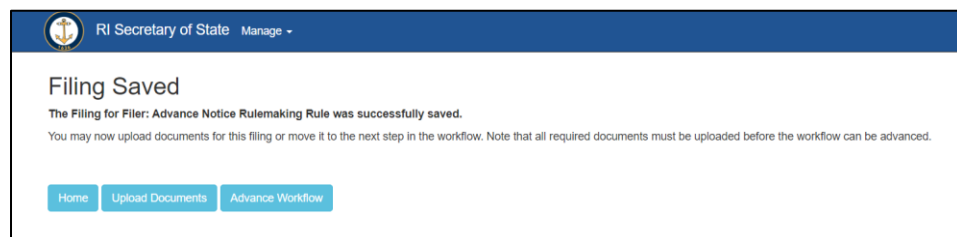
See step 9 for next steps.

- b. **Upload Documents** – Choose if you need to upload documents.  
*If you choose this option and documents do not actually need to be uploaded, the RICR System will not allow you to advance the workflow until a Proposed Rule is uploaded, so you **will need to terminate the rule and start over** if you do not wish to upload a Proposed Rule.*

See step 10 for next steps.

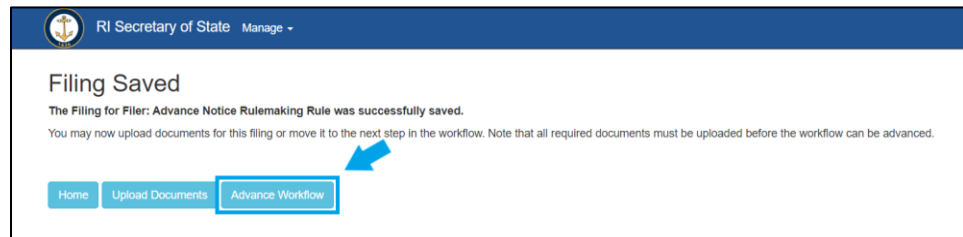
- c. **Home** – Equivalent to choosing Upload Documents, do not use.  
*If you choose this option and documents do not actually need to be uploaded, the RICR System will not allow you to advance the workflow until a Proposed Rule is uploaded, so you **will need to terminate the rule and start over** if you do not wish to upload a Proposed Rule.*

If accidentally clicked, see step 11 for next steps.

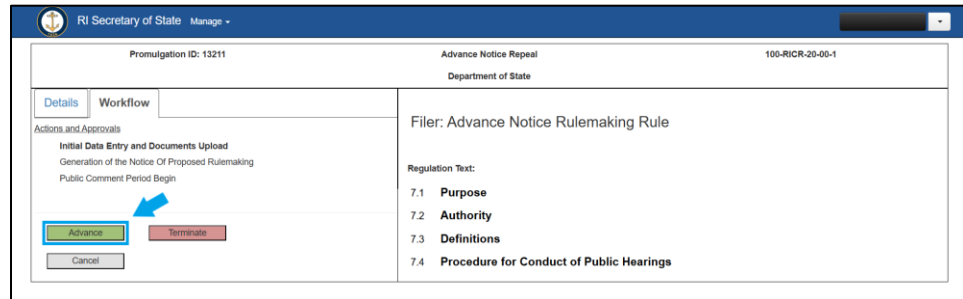


9. For **Advance Workflow**:

- a. Click **Advance Workflow**:

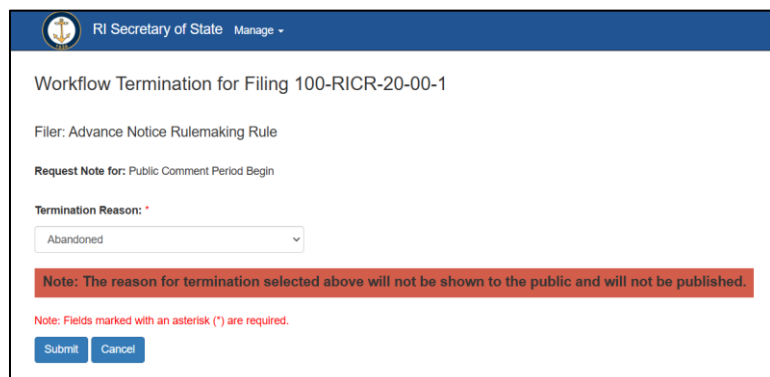


- b. To advance the rule to generate the Advance Notice of Proposed Rulemaking, click **Advance** and skip to step 12:



- i. If for any reason at this stage it is determined that documents need to be uploaded, click **Cancel** and skip to step 11(b); or
- ii. Click **Terminate** to end the promulgation process:

- (1) Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

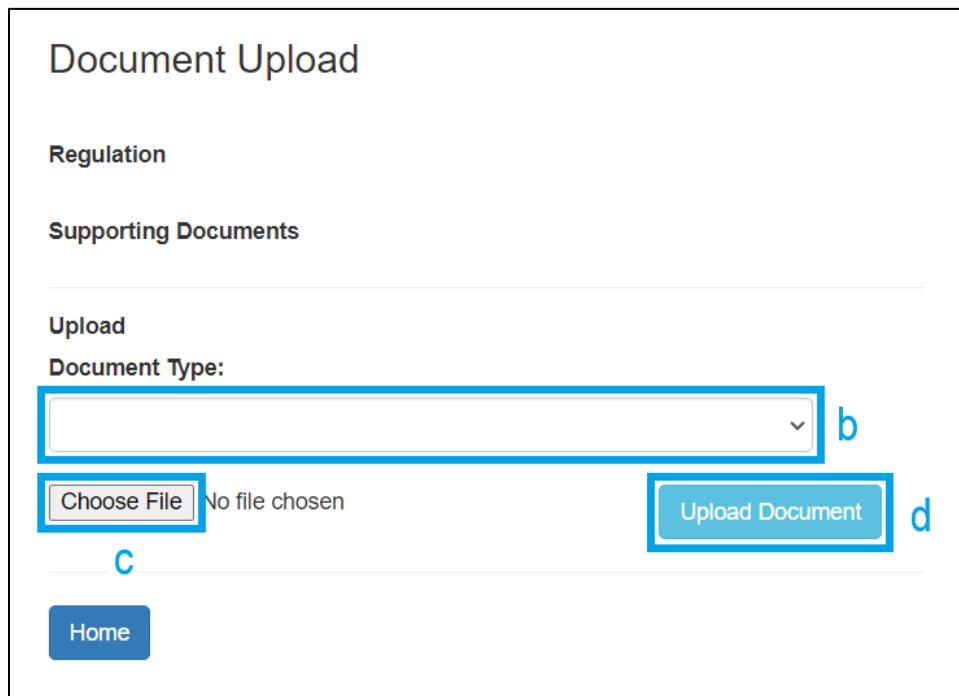


10. For **Upload Documents**:

- a. Click **Upload Documents**:



- b. Select from the dropdown the **Document Type**:



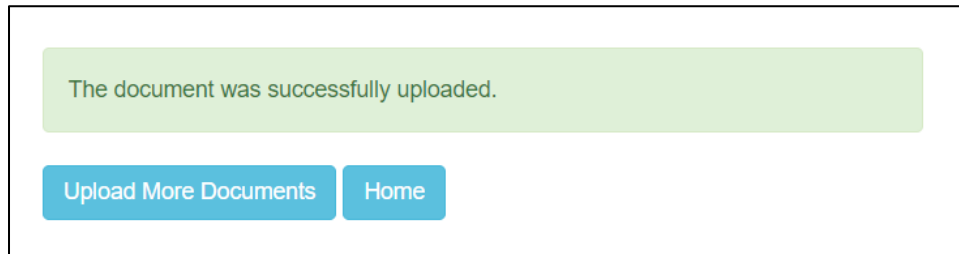
- Proposed Rule
- Index of Studies/Reports\*
- Internal Organization Document\*
- Petition\*
- Additional Documentation\*
- Studies/Reports\*

*\*This document type cannot be uploaded alone. A Proposed Rule must also be uploaded to be able to advance to the next step.*

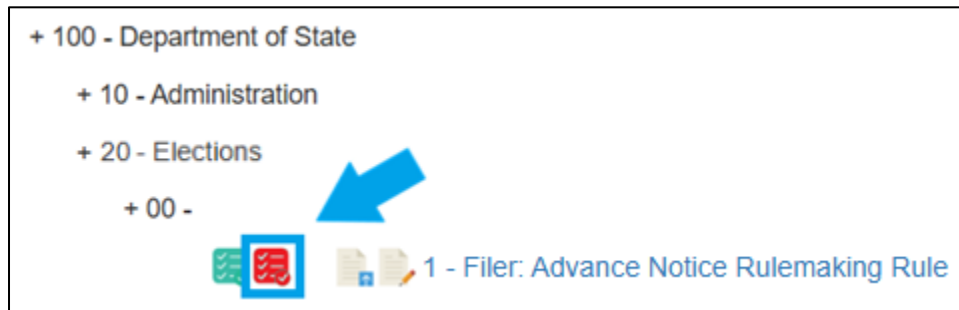
- c. Click **Choose File** to select the document from your computer.
- d. Click **Upload Document** to upload.

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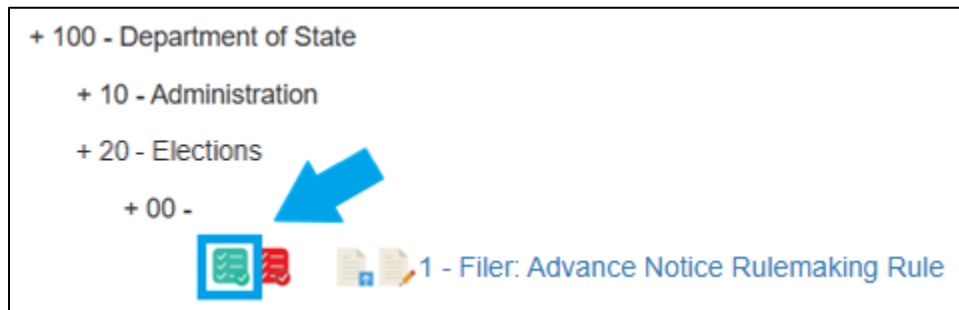
- e. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps b-e for each additional document (you will not be able to advance the rule until the Proposed Rule is uploaded), or click **Home**:



- f. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 10(h)(ii)(1):



- g. To continue, click the **Advance Workflow** icon:



- h. To advance the rule to generate the Advance Notice of Proposed Rulemaking, click **Advance** and skip to step 12:

The screenshot shows the 'RI Secretary of State' portal with a 'Manage' dropdown. The main content area is titled 'Promulgation ID: 13211' and 'Advance Notice Repeat' for 'Department of State' (ID: 100-RICR-20-00-1). It features a 'Workflow' tab and a 'Details' tab. Under 'Actions and Approvals', the current step is 'Public Comment Period Begin'. A blue arrow points to the 'Advance' button. Other buttons include 'Terminate' and 'Cancel'. The right sidebar shows 'Filer: Advance Notice Rulemaking Rule' and a 'Regulation Text' section with items 7.1 Purpose, 7.2 Authority, 7.3 Definitions, and 7.4 Procedure for Conduct of Public Hearings.

- i. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- ii. Click **Terminate** to end the promulgation process:

(1) Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

The screenshot shows the 'Workflow Termination for Filing 100-RICR-20-00-1' form. It includes the 'Filer: Advance Notice Rulemaking Rule' and 'Request Note for: Public Comment Period Begin'. A 'Termination Reason' dropdown menu is set to 'Abandoned'. A red banner below the dropdown states: 'Note: The reason for termination selected above will not be shown to the public and will not be published.' A smaller red note below that says: 'Note: Fields marked with an asterisk (\*) are required.' At the bottom are 'Submit' and 'Cancel' buttons.

### 11. **DO NOT USE - ONLY FOLLOW IF ACCIDENTALLY CHOSEN**

For **Home**:

- a. Click **Home**:

The screenshot shows a 'Filing Saved' confirmation message. It states: 'The Filing for Filer: Advance Notice Rulemaking Rule was successfully saved. You may now upload documents for this filing or move it to the next step in the workflow. Note that all required documents must be uploaded before the workflow can be advanced.' A blue arrow points to the 'Home' button in the navigation bar at the bottom, which also includes 'Upload Documents' and 'Advance Workflow' buttons.

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- b. Click the **Upload Documents** icon next to the Part in the **Work Queue** tab to upload documents to be able to advance the rule:



- c. Select from the dropdown the **Document Type**:

The screenshot shows the 'Document Upload' form. The 'Regulation' section is expanded to show 'Supporting Documents'. Under the 'Upload' section, the 'Document Type:' dropdown menu is highlighted with a blue box and labeled 'c'. Below it, the 'Choose File' button is highlighted with a blue box and labeled 'd', and the 'Upload Document' button is highlighted with a blue box and labeled 'e'. A 'Home' button is visible at the bottom left.

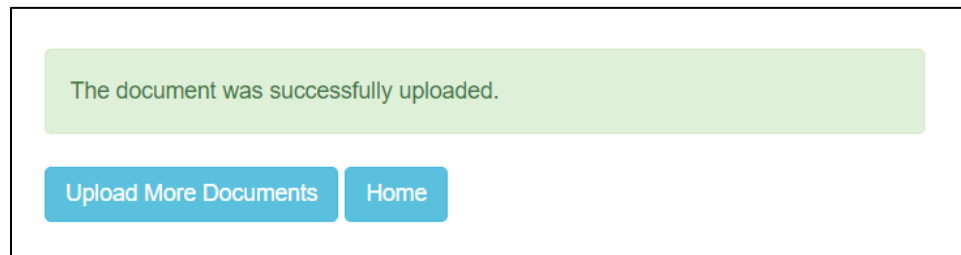
- Proposed Rule
- Index of Studies/Reports\*
- Internal Organization Document\*
- Petition\*
- Additional Documentation\*
- Studies/Reports\*

*\*This document type cannot be uploaded alone. A Proposed Rule must also be uploaded to be able to advance to the next step.*

- d. Click **Choose File** to select the document from your computer.

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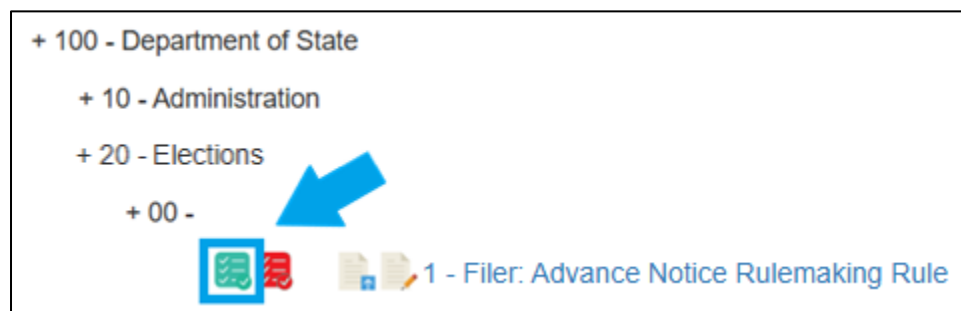
- e. Click **Upload Document** to upload.
- f. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps c-f for each additional document (you will not be able to advance the rule until the Proposed Rule is uploaded), or click **Home**:



- g. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 11(i)(ii)(1):



- h. To continue, click the **Advance Workflow** icon:





- i. To advance the rule to generate the Advance Notice of Proposed Rulemaking, click **Advance** and skip to step 12:

The screenshot shows the 'RI Secretary of State' interface for a 'Promulgation ID: 13211'. The page is titled 'Advance Notice Repeat' and 'Department of State'. It features a 'Workflow' tab and a 'Details' tab. Under 'Actions and Approvals', there are three buttons: 'Advance' (highlighted with a blue arrow), 'Terminate', and 'Cancel'. The 'Regulation Text' section on the right lists: 7.1 Purpose, 7.2 Authority, 7.3 Definitions, and 7.4 Procedure for Conduct of Public Hearings.

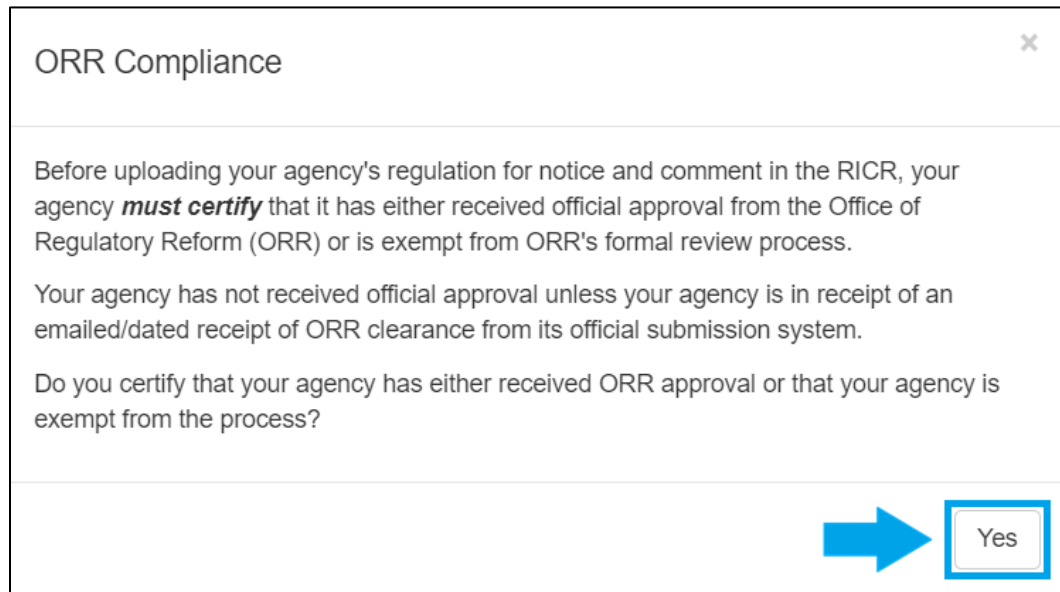
- i. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- ii. Click **Terminate** to end the promulgation process:

(1) Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:

The screenshot shows the 'Workflow Termination for Filing 100-RICR-20-00-1' form. It includes the 'RI Secretary of State' header and the 'Filer: Advance Notice Rulemaking Rule'. The 'Request Note for:' is 'Public Comment Period Begin'. A 'Termination Reason:' dropdown menu is set to 'Abandoned'. A red banner below the dropdown reads: 'Note: The reason for termination selected above will not be shown to the public and will not be published.' At the bottom, there are 'Submit' and 'Cancel' buttons. A note at the bottom states: 'Note: Fields marked with an asterisk (\*) are required.'

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12. Certify that your agency *will* receive official approval from OMB if the rule is to be fully promulgated or is exempt from OMB’s review process by clicking **Yes**:




**ORR Compliance** ✕

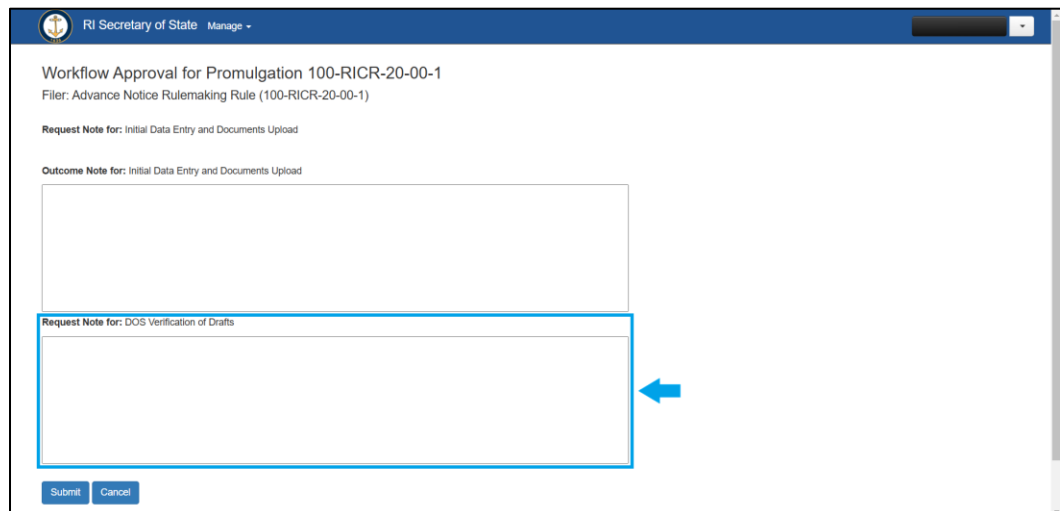
Before uploading your agency's regulation for notice and comment in the RICR, your agency **must certify** that it has either received official approval from the Office of Regulatory Reform (ORR) or is exempt from ORR's formal review process.

