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Matt Blunt

Secretary of State

MISSOURI REGISTER

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December 15, 2003	**January 15, 2004**	January 30, 2004	February 29, 2004

Documents will be accepted for filing on all regular workdays from 8:00 a.m. until 5:00 p.m. We encourage early filings to facilitate the timely publication of the *Missouri Register*. Orders of Rulemaking appearing in the *Missouri Register* will be published in the *Code of State Regulations* and become effective as listed in the chart above. Advance notice of large volume filings will facilitate their timely publication. We reserve the right to change the schedule due to special circumstances. Please check the latest publication to verify that no changes have been made in this schedule. To review the entire year's schedule, please check out the website at http://www.sos.mo.gov/adrules/pubsched.asp

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HOW TO CITE RULES AND RSMo

RULES—Cite material in the *Missouri Register* by volume and page number, for example, Vol. 26, *Missouri Register*, page 27. The approved short form of citation is 26 MoReg 27.

The rules are codified in the *Code of State Regulations* in this system—

Title	*Code of State Regulations*	Division	Chapter	Rule
1	CSR	10-	1.	010
Department		Agency, Division	General area regulated	Specific area regulated

They are properly cited by using the full citation , i.e., 1 CSR 10-1.010.

Each department of state government is assigned a title. Each agency or division in the department is assigned a division number. The agency then groups its rules into general subject matter areas called chapters and specific areas called rules. Within a rule, the first breakdown is called a section and is designated as (1). Subsection is (A) with further breakdown into paragraph 1., subparagraph A., part (I), subpart (a), item I. and subitem a.

RSMo—Cite material in the RSMo by date of legislative action. The note in parentheses gives the original and amended legislative history. The Office of the Revisor of Statutes recognizes that this practice gives users a concise legislative history.

FROM THIS ANGLE . . .

Telephone Calls . . . this summer

Over the summer, please expect to receive a telephone call from a member of the Administrative Rules editorial staff seeking your help in updating our records. We will want to know the contact person or persons for your agency for rulemaking purposes