Your agency has not received official approval unless your agency is in receipt of an emailed/dated receipt of ORR clearance from its official submission system.

Do you certify that your agency has either received ORR approval or that your agency is exempt from the process?



13. If you would like to add a note for the DOS for the future DOS review, enter text in the **Request Note** and/or click **Submit**:



RI Secretary of State Manage

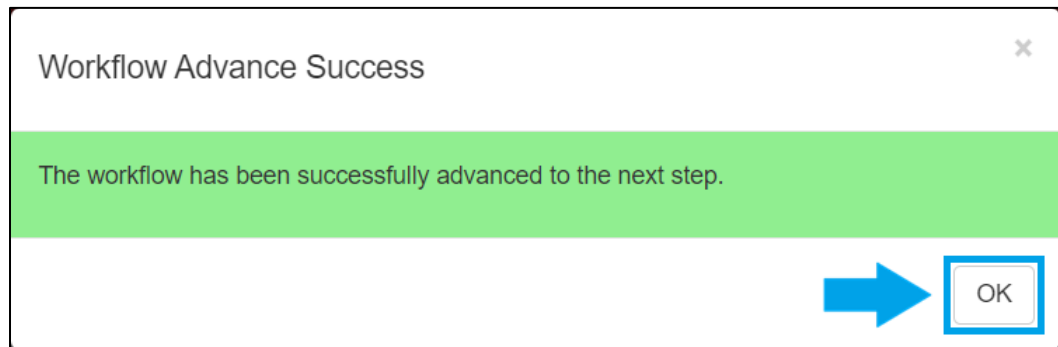
Workflow Approval for Promulgation 100-RICR-20-00-1  
Filer: Advance Notice Rulemaking Rule (100-RICR-20-00-1)

**Request Note for:** Initial Data Entry and Documents Upload

**Outcome Note for:** Initial Data Entry and Documents Upload

**Request Note for:** DOS Verification of Drafts

14. Upon submitting, click **OK** to return to the RICR System homepage:

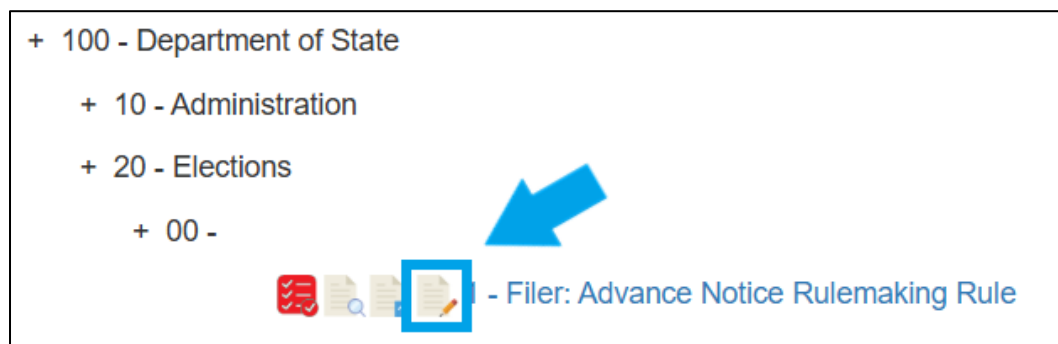


 **COMPLETED: Initial Data Entry and Documents Upload**

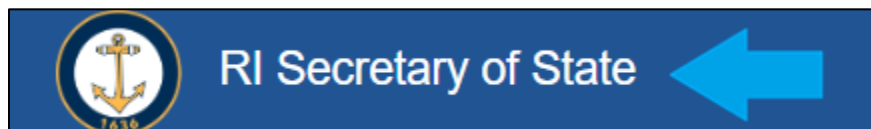
 **6.3.1.3.4.2 Generation of the Notice of Proposed Rulemaking**

1. In the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level to view the rule.
2. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, and **Advance Notice Details**, then click **Submit** once the details are updated:

*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*

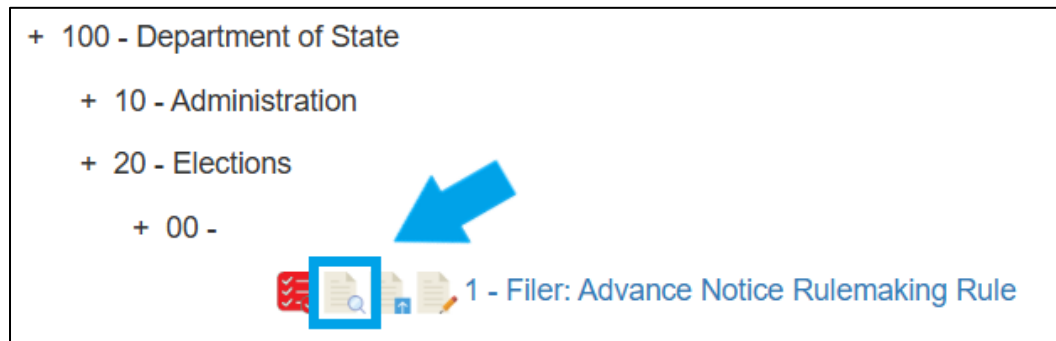


- a. Once completed, click the Department of State logo to navigate back to the homepage:

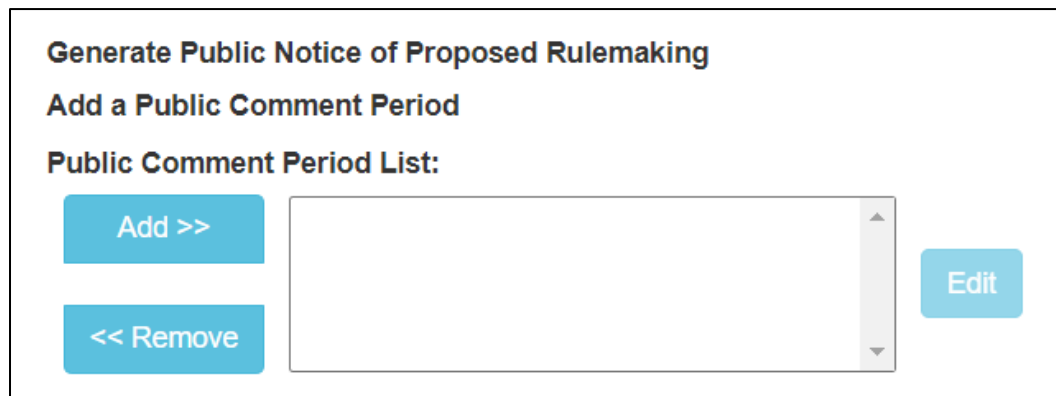


## AGENCY GUIDE: AGENCY HEADS

3. Click the **Generate/Review Docs** icon:



4. Click **Add >>** under **Public Comment Period List**, and click **Edit** and **<< Remove** as necessary to adjust the Public Comment Period:



**AGENCY GUIDE: AGENCY HEADS**

5. Fill out the form to add a Public Comment Period – all fields are required:

Public Comment Period
✕

---

**Date of Public Notice:**

08/13/2024

**Date of End of Comment Period: \*** ?

**Full Name of Contact Person: \***

**Contact Person Email: \***

**Contact Person Address: \***

, RI

**Allow online public comments? \***

Yes  No

- a. The **Date of End of Comment Period** will automatically show the minimum first eligible date to be chosen, but you may choose a future date if needed.
- b. Agencies may use the RICR Filing System to accept public comments by selecting **Yes** to **Allow online public comments?**. Agencies may opt out by selecting **No**.
  - i. If **Yes** is selected, you have the option to specify dates for when your agency wants to allow online public comments within the Public Comment Period.

**AGENCY GUIDE: AGENCY HEADS**

- 6. If there will be a hearing, click on the Public Comment Period, then click **Add >>** under **Add a Public Hearing:**

**Generate Advance Notice of Proposed Rulemaking**

**Add a Public Comment Period**

**Public Comment Period List:**

**Add a Public Hearing: ?**

- 7. Fill out the form to add a Public Hearing - all fields are required:

**Public Hearing** [Close]

**Hearing date/time: \***

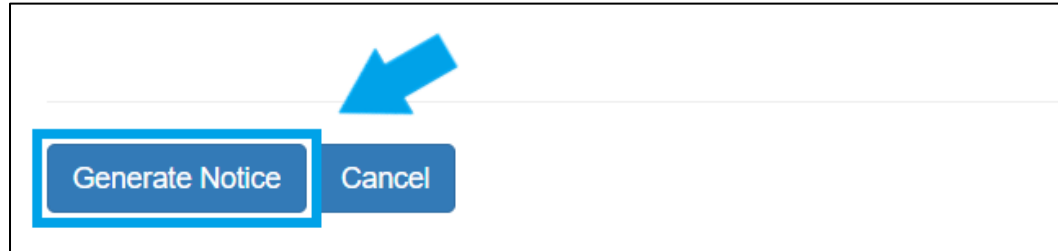
Time:

**Hearing Location: \***

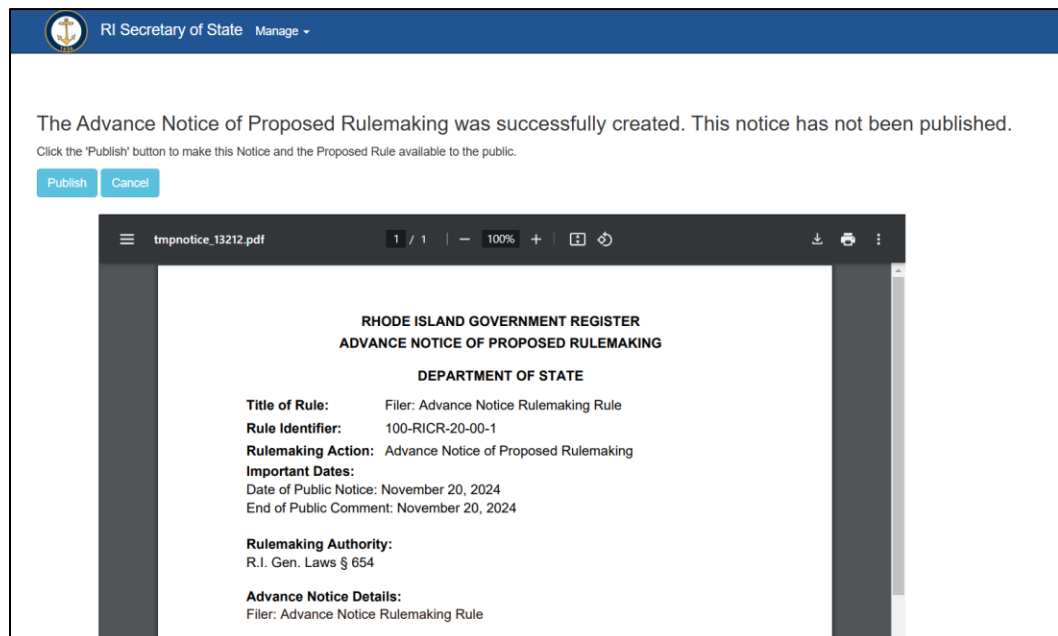
State: Rhode Island

**Phone Number for Special Assistance: \***

8. Click **Generate Notice** (this will not publish the rule, only preview the notice):



9. Review the Notice of Proposed Rulemaking:



- a. If any information within the notice is incorrect, click **Cancel** to go back and edit to update the information and complete steps as necessary.
- b. Once information is confirmed to be correct, click **Publish** to approve the notice and publish the rule in the RICR.

10. Click **Home** to return to the RICR home page:

- a. If after the notice is published there needs to be any changes made, click **Amend Public Notice** to create and publish an additional notice with corrections.

## Documents Published

**Rule Identifier: 100-RICR-20-00-1**

**Title of Rule: Filer: Advance Notice Rulemaking Rule**

The following documents are now available to the public:

- [Proposed Rule](#)
- [Public Notice of Proposed Rulemaking](#)

Amend Public Notice
Home


 **COMPLETED: Generation of the Notice Of Proposed Rulemaking**

At this time, the Proposed Rule is now live in the RICR and may be viewed by completing the following:

1. Go to <https://rules.sos.ri.gov/organizations>.
2. Locate the associated Title within the Table of Contents.
3. Click the plus sign (+) next to the Title:

### Table of Contents

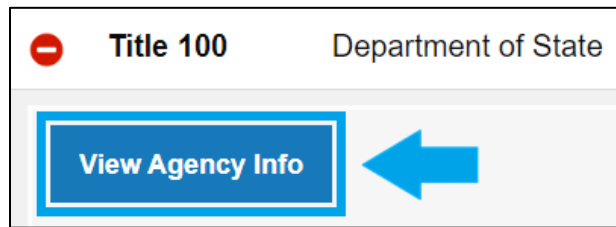
Show  entries Filter by Agency

	Title	Agency
	Title 100	Department of State

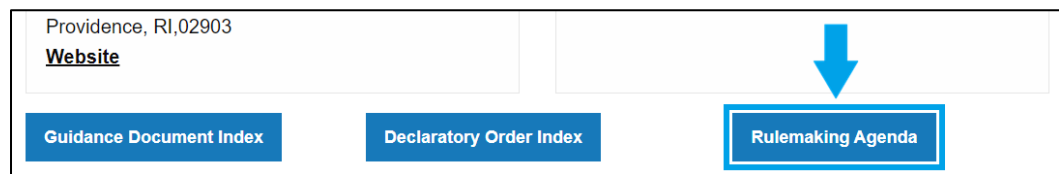


## AGENCY GUIDE: AGENCY HEADS

4. Click **Agency Info**:



5. Click **Rulemaking Agenda**:



6. Locate the correct Proposed Rule and click the rule name to view:



- Click through the navigation tabs to view the **Overview**, **Regulation**, **History**, **Rulemaking Documents**, and **Comments**:

The screenshot shows the top portion of a web page for a rulemaking rule. At the top, the title is "Filer: Advance Notice Rulemaking Rule" with a sub-header "100-RICR-20-00-1 ADVANCE NOTICE OF PROPOSED RULE". Below this is a navigation bar with tabs for "Overview", "Regulation", "History", "Rulemaking Documents", and "Comments". A blue arrow points to the "Comments" tab. To the right of the navigation bar is a "Download Regulation" button. On the far right, there are buttons for "Home" and "RICR FAQs", and a "Search Regulations" section with a search box containing "ex. fish, 120-RICR-00-00-12345", an "Exact Match" checkbox, a dropdown for "Agencies" (set to "Select an agency"), a "Sort by" dropdown (set to "Relevance"), and an "In Order of" dropdown (set to "Descending"). A "Search" button is at the bottom of the search section. The main content area shows a preview of the rule text:

```

400-RICR-20-00-4
TITLE 100 – DEPARTMENT OF STATE
CHAPTER 20 – ADMINISTRATION
SUBCHAPTER 00 – N/A
PART 1 – CONDUCT OF PUBLIC HEARINGS
7.1 – Purpose
    
```

- The **Overview** tab displays the rule details:

The screenshot shows the "Overview" tab selected in the navigation bar. A "Notify Me" button is in the top right corner. Below it is a table with the following data:

<b>Title</b>	100	Department of State
<b>Chapter</b>	20	Elections
<b>Subchapter</b>	00	N/A
<b>Part</b>	1	Filer: Advance Notice Rulemaking Rule

Below the table is another section with the following details:

<b>Type of Filing</b>	Repeal
<b>Regulation Status</b>	Advance Notice <a href="#">View Active Rule</a>
<b>Filing Notice Date</b>	11/19/2024
<b>Public Comment Dates</b>	11/19/2024 to 11/20/2024

Below this table, the "Regulation Authority" is listed as "R.I. Gen. Laws § 564". The "Advance Notice Details" section shows "Filer: Advance Notice Rulemaking Rule".



### 6.3.1.3.4.3 Public Comment Period Begin

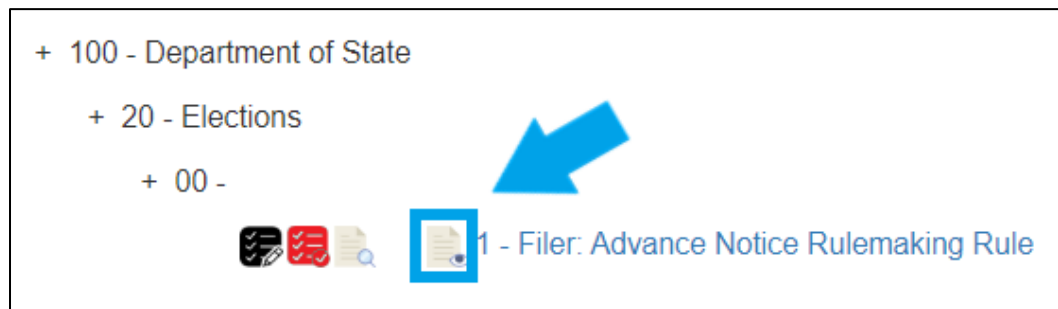
*The first half of this step will be completed automatically by the RICR System to start the Public Comment Period in the RICR.*

If online public comments were allowed, you may review comments as they are submitted, or at the end of the Public Comment Period. See step 2 in the following section ([§ 6.3.1.3.4.4 of this Guide](#)) for how to review comments and generate a public comment document compiling all submitted rules.

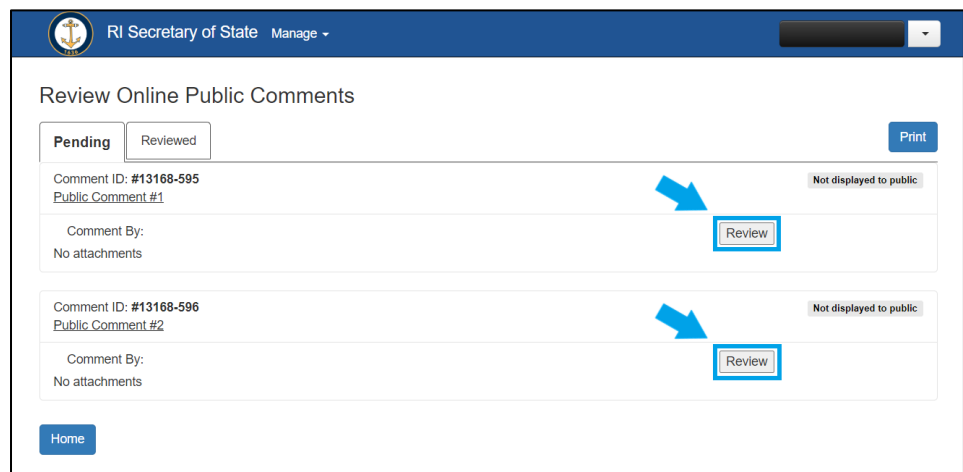


### 6.3.1.3.4.4 Public Comment Period Begin

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. If online public comments were allowed, click the Review Comments icon, otherwise skip to step 3:



- a. Review every rule listed under the **Pending** tab by clicking **Review** for each comment submitted:



- i. Select to display the comment in the RICR or not, add any internal and public notes, and click **OK** to approve:

Online Public Comment Review

Comment By: **First Last**  
On: **08/13/2024**  
Comment: **Public Comment #1**  
Comment display to public is **disabled** and not yet reviewed

Enable public comment display?  Yes  No

**Internal Review Notes**

**Public Review Notes**

Display these Public Review Notes to the public: ?

OK Cancel

- b. Click the **Reviewed** tab to view who reviewed the comment, when it was approved, and review again if necessary:

RI Secretary of State Manage

Review Online Public Comments

Pending **Reviewed** Print

Comment ID: #13168-595  
Public Comment #1 Displayed to public

Comment By:  
No attachments  
Reviews:

Reviewed By:  
On:

Review

Comment ID: #13168-596  
Public Comment #2 Displayed to public

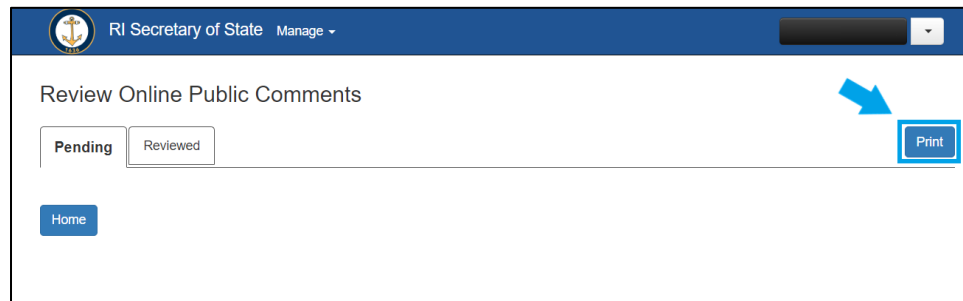
Comment By:  
No attachments  
Reviews:

Reviewed By:  
On:

Review

Home

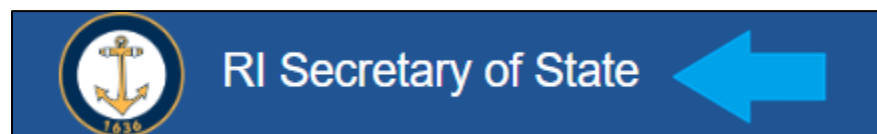
- c. Click **Print** to generate a public comment document:



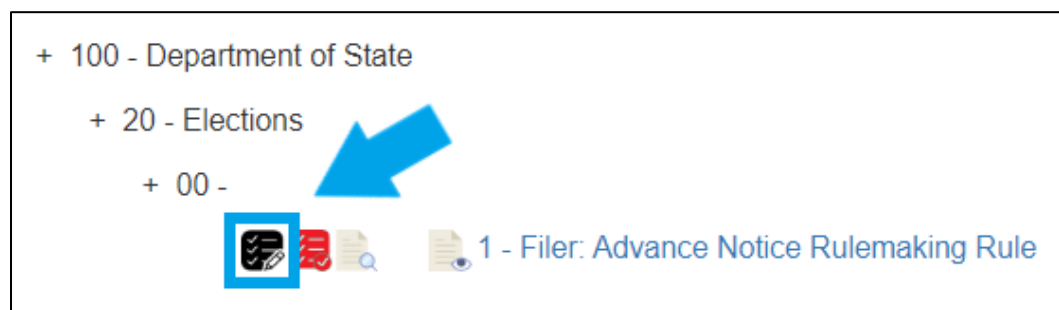
- d. Click the down arrow at the top-right of the PDF viewer to download the document so that it can be used to upload as the part of the final rulemaking documents:



- e. To navigate back to the homepage, click the Department of State logo:

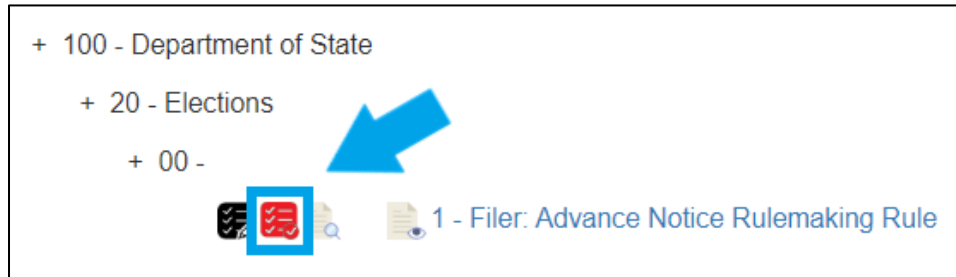


3. To start rulemaking, in the **Work Queue** tab, click on the **Title**, **Chapter**, and **Subchapter** to open each level, then click the **Start Rulemaking** icon:



## AGENCY GUIDE: AGENCY HEADS

- a. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process:

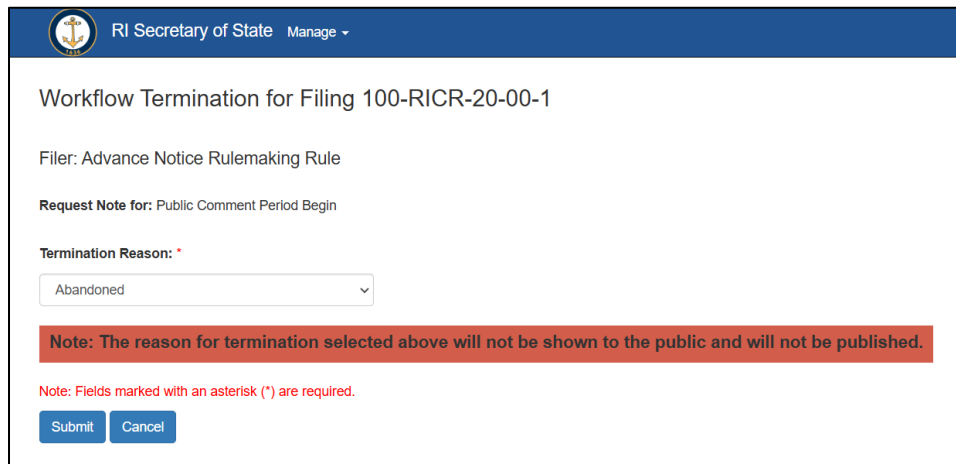


- b. Select a **Termination Reason**, then click **Submit** to terminate.



***DO NOT CLICK Cancel - THIS WILL START PROPOSED REGULAR RULEMAKING.***

*Instead, click the RICR logo at the top-left corner to go back if need be.*



#### 4. Enter and confirm the **Rulemaking Filing Details**:

- a. Choose the **Rulemaking Action** and **Rulemaking Process** to start rulemaking, either **Proposed Regular**, **Proposed Direct Final**, or **Emergency**:

## AGENCY GUIDE: AGENCY HEADS

If another Advance Notice Public Comment Period is necessary, choose Advance Notice.

<b>Rulemaking Action:</b> * ?	<input type="radio"/> Proposed	<input type="radio"/> Emergency	<input type="radio"/> Advance Notice
<b>Rulemaking Process:</b> * ?	<input type="radio"/> Regular	<input type="radio"/> Direct Final	

- b. Confirm the **Regulation Title** is correct and uses sentence case (i.e., use “Conduct of Public Hearings”, not “CONDUCT OF PUBLIC HEARINGS”); and
- c. Confirm the Rulemaking Authority is correct and update as necessary by selecting the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:

The screenshot shows a web interface for selecting a rulemaking authority. On the left, there are two blue buttons: 'Add >>' and '<< Remove'. The 'Remove' button has a blue '2' next to it. To the right is a dropdown menu with a light gray background. The selected item is 'R.I. Gen. Laws § 42-35' with a blue '1' next to it. The dropdown has a scroll bar on the right side.

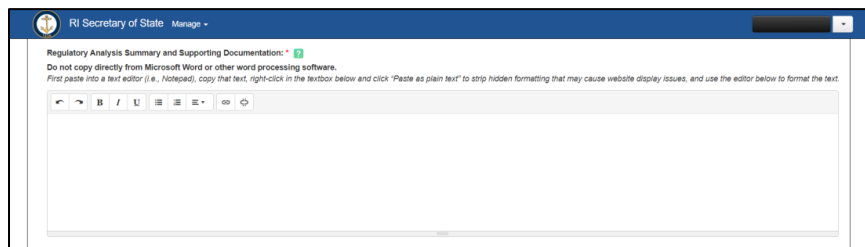
- d. If **Proposed Regular** or **Proposed Direct Final** was chosen:
  - i. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:

(1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.

The screenshot shows a web browser window titled 'RI Secretary of State - Manage'. The main content area is titled 'Summary of Proposed Rule:'. Below the title is a warning message: 'Do not copy directly from Microsoft Word or other word processing software. First paste into a text editor (i.e., Notepad), copy that text, right-click in the textbox below and click "Paste as plain text" to strip hidden formatting that may cause website display issues, and use the editor below to format the text.' Below the warning is a rich text editor toolbar with buttons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a dropdown menu. The text area below the toolbar is empty.

- ii. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:

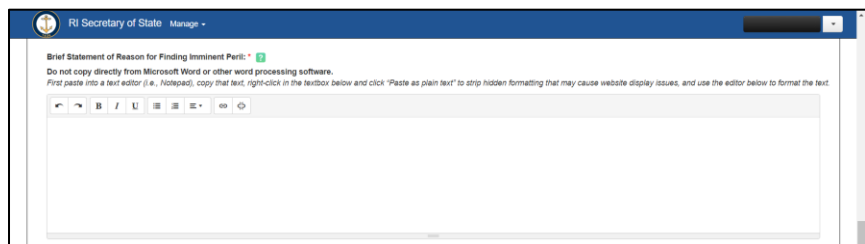
(1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



- e. If **Emergency** was chosen:

- i. Enter the **Brief Statement of Reason for Finding Imminent Peril** to state the reason this rule is required in order to avoid a threat to public health, safety, or welfare, or the loss of federal funding for an agency program ([R.I. Gen. Laws § 42-35-2.10](#)):

(1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



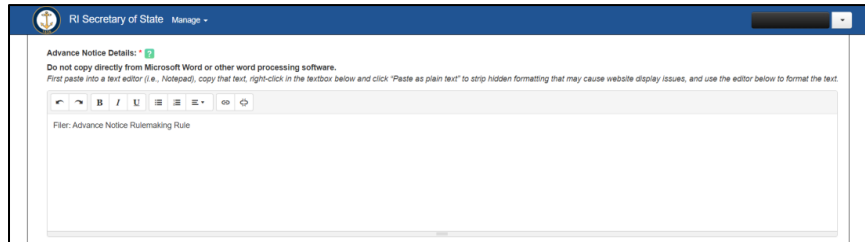
- f. If **Advance Notice** was chosen:

- i. Enter the **Advance Notice Details** to indicate where, when, and how persons may comment before the rulemaking process begins (any meeting held is open to the Open



Meetings Act and subject to [R.I. Gen. Laws Chapter 42-46](#)):

- (1) If copying text from another document, follow the directions on screen to strip all erroneous formatting.



5. Confirm the **Additional Information URL** is correct to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):



6. Review to ensure all entered text is correct and click **Submit**.



***DO NOT CLICK Cancel - THIS WILL START PROPOSED REGULAR RULEMAKING.***

*Instead, click the RICR logo at the top-left corner to go back if need be.*



**COMPLETED: Public Comment Period Begin**



### **6.3.1.3.4.5 Initial Data Entry and Documents Upload**

1. Based on the Rulemaking Action and Process chosen, continue rulemaking by following:
  - a. **Proposed Regular** Rulemaking in [§ 6.3.1.3.1.1\(9\) of this Guide](#);
  - b. **Proposed Direct Final** Rulemaking in [§ 6.3.1.3.2.1\(9\) of this](#)

[Guide](#);

- c. **Emergency** Rulemaking in [§ 6.3.1.3.3.1\(9\) of this Guide](#); or
- d. Restart **Advance Notice** Rulemaking in [§ 6.3.1.3.4.1\(7\) of this Guide](#).

### 6.3.1.3.5 APA Exempted Rulemaking

For information regarding this Rulemaking Action, see [§ 3.3.5 of this Guide](#).

Actions to be Completed	User to Complete
Initial Data Entry and Documents Upload	Agency Head
Rules Coordinator Approval for Notice of Proposed Rulemaking	Rules Coordinator
DOS Verification of Drafts	Department of State
Submission for Promulgation	RICR Filing System
Rules Coordinator Approval for Final Submission	Rules Coordinator
Agency Head Signature Applied	Agency Head
Final Rule and Signature Acceptance by DOS	Department of State
Promulgation Finalization	RICR Filing System

Before initiating the process in the RICR Filing System, [email the Administrative Records Office \(ARO\)](#) to request the APA Exemption be applied to the Part to be promulgated:

1. Provide the full RICR Citation (##-RICR-##-##-#); and
2. Confirm the promulgating agency/division may use the exemption per [R.I. Gen. Laws § 42-35-18](#).

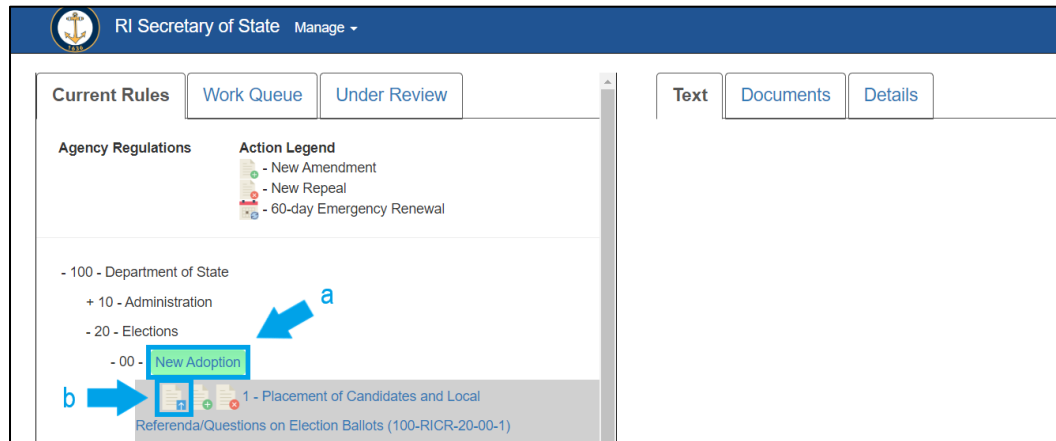
Only once the ARO confirms in an email reply that the exemption was applied can the process be started in the RICR Filing System.



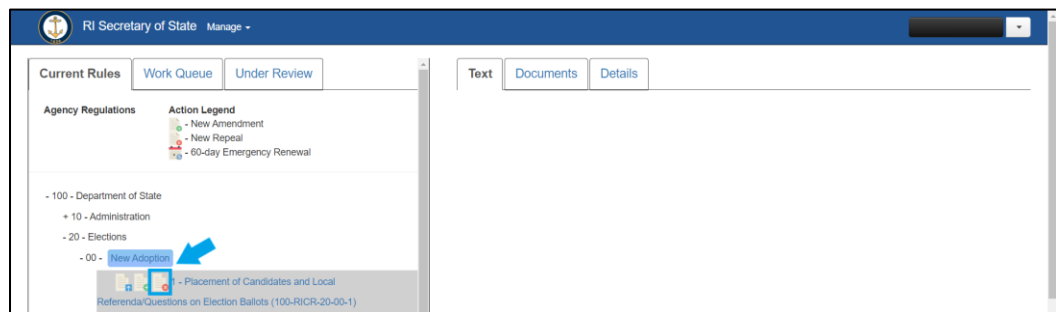
#### 6.3.1.3.5.1 Initial Data Entry and Documents Upload

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the **Current Rules** tab, click the **Title**, **Chapter**, **Subchapter**, and **Part** to open each level, and:
  - a. Ensure the New Adoption button is **green**, not **blue**; and  
*If the button is **blue**, do not move forward with the promulgation and immediately contact the ARO per [§ 6.3.1.3.5 of this Guide](#).*

- b. Click the **Download Document** icon to draft the repeal (see [§ 5.1.2.3 of this guide](#) for additional information):



3. Once the Proposed Rule draft is ready, in the **Current Rules** tab, click the **Title, Chapter, Subchapter, and Part** to open each level, then click the **New Repeal** icon promulgate a repeal:



4. Enter and confirm the **Rulemaking Filing Details**:

Department of State

Rulemaking Type: Repeal

Rulemaking Action: \* ? a APA Exempted

Rule Identifier: 100-RICR-20-00-1

Regulation Title: \* Filer: APA Exempted Rulemaking Rule

Rulemaking Authority: \* b R.I. General Laws

Add >>

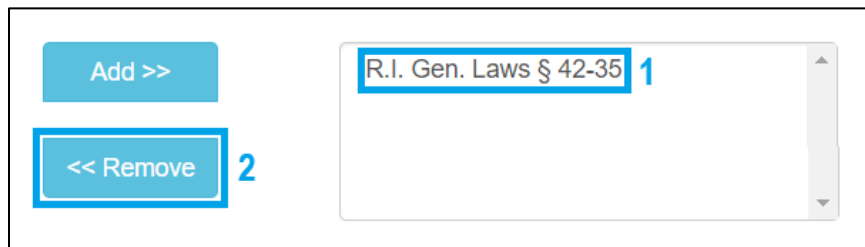
<< Remove

- a. The **Rulemaking Action** should immediately display **APA Exempted**:



If the Rulemaking Action does not display APA Exempted, *do not move forward with the promulgation* and instead scroll to the bottom of the page to click **Cancel** and [email the ARO](#) immediately to fix this; and

- b. Confirm the appropriate authority from the dropdown, enter the **Rulemaking Authority** citation, and click **Add**.
  - i. To remove a **Rulemaking Authority**, click to select the citation to remove from the list and click **Remove**:



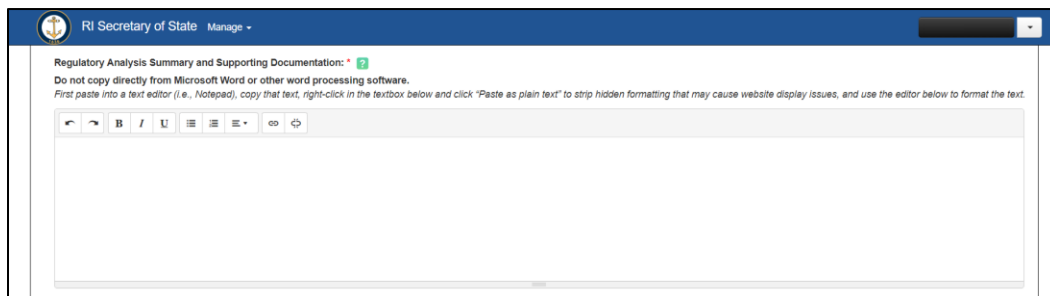
- 5. Enter the **Summary of Proposed Rule** in plain language of terms or substance of intended action, or description of the subjects and issues involved, including changes between current and proposed regulations:
  - a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



**AGENCY GUIDE: AGENCY HEADS**

6. Enter the **Regulatory Analysis Summary and Supporting Documentation** to provide a brief paragraph of the societal cost and benefits of compliance as prepared under [R.I. Gen. Laws § 42-35-2.9](#), including any citations to scientific or statistical studies, reports, and analyses that served as a basis for the proposed rule:

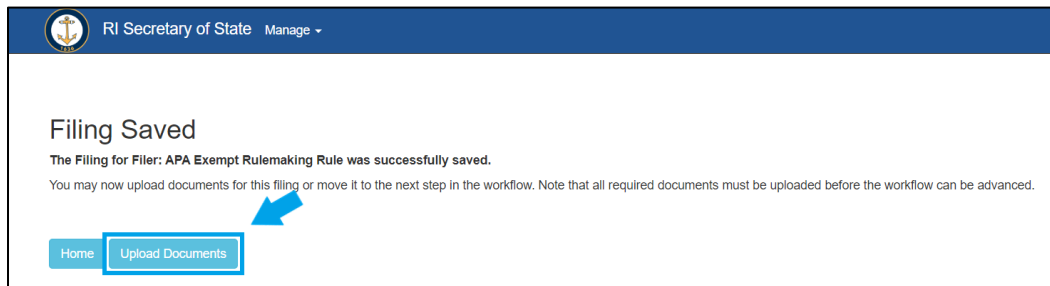
- a. If copying text from another document, follow the directions on screen to strip all erroneous formatting.



7. Confirm the **Additional Information URL** to indicate the location on your website where the Notice of Proposed Rulemaking is published as required by [R.I. Gen. Laws § 42-35-2.7](#):

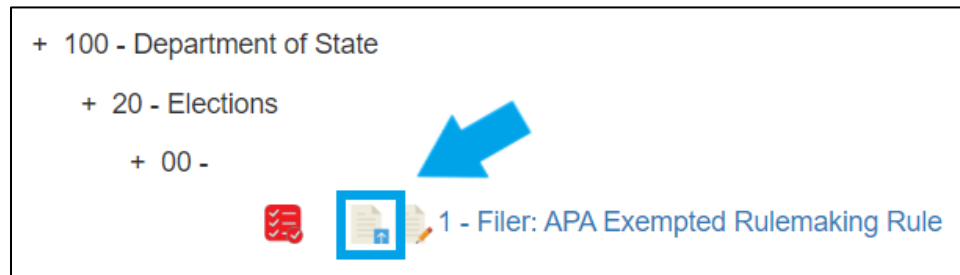


8. Review to ensure all entered text is correct and click **Submit**.
  - a. At any point during the above process, if you don't wish to move forward, click **Cancel** to prevent the Part number from being used.
9. This Rulemaking Action requires documents to be uploaded. Click **Upload Documents**:

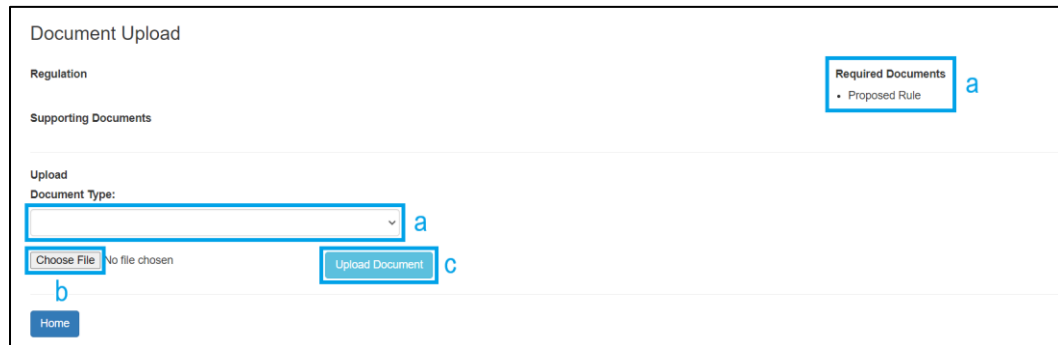


**AGENCY GUIDE: AGENCY HEADS**

- a. If you click **Home** by accident, click the **Upload Documents** icon next to the Part in the **Work Queue** tab to go to the correct screen:



10. Upload documents:

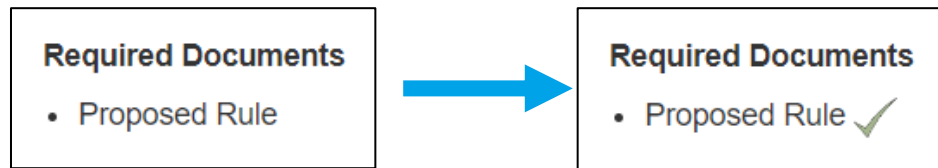


- a. Select from the dropdown the **Document Type**:
  - i. **Required**:
    - Proposed Rule\*
  - ii. **Optional**:
    - Index of Studies/Reports
    - Internal Organization Document
    - Petition
    - Additional Documentation
    - Studies/Reports

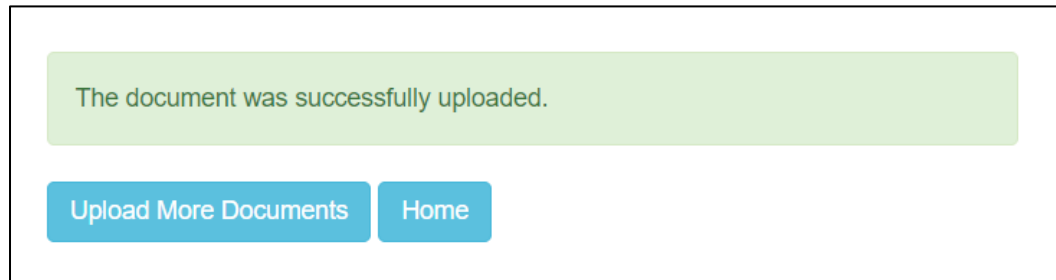
***\*There will be no option to upload a Final Rule.***  
*Upload the Final Rule with Track Changes still on as the Proposed Rule in the RICR Filing System. The ARO will accept all changes before the Final Rule goes into effect.*

A list of required documents will display, and as documents are uploaded, a green check will be added next to each document:

## AGENCY GUIDE: AGENCY HEADS



- b. Click **Choose File** to select the document from your computer; and
  - c. Click **Upload Document** to upload.
11. If additional documents need to be uploaded, click **Upload More Documents** and repeat steps 10-11 for each additional document (*you will not be able to advance the rule until all required documents are uploaded*), or click **Home** to continue to the next step:



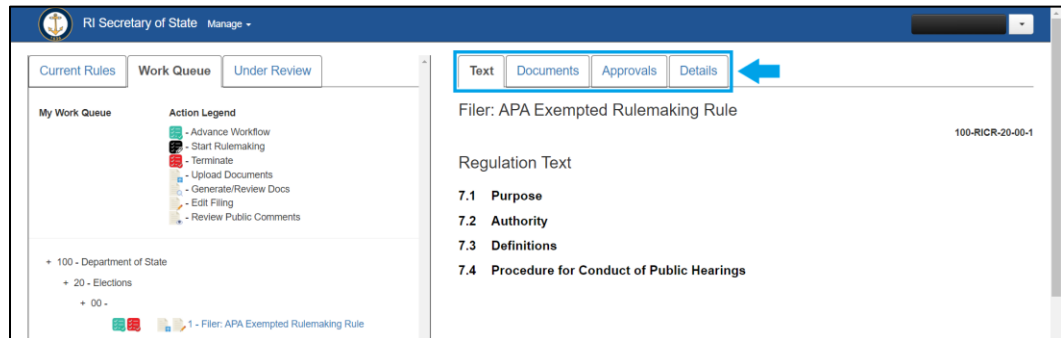
12. If for any reason the rule details need to be updated, click the **Edit Filing** icon to update the **Regulation Title**, **Rulemaking Authority**, **Summary of Proposed Rule**, and **Regulatory Analysis Summary and Supporting Documentation**, then click **Submit** once the details are updated:

*Once the Notice of Proposed Rulemaking is generated and published, this information cannot be changed.*





13. Click each tab on the right to ensure all information regarding the rule is correct (**Text**, **Documents**, **Approvals**, and **Details**):



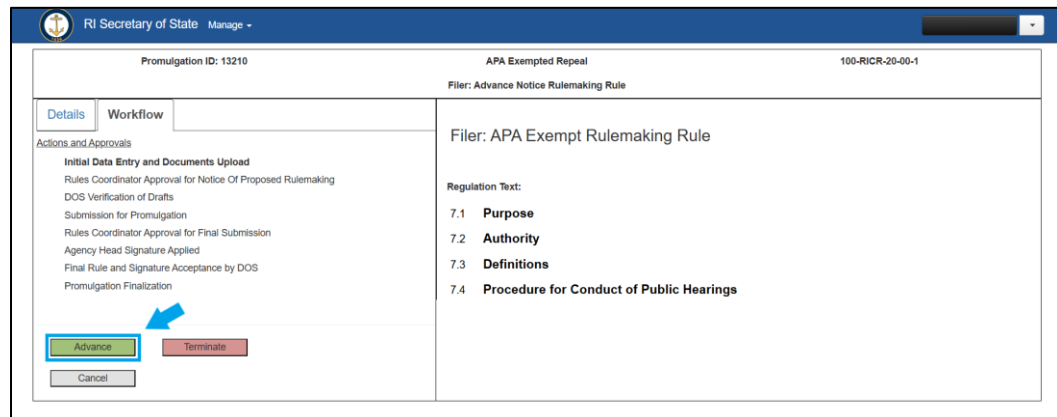
14. If for any reason at this stage it is determined that the rule should not move forward, click the **Terminate** icon to end the promulgation process and skip to step 16(b)(i):



15. To continue, click the **Advance Workflow** icon:



16. To advance the rule for the DOS Formatting Review, click **Advance**:



RI Secretary of State Manage -

Promulgation ID: 13210      APA Exempted Repeal      100-RICR-20-00-1

Filer: Advance Notice Rulemaking Rule

Details    Workflow

Actions and Approvals

**Initial Data Entry and Documents Upload**

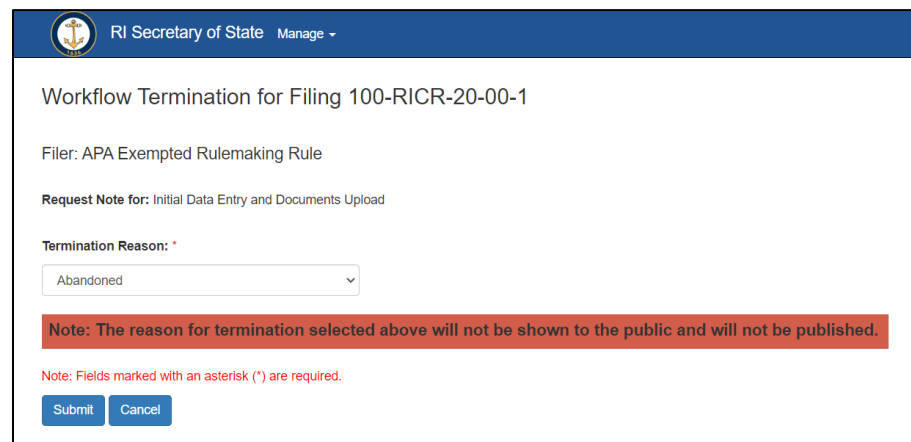
- Rules Coordinator Approval for Notice Of Proposed Rulemaking
- DOS Verification of Drafts
- Submission for Promulgation
- Rules Coordinator Approval for Final Submission
- Agency Head Signature Applied
- Final Rule and Signature Acceptance by DOS
- Promulgation Finalization

Regulation Text:

- 7.1 **Purpose**
- 7.2 **Authority**
- 7.3 **Definitions**
- 7.4 **Procedure for Conduct of Public Hearings**

Advance    Terminate    Cancel

- a. If for any reason at this stage it is determined that the rule should not move forward, click **Cancel** to go back; or
- b. Click **Terminate** to end the promulgation process:
  - i. Select a **Termination Reason**, then click **Submit** to terminate, or click **Cancel** to continue the promulgation process:



RI Secretary of State Manage -

Workflow Termination for Filing 100-RICR-20-00-1

Filer: APA Exempted Rulemaking Rule

**Request Note for:** Initial Data Entry and Documents Upload

**Termination Reason: \***

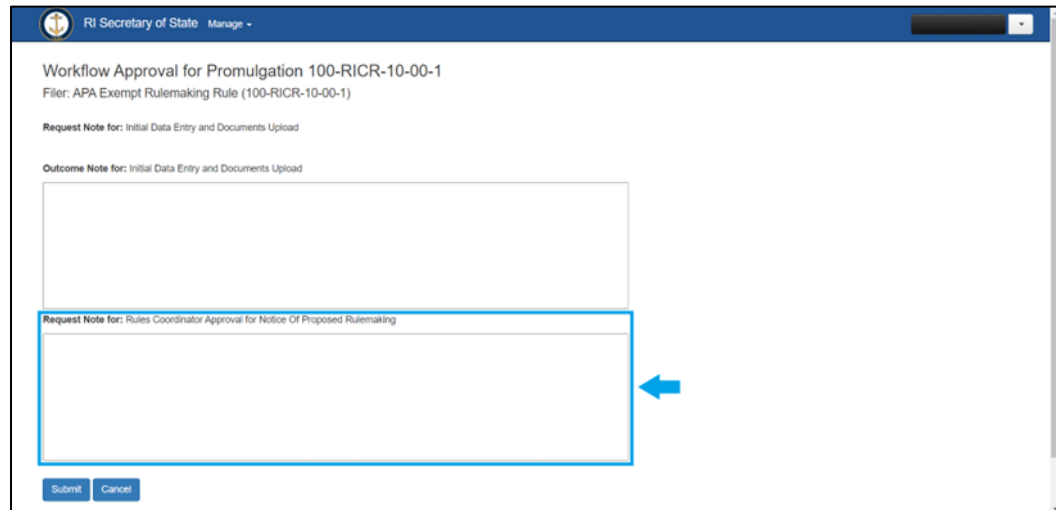
Abandoned

**Note: The reason for termination selected above will not be shown to the public and will not be published.**

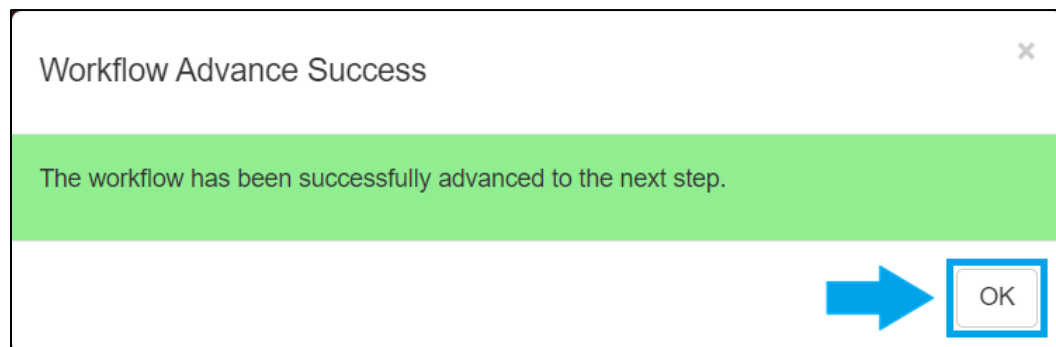
Note: Fields marked with an asterisk (\*) are required.

Submit    Cancel

17. Enter what the Effective Date should be set to (i.e., either a minimum 20-day waiting period or other date) in the **Request Note** and click **Submit**:



18. Upon submitting, click **OK** to return to the RICR System homepage:



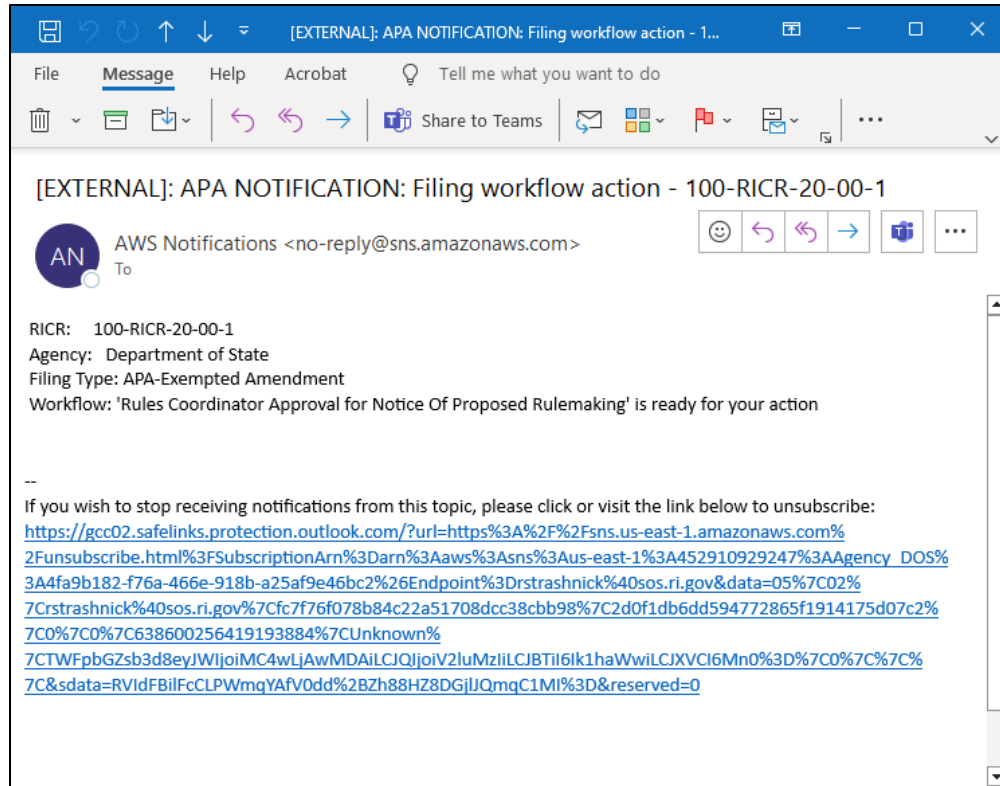
 **COMPLETED: *Initial Data Entry and Documents Upload***



### 6.3.1.3.5.2 Rules Coordinator Approval for Notice of Proposed Rulemaking

*This step will be completed by the Rules Coordinator.*

The Rules Coordinator will receive an AWS Notification email to indicate they need to log in and approve the rule to advance it for the DOS review:

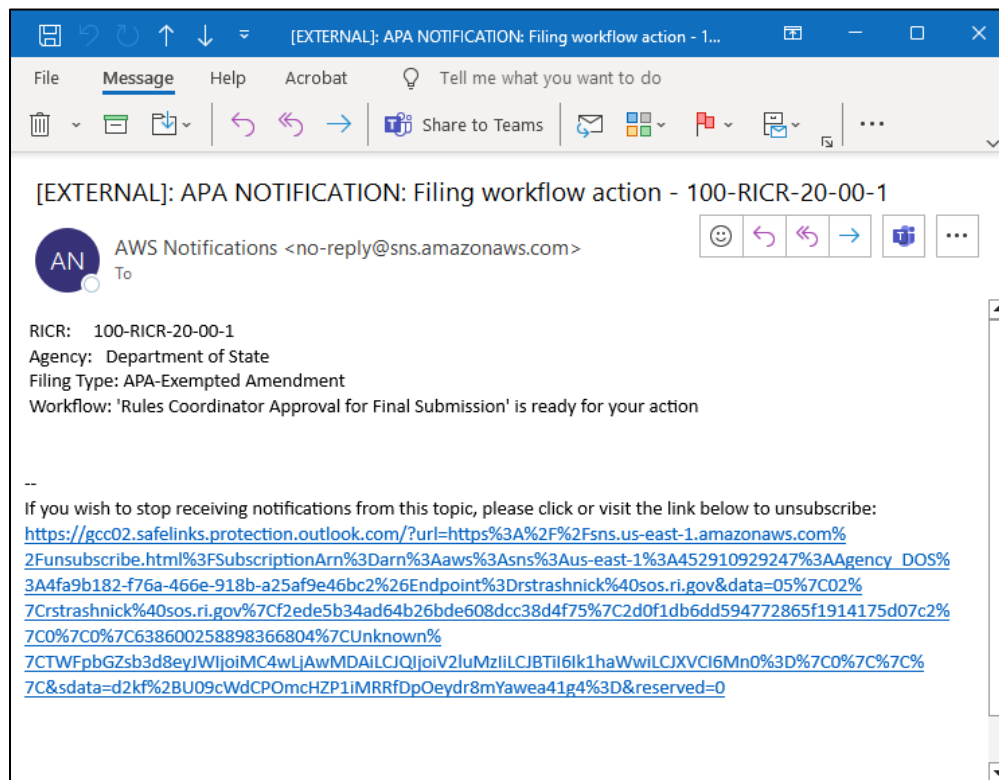




### 6.3.1.3.5.3 DOS Verification of Drafts

*This step will be completed by the Administrative Records Office.*

Once the DOS formatting review has been completed, the Rules Coordinator will receive an AWS Notification email to indicate the next step should be taken:



### 6.3.1.3.5.4 Rules Coordinator Approval for Final Submission

*This step will be completed by the Rules Coordinator.*

The Rules Coordinator will need to log in to advance the rule for signatures.



### 6.3.1.3.5.5 Agency Head Signature Applied

*The Agency Head will receive an AWS Notification when it is time to sign the Final Regulation.*

Complete the steps in [§ 6.3.1.4 of this Guide](#) to sign the rule.



### 6.3.1.3.5.6 Final Rule and Signature Acceptance by DOS

*This step will be completed by the Administrative Records Office.*

Once the Agency Head signs the rule, the Department of State will sign the rule and set the rule’s Effective Date.



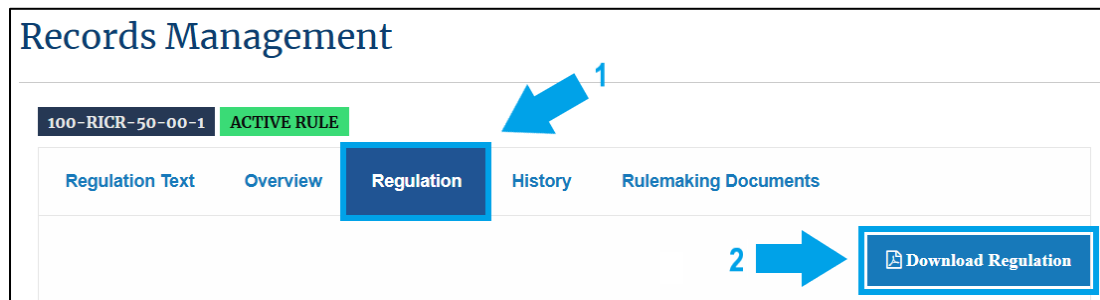
### 6.3.1.3.5.7 Promulgation Finalization

*This step will be completed automatically by the RICR System.*

The RICR System will automatically display the Final Regulation in the RICR the day it becomes effective.

It is the Agency Head’s responsibility to download the signed Regulation for the agency’s files to be permanently retained per [GRS2.5 Rulemaking Files](#).

Final Regulations can be downloaded by opening the active Part in the [RICR](#), clicking the **Regulation** tab, and clicking **Download Regulation**:



### 6.3.1.4 Signing Final Rules

Once a Final Regulation has been reviewed and advanced by the Administrative Records Office, the Agency Head will receive an automated email to sign the Rule from OneSpan Sign [signers@esignlive.com](mailto:signers@esignlive.com) (esignature provider), not from the Department of State.

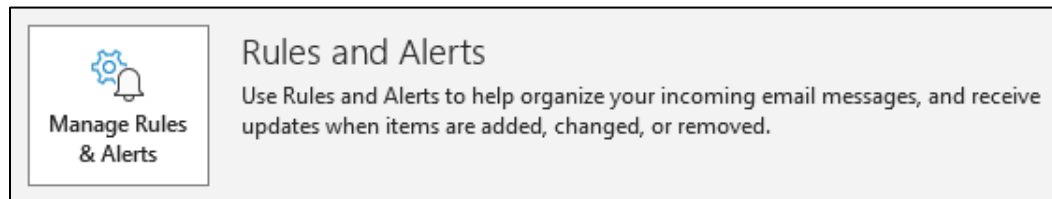
*Always check spam or junk folders if the email cannot be found and mark the above domain as safe if for any reason it gets caught in those folders.*

#### 6.3.1.4.1 Setting Up Email Rules

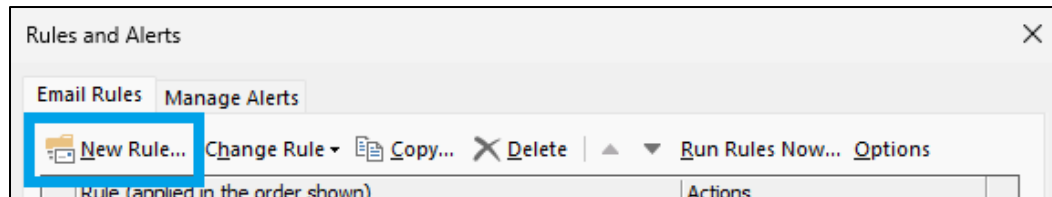
To easily identify the signing emails, it is recommended that an email rule is set up to filter all OneSpan emails directly into a dedicated OneSpan folder.

**To set up a new email rule in Microsoft Outlook:**

1. Go to **File** and click **Manage Rules & Alerts**:

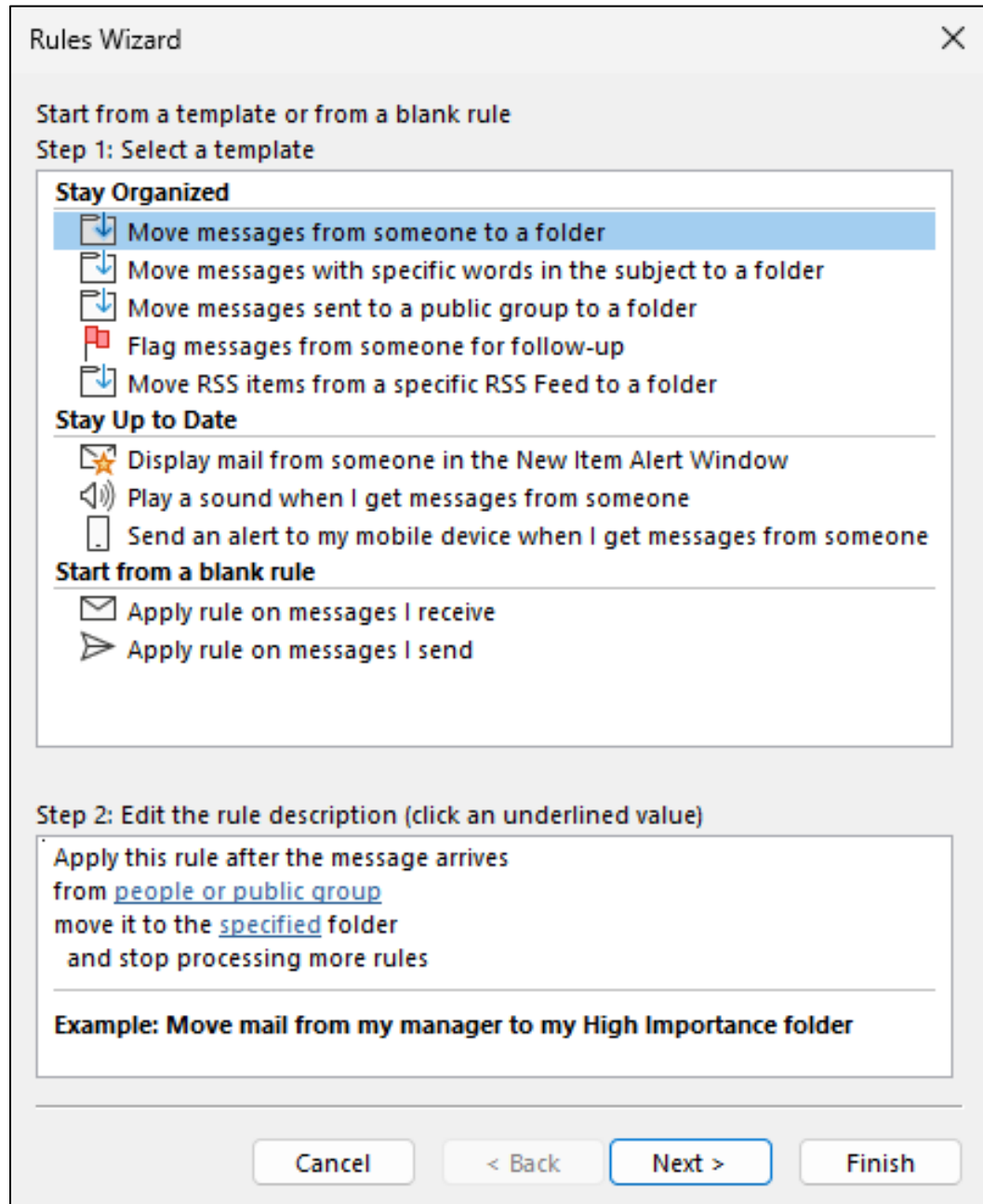


2. Click **New Rule**:



## AGENCY GUIDE: AGENCY HEADS

3. Use the **Rules Wizard** to create and edit rules from preset templates to automatically sort individual emails into folders:





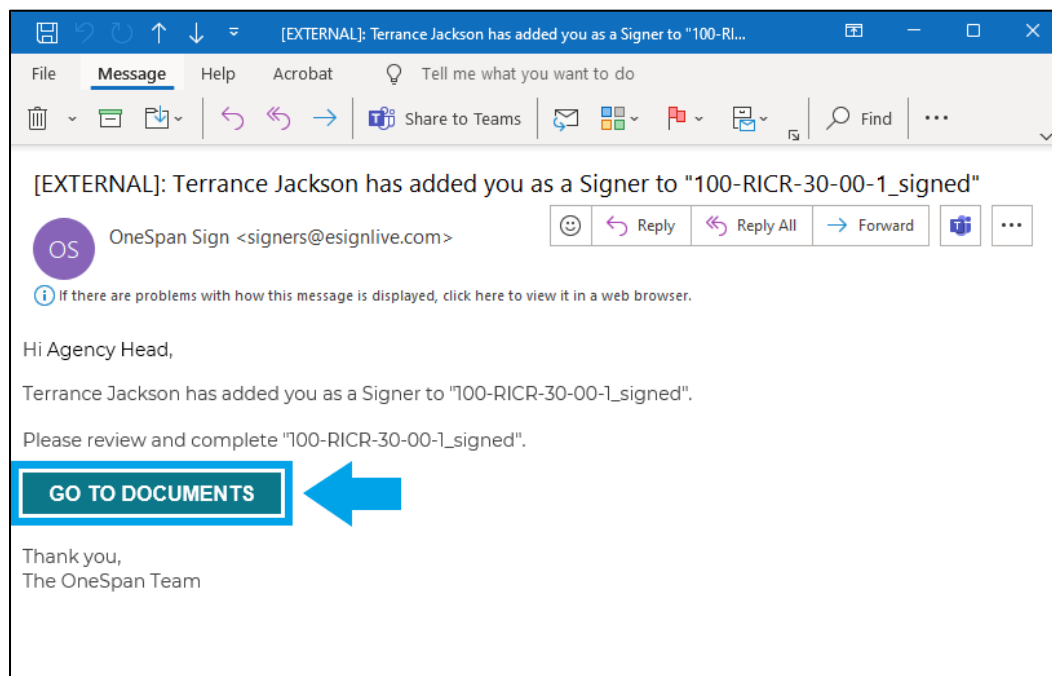
### 6.3.1.4.2 Using OneSpan to Sign Rules

Upon receiving the OneSpan email, the Agency Head will need to click the link within the email to sign the Regulation.

Rules cannot go into effect until signed by the Agency Head. See [§ 3.3 of this Guide](#) for additional signing requirements.

#### To sign Final Regulations:

1. Open the OneSpan email.
2. Confirm the Regulation Citation listed in the email as the correct Final Regulation.
3. Click the button within the email labeled **GO TO DOCUMENTS**:



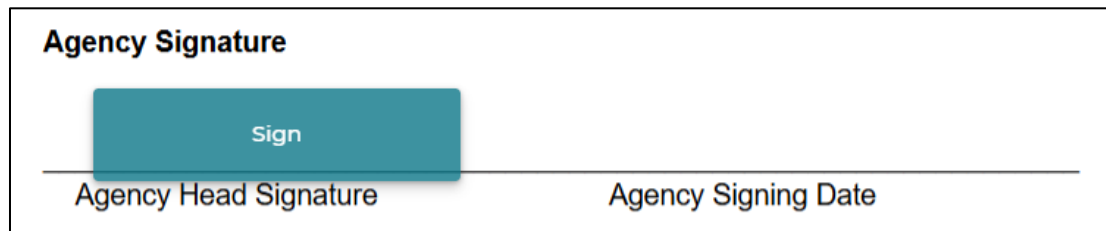
4. Check the box to agree to the terms of the eSign Disclosure Document and click **Accept**:



5. Confirm the Regulation Citation listed as the correct Final Regulation at the top of the page and click **Next**:



6. Click **Sign**:



## AGENCY GUIDE: AGENCY HEADS


7. Click **Confirm**:

**Agency Signature**

Signed by Agency Head	
Agency Head Signature	Agency Signing Date

**Department of State**

Regulation Effective Date	
Department of State Initials	Department of State Date

Please confirm to complete signing. 

8. Upon success, the following message will display once Agency Head signing is complete and the Final Regulation has been sent to the Department of State for the Administrative Records Office to sign:

Thank you, [Agency Head](#)

Signing complete! You may now view or download your signed documents.

We have everything we need at this stage and you may close this window.

## 6.3.2 Filing FAQ

### Where can the most recent version of a rule be downloaded?

See §§ [5.1.2.2](#) (Amendments) and [5.1.2.3](#) (Repeals) of this Guide for instructions to download the most recent version of a rule to draft an amendment or repeal.

### What's the difference between the three rule tabs in the RICR Filing System?

- **Current Rules** displays all rules that are currently in effect and active in the RICR.
- **Work Queue** displays all rules that need agency action for the current step in the promulgation process.
- **Under Review** displays all rules that either need Department of State action for the current step in the promulgation process or rules that have been signed and are in the waiting period before going into effect.

### How can I find out where in the promulgation process a rule is?

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Locate the rule in either the **Work Queue** or **Under Review** tabs.
3. Click on the rule and then click the **Approvals** tab to the right.
4. Identify which action is **bolded**.

The **bolded** action is the step that still needs to be completed. All previous actions will list the date the action was completed and the name of the user who completed the action.

### Why can't I see the Advance icon to advance the rule to the next step?

Check to ensure all required documents have been uploaded by clicking the **Upload Documents** icon (paper with blue arrow), where all required documents are listed.

### What can I do if the wrong file was accidentally uploaded in the RICR Filing System?

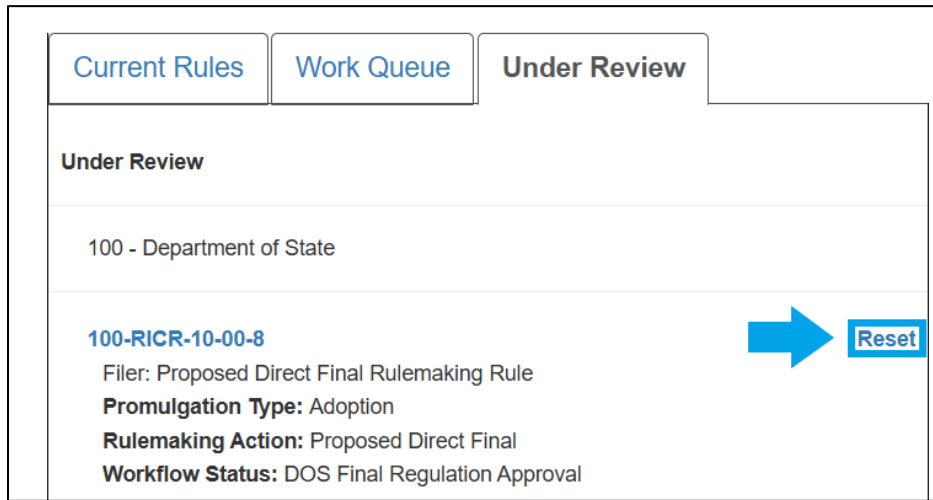
- **For Regulation files:**  
The previously uploaded files cannot be deleted. Instead, upload the correct file. *The most recently uploaded file will be the file the RICR uses.*
- **For any other file:**  
Click **Delete** next to the wrong file, then upload the correct file:

Delete

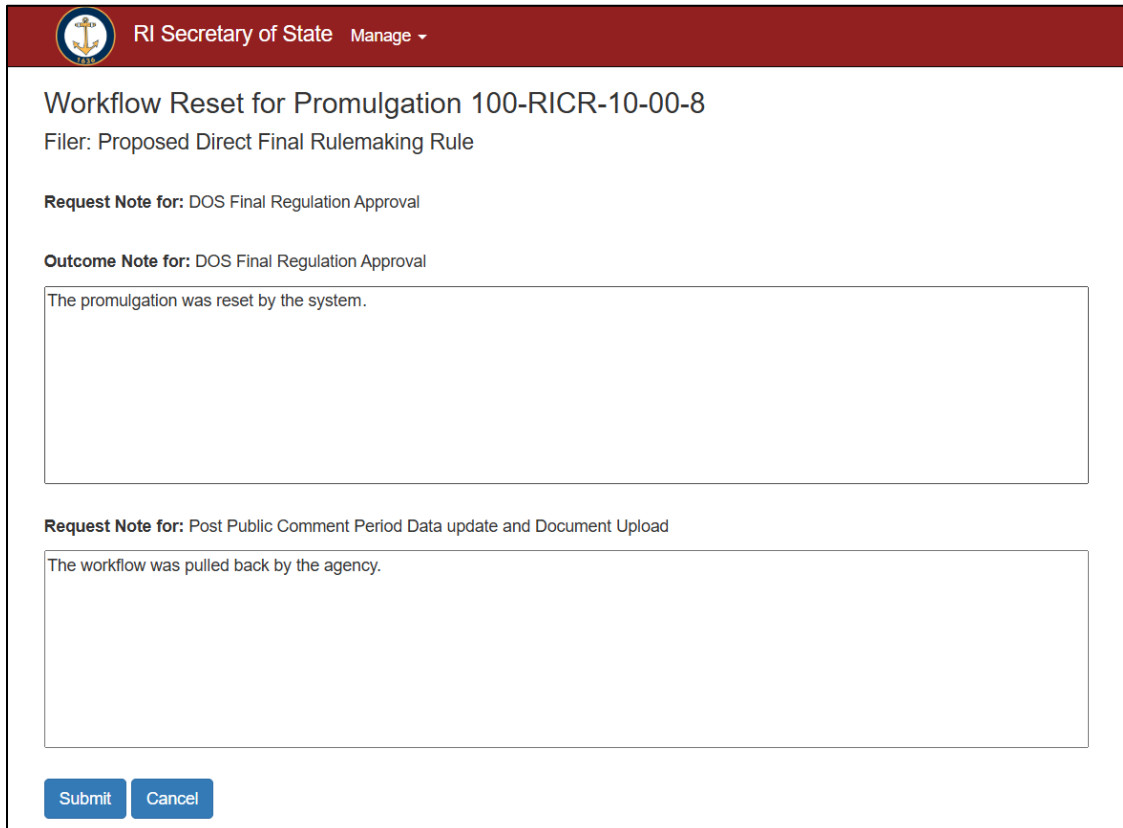
## AGENCY GUIDE: AGENCY HEADS

### How can a rule be pulled back into an agency's Work Queue if it was accidentally advanced?

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Locate the rule in the **Under Review** tab.
3. Click **Reset** to the right of the rule:



4. Add a note as to why the rule has been reset, and click **Submit**:

A screenshot of the 'Workflow Reset for Promulgation 100-RICR-10-00-8' form. The form is titled 'Workflow Reset for Promulgation 100-RICR-10-00-8' and 'Filer: Proposed Direct Final Rulemaking Rule'. It has a red header with the RI Secretary of State logo and 'RI Secretary of State Manage' text. The form contains two sections for notes. The first section is titled 'Request Note for: DOS Final Regulation Approval' and 'Outcome Note for: DOS Final Regulation Approval'. It has a text area with the text 'The promulgation was reset by the system.' The second section is titled 'Request Note for: Post Public Comment Period Data update and Document Upload' and has a text area with the text 'The workflow was pulled back by the agency.' At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

### **Can the Notice of Proposed Rulemaking document be edited after it has been published in the RICR?**

Once the Notice of Proposed Rulemaking has been published, it cannot be edited. *Always check the generated PDF before publishing to ensure information is correct.*

If an agency wishes to publish an additional Notice with updated information:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Locate the rule in the **Work Queue** tab.
3. Click on the Generate Document icon (paper with magnifying glass).
4. Either **Add >>** an additional Public Comment Period, or **<< Remove** and **Add >>** an additional Public Comment Period, fill out the form for the Public Comment Period information, click **Generate**, review the generated PDF for errors, and click **Publish** once ready.

### **The Agency Head never received the OneSpan email, now what?**

Always check spam and junk folders to ensure security filters did not catch the email.

If the email still cannot be found, [email the Administrative Records Office \(ARO\)](#) with the Promulgation ID ([§ 6.2.5 of this Guide](#)) and Rule Citation so they can resend the OneSpan email.

### **Can a rule be pulled back a step once it has been signed?**

Once a rule has been signed, it cannot be reset in any way. If changes to the rule are required, an Amendment must be promulgated.

### **How can I reset my password?**

[Email the ARO](#) to request a password reset and complete the steps listed in [§ 6.4.1 of this Guide](#).

## 6.4 RICR Non-Rulemaking Processes

### 6.4.1 Password Reset

To reset your password for the RICR, [email the Administrative Records Office](#) to request a password reset and to receive an automated email from the RICR System with a temporary password.

**To reset the password:**

1. Go to the RICR: <https://rules.sos.ri.gov/>.
2. Log in with the temporary password from the RICR System automated email.
3. Enter the temporary password from the email as the **Current Password**.
4. Enter a **New Password**.
5. Enter the new password again to **Confirm New Password**.
6. Click **Change Password**:

RI Secretary of State

Change Password

Current Password \*

New Password \*

Confirm New Password \*

Note: Fields marked with an asterisk (\*) are required.

Change Password Cancel

**NOTE:** Passwords must be more than or equal to 8 characters, and contain at least one number, one uppercase, and one special character.

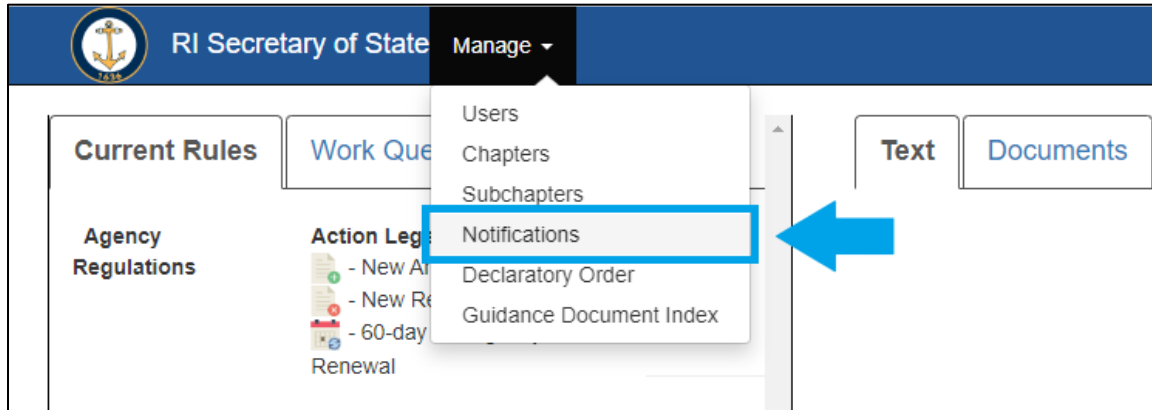
## 6.4.2 RICR System Notifications

This Section is for Rules Coordinators and Agency Heads only ([§ 6.1.4 of this Guide](#)).

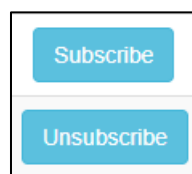
When action is required to be taken by a user in the RICR Filing System, an automated notification email from AWS Notifications ([no-reply@sns.amazonaws.com](mailto:no-reply@sns.amazonaws.com)) is sent.

**To turn RICR System notifications on and off for users:**

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage** > **Notifications**:



3. Click the corresponding blue button for a user:
  - a. **Subscribe** to turn on RICR Notifications; or
  - b. **Unsubscribe** to turn off RICR notifications:





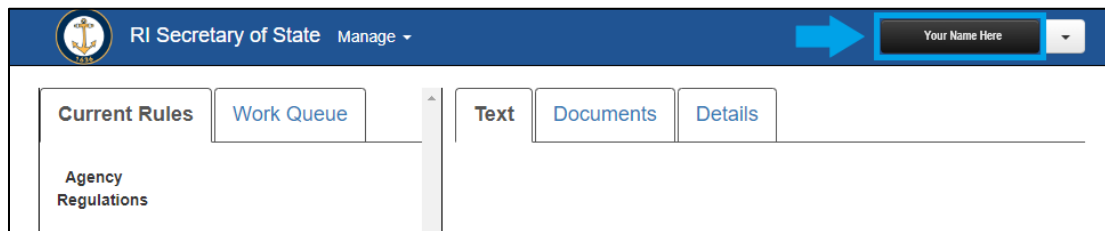
## 6.4.3 Users

This Section is for Rules Coordinators and Agency Heads only ([§ 6.1.4 of this Guide](#)).

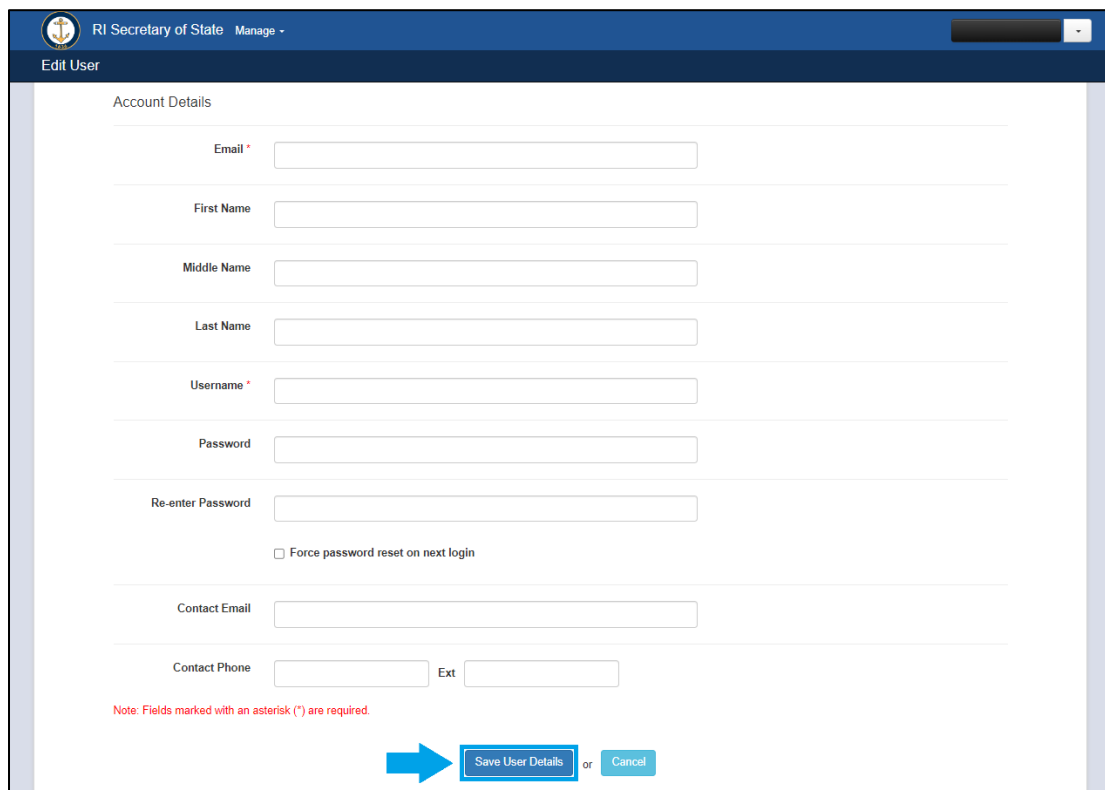
### 6.4.3.1 Edit My Account Details

To edit your user information:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click your name in the upper-right corner:



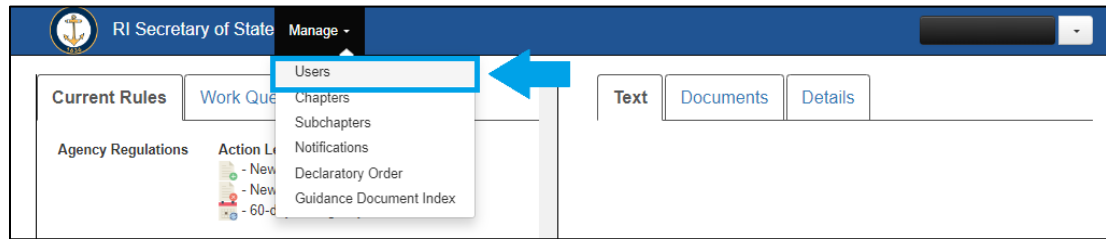
4. Edit the fields that require updating and click **Save User Details**:

A screenshot of the "Edit User" form in the RICR system. The form is titled "Edit User" and is located under the "RI Secretary of State" header. It contains several input fields for user information: "Email \*", "First Name", "Middle Name", "Last Name", "Username \*", "Password", "Re-enter Password", "Contact Email", "Contact Phone" (with a separate "Ext" field), and a checkbox for "Force password reset on next login". A red note at the bottom states: "Note: Fields marked with an asterisk (\*) are required." At the bottom of the form, there are two buttons: "Save User Details" (highlighted with a blue arrow) and "Cancel".

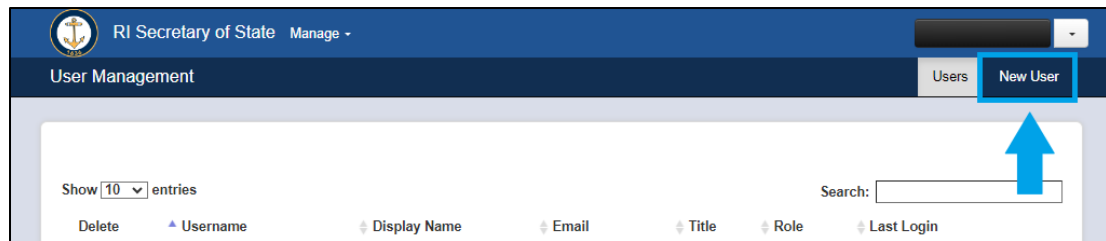
### 6.4.3.2 Add Filer

To add a Filer:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the header, click **Manage > Users**:



3. Click **New User** in the upper-right corner:



4. Enter the information for the following fields:
  - a. **Email\***;
  - b. **First Name\***;
  - c. **Middle Name**;
  - d. **Last Name\***;
  - e. **Username\*** (*must use email address*);
  - f. **Password** and **Re-enter Password\***;
  - g. **Contact Email\***; and
  - h. **Contact Phone\***.

*\*Required*

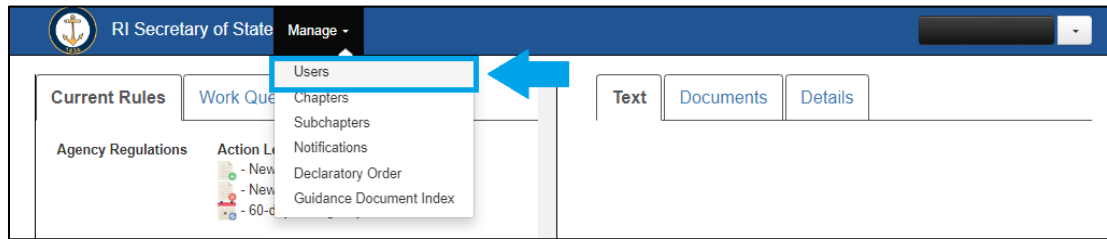
5. Click Save User Details:

The screenshot shows the 'User Management' interface for the RI Secretary of State. The page is titled 'User Management' and includes a 'Users' tab and a 'New User' button. The main content area is divided into three sections: 'Account Details', 'Organization', and 'Role'. The 'Account Details' section contains several input fields: 'Email \*', 'First Name', 'Middle Name', 'Last Name', 'Username \*', 'Password \*', 'Re-enter Password \*', 'Contact Email', 'Contact Phone', and 'Ext'. The 'Organization' section shows 'User's Organization' as '100 - Department of State'. The 'Role' section has a dropdown menu with 'Filer' selected. A red note at the bottom states: 'Note: Fields marked with an asterisk (\*) are required.' At the bottom center, there are two buttons: 'Save User Details' and 'Cancel'. A blue arrow points to the 'Save User Details' button.

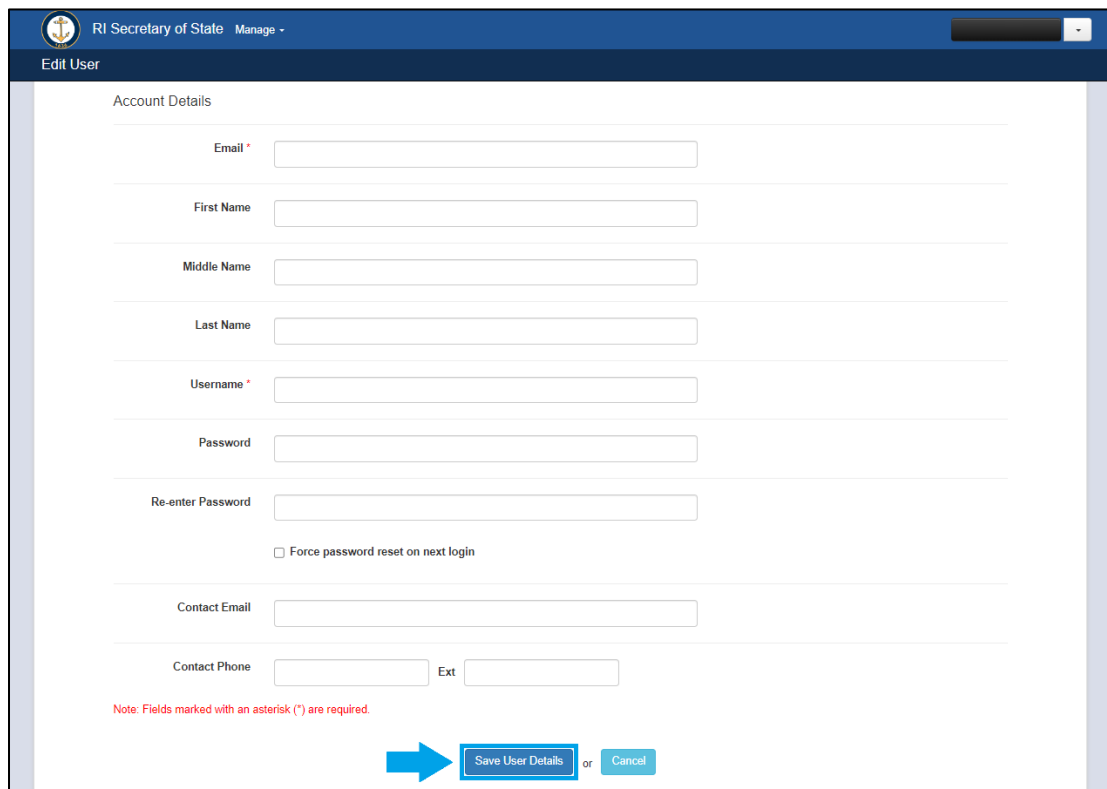
### 6.4.3.3 Edit User

To edit a user:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. In the header, click **Manage > Users**:



3. Locate the user to edit and click the user's username.
4. Edit the fields that require updating and click **Save User Details**:

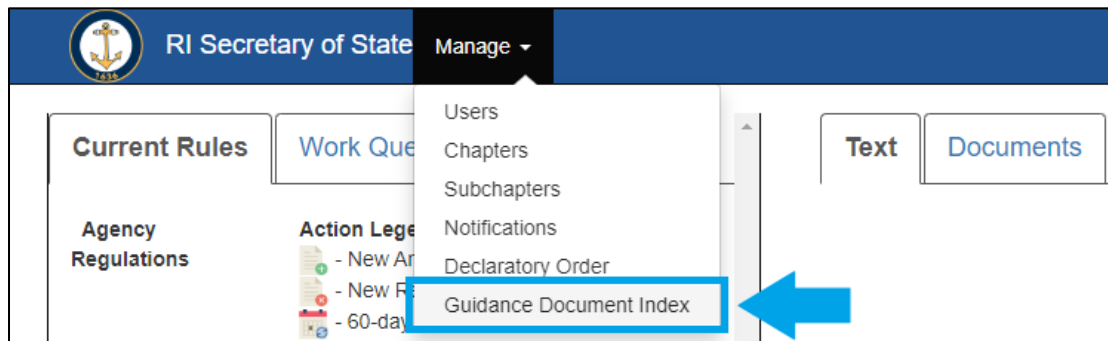
A screenshot of the 'Edit User' form in the RICR web application. The form is titled 'Edit User' and is located under the 'Manage' dropdown. It contains several input fields for account details: 'Email \*', 'First Name', 'Middle Name', 'Last Name', 'Username \*', 'Password', 'Re-enter Password', 'Contact Email', and 'Contact Phone' (with an 'Ext' field). There is a checkbox for 'Force password reset on next login'. At the bottom of the form, there is a note: 'Note: Fields marked with an asterisk (\*) are required.' and two buttons: 'Save User Details' and 'Cancel'. A blue arrow points to the 'Save User Details' button.

## 6.4.4 Guidance Documents

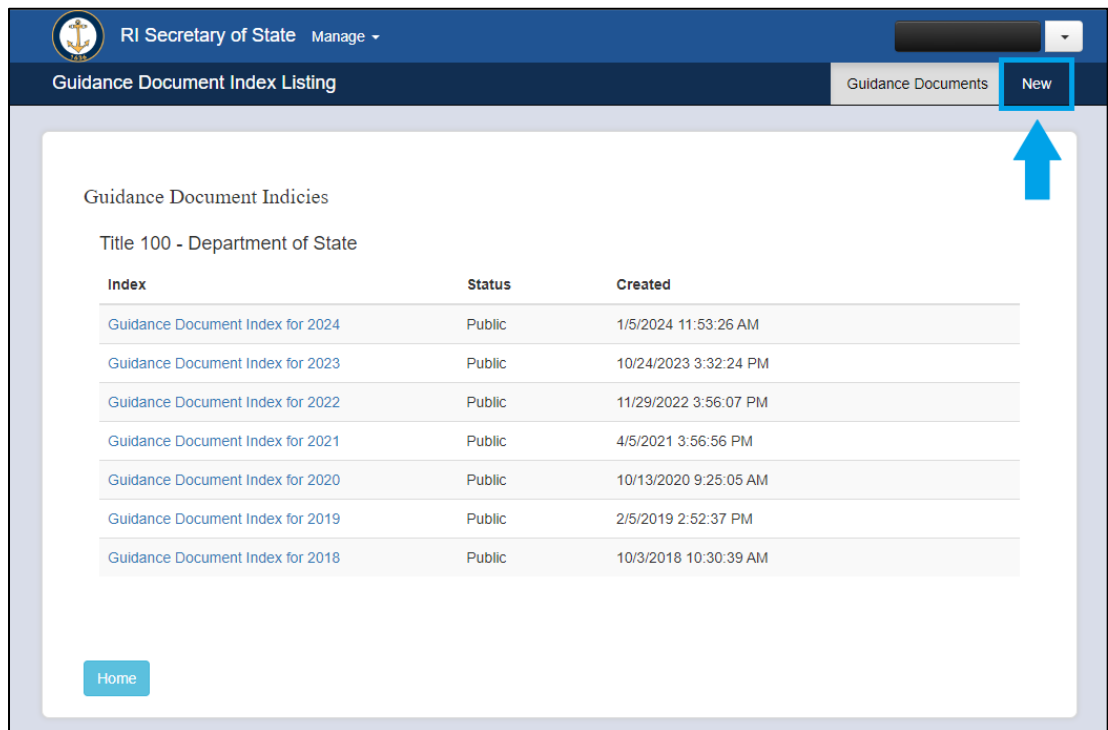
### 6.4.4.1 Adding Guidance Documents

To add a new Guidance Document:

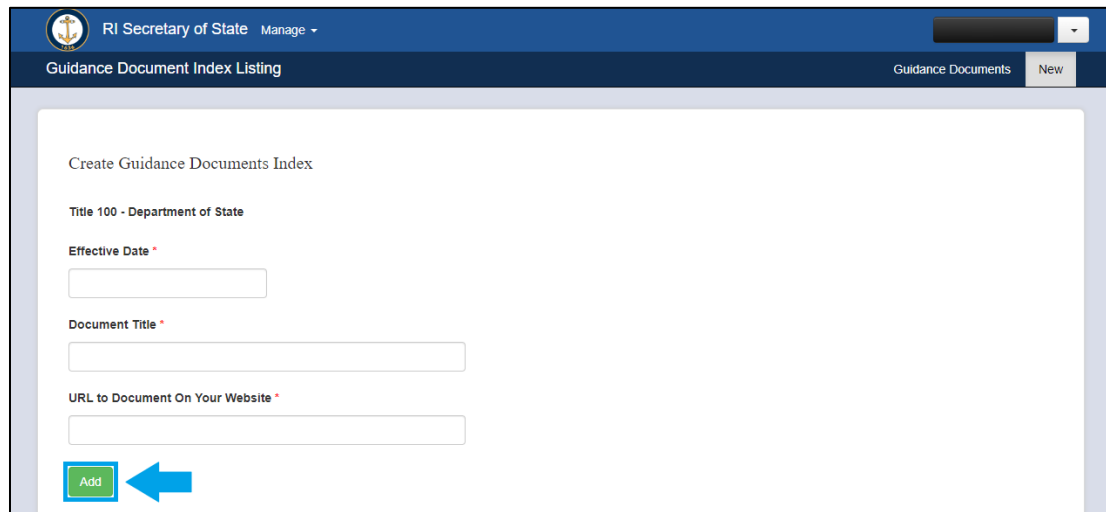
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage** > **Guidance Document Index**:



3. Click **New** in the upper-right corner:



4. Complete the following required fields:



RI Secretary of State Manage

Guidance Document Index Listing

Create Guidance Documents Index

Title 100 - Department of State

Effective Date \*

Document Title \*

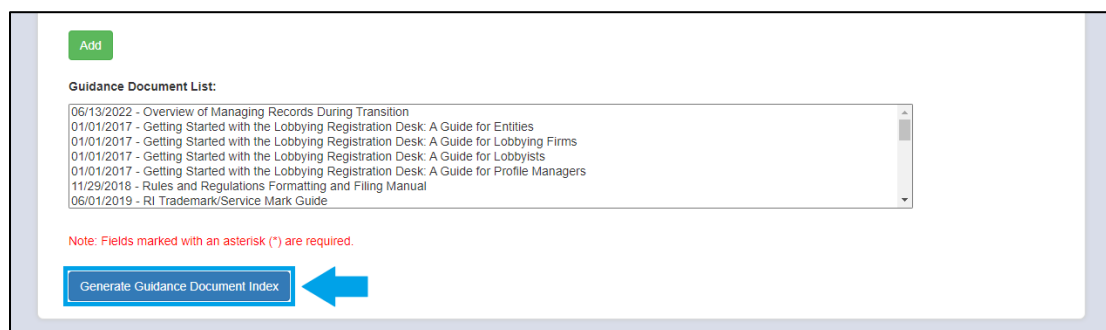
URL to Document On Your Website \*

Add

- Click to select the **Effective Date** from the calendar;
- Enter the **Document Title**;
- Paste the **URL to the Document On Your Website** (include "http://" or "https://"); and
- Click **Add**.

5. Repeat the previous step as needed to add multiple Guidance Documents.

6. To publish, click **Generate Guidance Document Index**:



Add

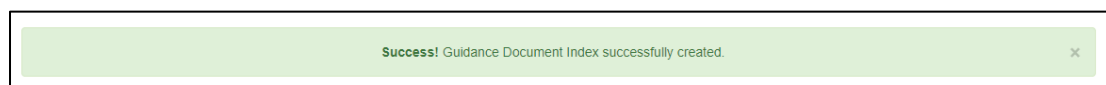
Guidance Document List:

06/13/2022 - Overview of Managing Records During Transition  
01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Entities  
01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Lobbying Firms  
01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Lobbyists  
01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Profile Managers  
11/29/2018 - Rules and Regulations Formatting and Filing Manual  
06/01/2019 - RI Trademark/Service Mark Guide

Note: Fields marked with an asterisk (\*) are required.

Generate Guidance Document Index

7. The following message will appear after the index is generated:

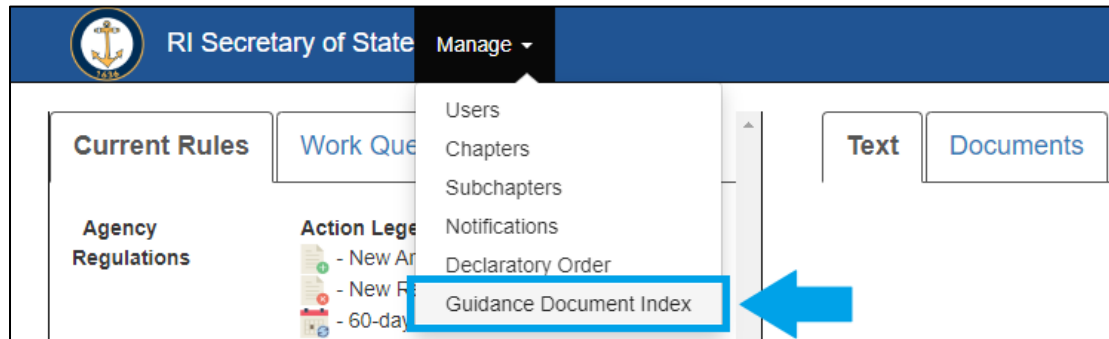


Success! Guidance Document Index successfully created.

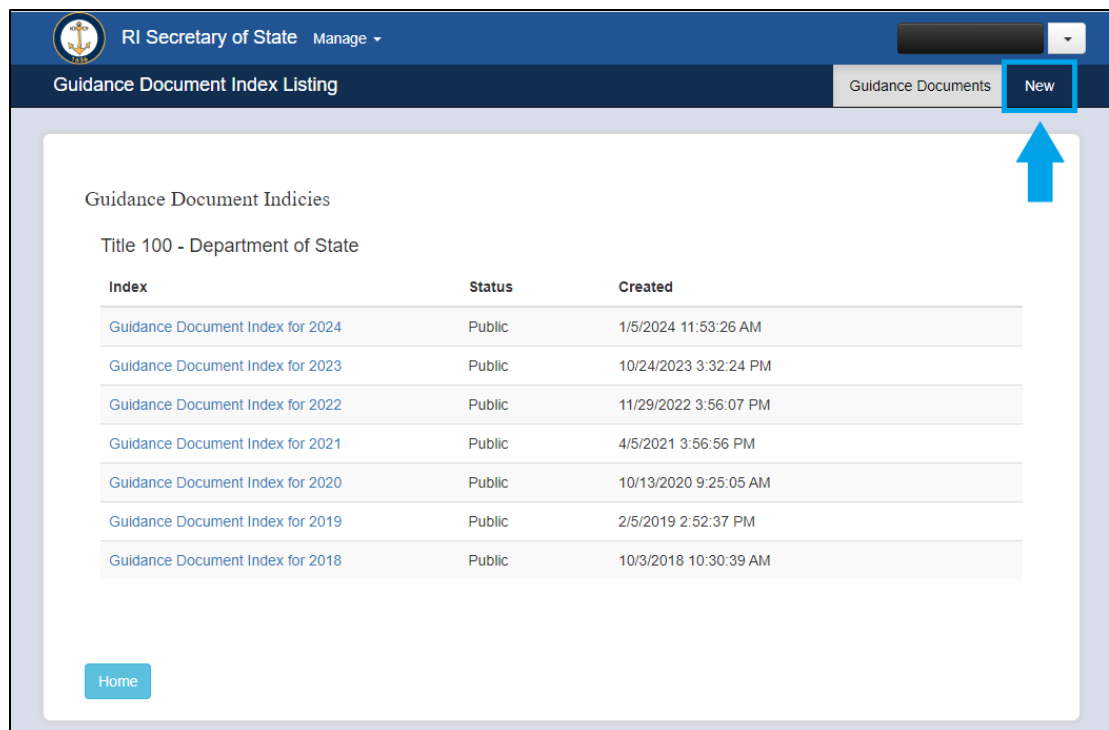
## 6.4.4.2 Removing Guidance Documents

To remove a Guidance Document:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage** > **Guidance Document Index**:



3. Click **New** in the upper-right corner:



4. Select a Guidance Document to be removed from the list and click **Remove**:

RI Secretary of State Manage

Guidance Document Index Listing

Guidance Documents New

Create Guidance Documents Index

Title 100 - Department of State

Effective Date \*

Document Title \*

URL to Document On Your Website \*

Add Remove

Guidance Document List:

- 06/13/2022 - Overview of Managing Records During Transition
- 01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Entities
- 01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Lobbying Firms
- 01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Lobbyists
- 01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Profile Managers
- 11/29/2018 - Rules and Regulations Formatting and Filing Manual
- 06/01/2019 - RI Trademark/Service Mark Guide

**NOTE:** The **Remove** button will not appear until a document is selected.

5. Repeat as needed to remove multiple Guidance Documents.
6. Verify the document(s) are removed from the Guidance Document List and click **Generate Guidance Document Index** to finalize the removal:

Add

Guidance Document List:

- 06/13/2022 - Overview of Managing Records During Transition
- 01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Entities
- 01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Lobbying Firms
- 01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Lobbyists
- 01/01/2017 - Getting Started with the Lobbying Registration Desk: A Guide for Profile Managers
- 11/29/2018 - Rules and Regulations Formatting and Filing Manual
- 06/01/2019 - RI Trademark/Service Mark Guide

Note: Fields marked with an asterisk (\*) are required.

Generate Guidance Document Index

7. The following message will appear after the index is generated:

Success! Guidance Document Index successfully created.

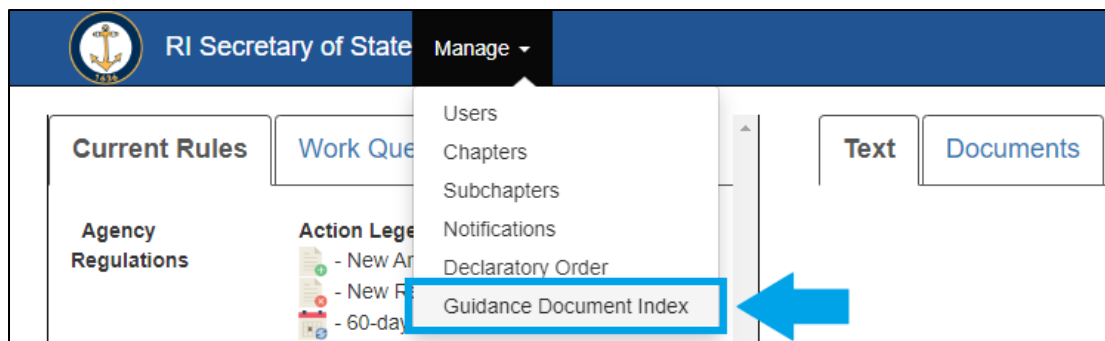


### 6.4.4.3 Generating the Guidance Document Index

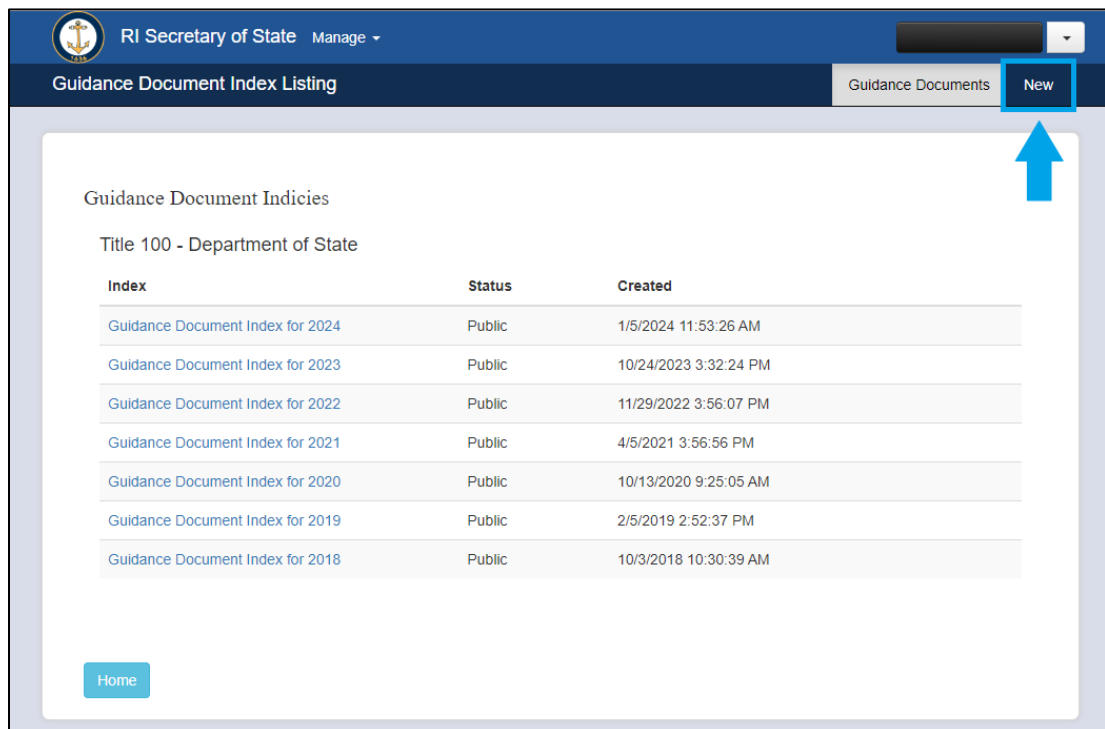
Each time a Guidance Document is added or removed, a Guidance Document Index must be generated to update the RICR.

To generate a Guidance Document Index:

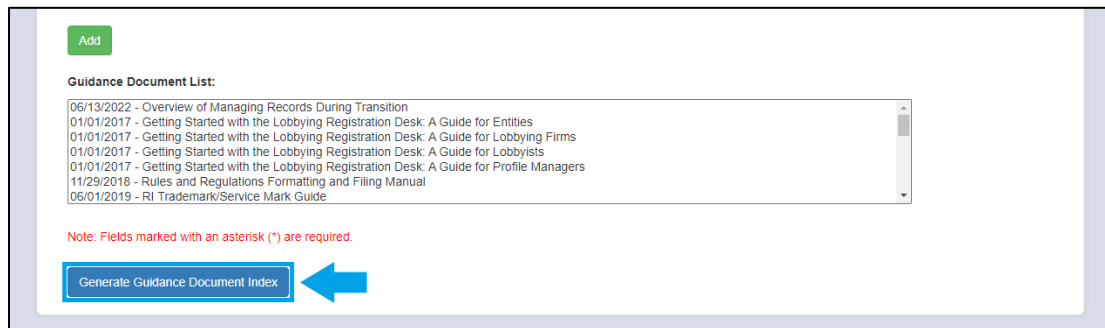
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage** > **Guidance Document Index**:



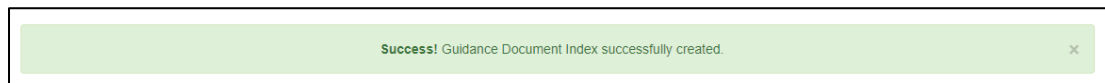
3. Click **New** in the upper-right corner:



4. To publish, click **Generate Guidance Document Index**:



5. The following message will appear after the index is generated:



#### **6.4.4.4 Annual Guidance Document Index**

Agencies must file their Guidance Document Index annually with the Department of State and publish it on the agency’s website ([R.I. Gen. Laws § 42-35-2.12](#)). If an agency does not have any Guidance Documents, the agency is still required to file a Guidance Document Index annually by publishing a blank index.

This annual filing does not preclude an agency from updating its Guidance Document Index throughout the year as new documents are published.

The Administrative Records Office will send a reminder to Rules Coordinators annually in January. Agencies may download a copy to manually post on the agency’s website, or agencies may link directly to the RICR Guidance Document Index ([§ 2.6.1 of this Guide](#)).

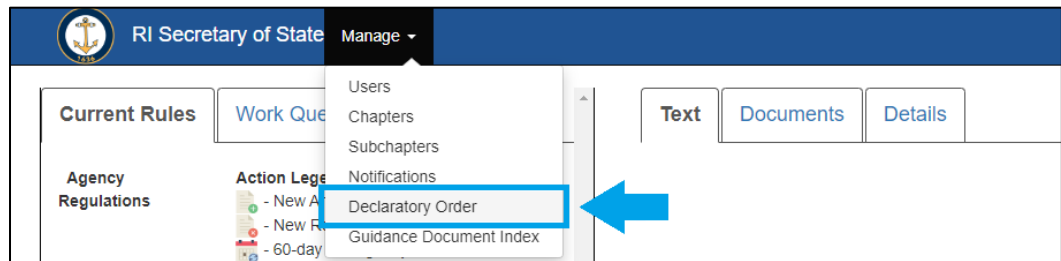
## 6.4.5 Declaratory Orders

### 6.4.5.1 Agency Head

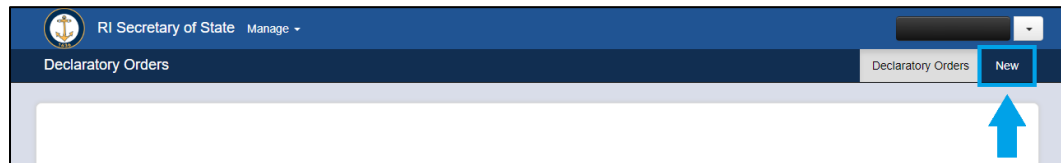
#### 6.4.5.1.1 Creating Declaratory Orders

To add a new Declaratory Order:

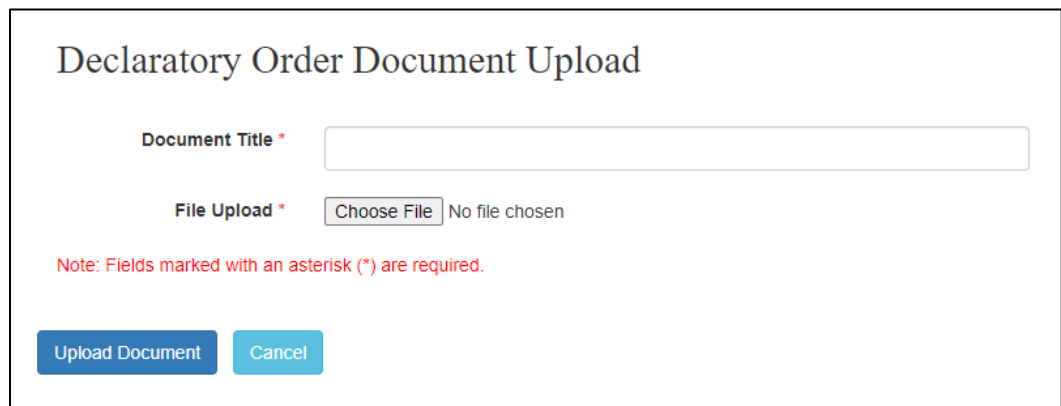
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage** > **Declaratory Orders**:



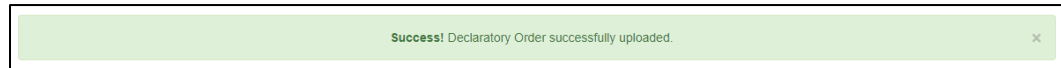
3. Click **New** in the upper-right corner:



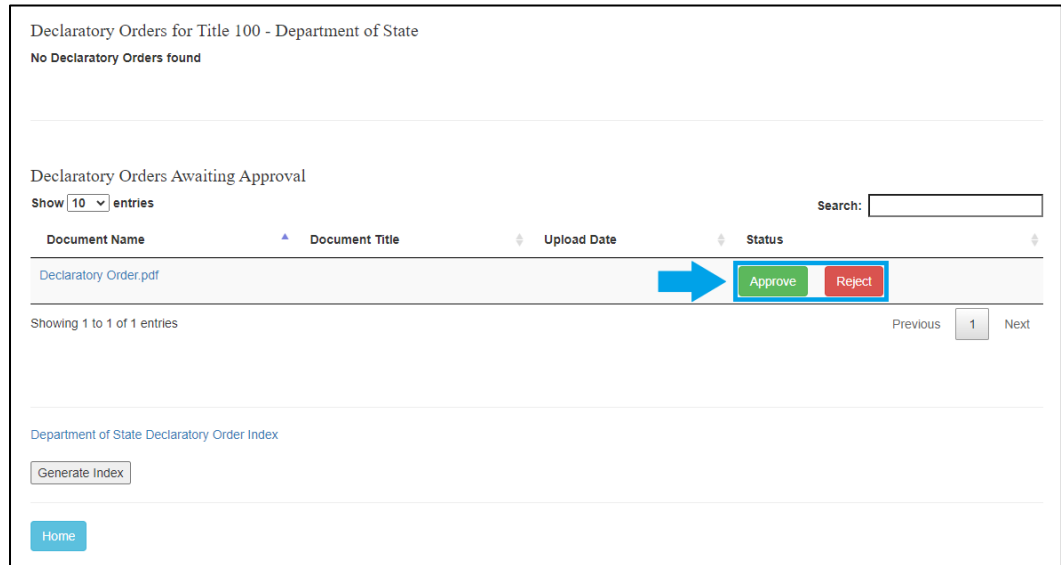
4. Enter the **Document Title**, click **Choose File** to select a PDF, and click **Upload Document** to upload:

A screenshot of the 'Declaratory Order Document Upload' form. The form has a title 'Declaratory Order Document Upload'. It contains two required fields: 'Document Title \*' and 'File Upload \*'. The 'File Upload' field has a 'Choose File' button and the text 'No file chosen'. Below the fields is a red note: 'Note: Fields marked with an asterisk (\*) are required.' At the bottom of the form are two buttons: 'Upload Document' and 'Cancel'.

5. The following message will appear after the Declaratory Order was uploaded:



6. Under **Status**, click **Approve** to advance the Declaratory Order, or click **Reject** to delete the Declaratory Order:



**NOTE:** To set the Effective Date in the future, before approving, [email the ARO](#) to provide the future date.

7. The following message will appear after the Declaratory Order was approved:



8. The following status will display until the DOS completes their review:

Declaratory Orders Awaiting Approval

Show  entries Search:

Document Name	Document Title	Upload Date	Status
Declaratory Order.pdf	At Department of State		

Showing 1 to 1 of 1 entries Previous  Next

9. Once the DOS approves the Declaratory Order and sets the Effective Date, log in and generate a Declaratory Index to update the RICR by clicking **Generate Index**:

Declaratory Orders for Title 100 - Department of State

Delete	Document Name	Document Title	Effective Date
<input type="checkbox"/>	Declaratory Order.pdf	Declaratory Order	

Titles highlighted in red have not been included in the current index. Click 'Generate Index' below to update the index.

Declaratory Orders Awaiting Approval  
No Declaratory Orders Awaiting Approval

Department of State Declaratory Order Index

←

**NOTE:** Red text means the Declaratory Order is not part of the Declaratory Order Index in the RICR yet and a new index must be generated to update.

10. The following message will appear after the Declaratory Order Index was created:

Document Success ×

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The Declaratory Order Index was successfully created.

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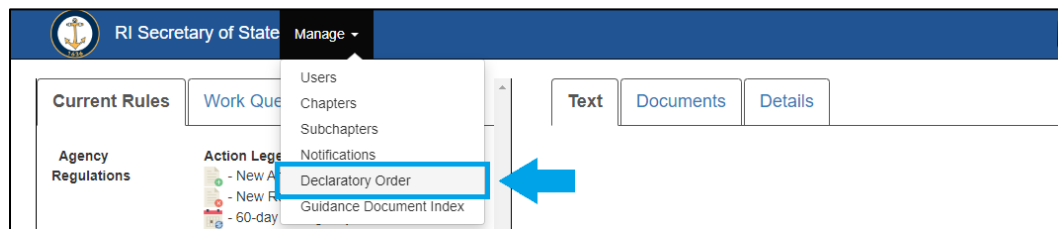
11. Confirm the Declaratory Order was included in the index by verifying any red text now displays as black text:

Delete	Document Name	Document Title	Effective Date
<input type="checkbox"/>	Declaratory Order.pdf	Declaratory Order	

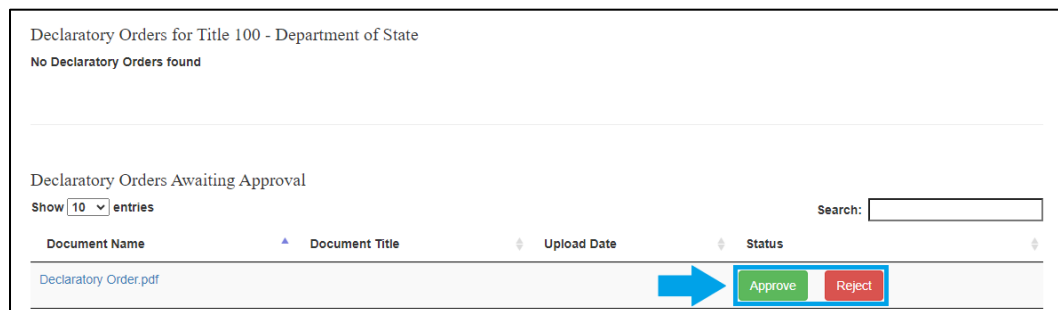
### 6.4.5.1.2 Approving/Rejecting Declaratory Orders

To approve or reject a new Declaratory Order submitted by a Filer:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage** > **Declaratory Orders**:



3. Under **Status**, click **Approve** to advance the Declaratory Order, or click **Reject** to delete the Declaratory Order:

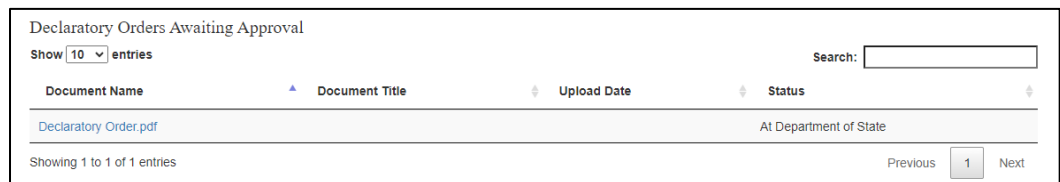


**NOTE:** If the agency wants the Effective Date to be set in the future, [email the ARO](#) before approving the Declaratory Order to provide a future date.

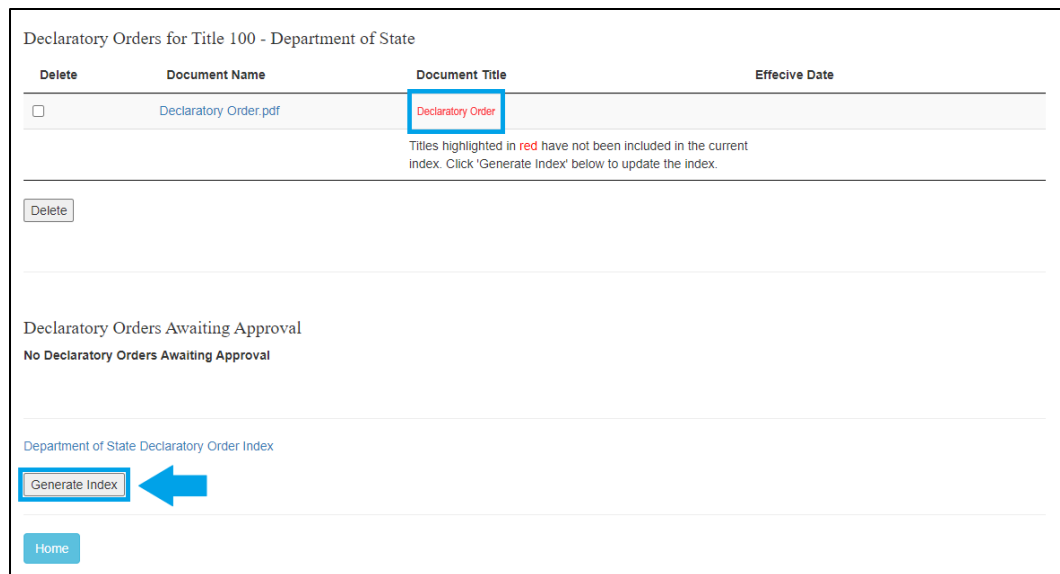
4. The following message will appear after the Declaratory Order was approved:



5. The following status will display until the DOS completes their review:



6. Once the DOS approves the Declaratory Order and sets the effective date, log in and generate a Declaratory Index to update the RICR by clicking **Generate Index**:

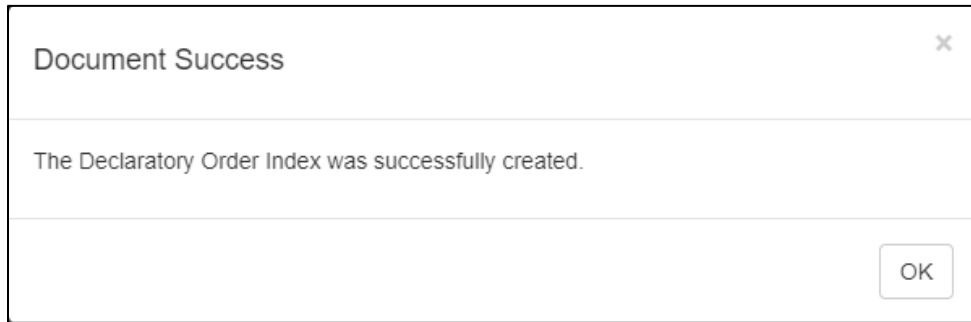


**NOTE:** Red text means the Declaratory Order is not part of the Declaratory Order Index in the RICR yet and a new index must be generated to update the RICR.

7. The following message will appear after the Declaratory Order Index



was created:



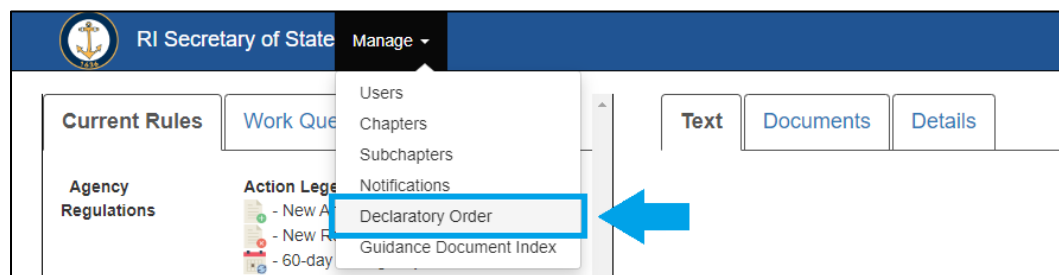
8. Confirm the Declaratory Order was included in the index by verifying any red text now displays as black text:

Delete	Document Name	Document Title	Effective Date
<input type="checkbox"/>	Declaratory Order.pdf	Declaratory Order	

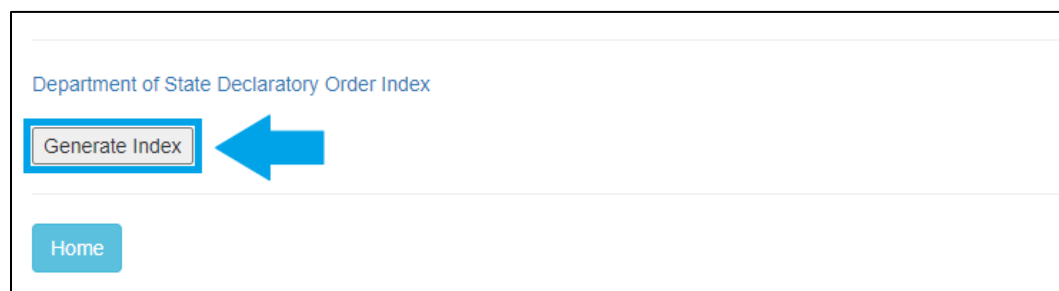
### 6.4.5.1.3 Generating the Declaratory Order Index

To generate a new Declaratory Order Index:

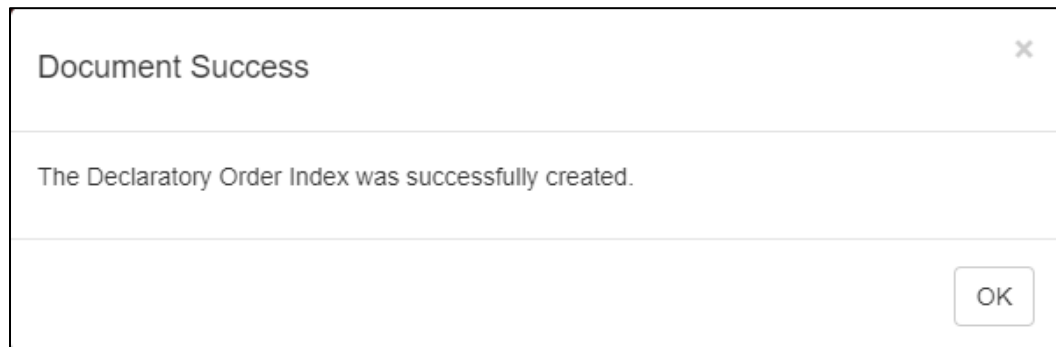
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage** > **Declaratory Orders**:



3. Click **Generate Index** at the bottom-left corner:



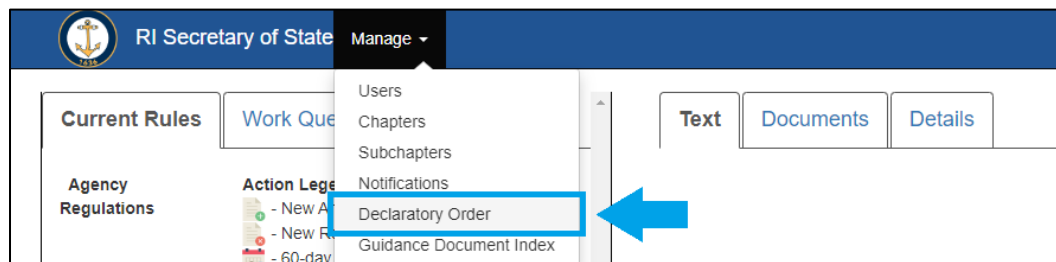
4. The following message will appear after the Declaratory Order Index was created:



#### 6.4.5.1.4 Deleting Declaratory Orders

To delete a new Declaratory Order:

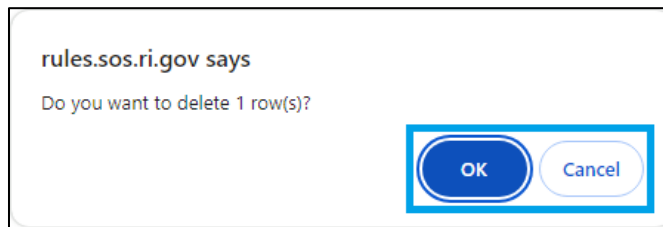
1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage > Declaratory Orders**:



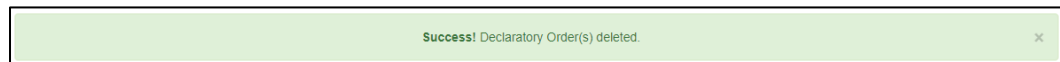
3. Check to select the Declaratory Order to delete and click **Delete**:



4. Click **OK** to confirm the Declaratory Order should be deleted:



5. The following message will appear after the Declaratory Order is deleted:

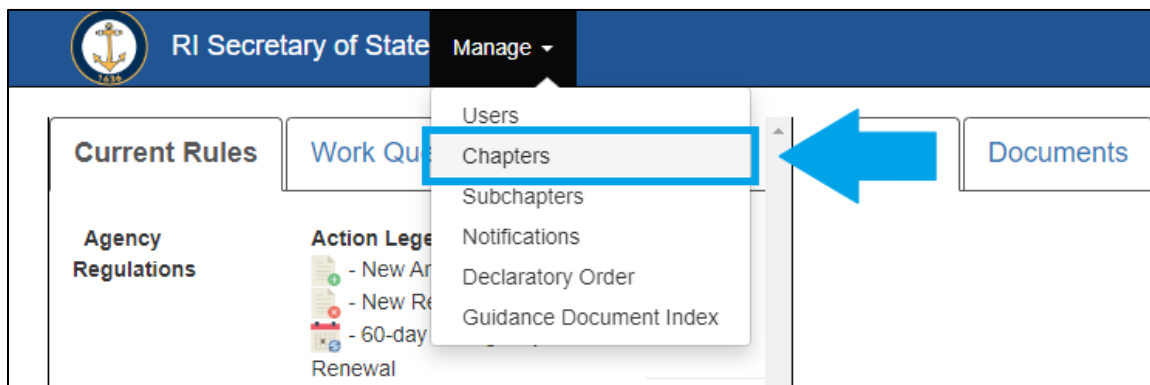


## 6.4.6 Adding New Chapters

For Rules Coordinators and Agency Heads only ([§ 6.1.4 of this Guide](#)).

To create a new Chapter:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage > Chapters**:



3. In the upper-right corner, click **New**:



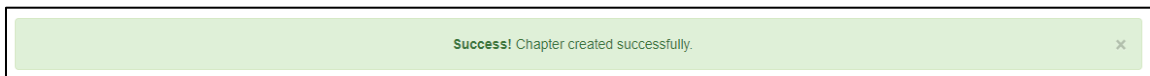
4. Enter the **Chapter Number** and **Chapter Name** and click **Create Chapter**:

A screenshot of the 'Chapters' form. The form has a title 'Chapters' and a 'Title \*' field containing '100 - Department of State'. Below this are two empty input fields: 'Chapter \*' and 'Chapter Name \*'. A red note below the fields states: 'Note: Fields marked with an asterisk (\*) are required.' At the bottom of the form, there is a blue arrow pointing to a 'Create Chapter' button, followed by the text 'or' and a 'Cancel' button.

a. If the Chapter Number is in use, the system will not let it be used again:

A screenshot of the 'Chapters' form showing an error message. The 'Title \*' field contains '100 - Department of State'. The 'Chapter \*' field is empty, and a red error message to its right reads: 'The Chapter entered is already in use.' The 'Chapter Name \*' field is also empty.

5. The following message will appear after the Chapter is created:

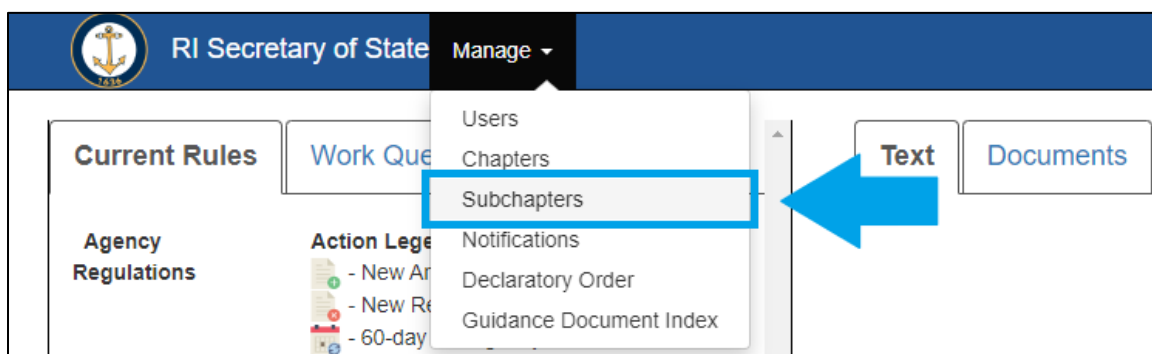


## 6.4.7 Adding New Subchapters

For Rules Coordinators and Agency Heads only ([§ 6.1.4 of this Guide](#)).

To create a new Subchapter:

1. Log in to the RICR: <https://rules.sos.ri.gov/>.
2. Click **Manage** > **Subchapters**:



3. In the upper-right corner, click **New**:



4. Select the **Chapter Number**, enter the **Subchapter Number**, enter the **Subchapter Name**, and click **Create Subchapter**:

A screenshot of the 'Subchapters' form. The form has the following fields:

- Title \***: 100 - Department of State
- Chapter \***: -- Select a Chapter -- (dropdown menu)
- Subchapter \***: (empty text input field)
- Subchapter Name \***: (empty text input field)

Below the fields, there is a red note: "Note: Fields marked with an asterisk (\*) are required." At the bottom, there are two buttons: "Create Subchapter" and "Cancel". A blue arrow points to the "Create Subchapter" button.

- a. If the Subchapter Number is in use, the system will not let it be used again:

A screenshot of the 'Subchapters' form showing an error message. The form has the following fields:

- Title \***: 100 - Department of State
- Chapter \***: 10 - Administration (dropdown menu)
- Subchapter \***: (empty text input field)
- Subchapter Name \***: (empty text input field)

To the right of the 'Subchapter' field, there is a red error message: "The Subchapter entered is already in use."

5. The following message will appear after the Subchapter is created:

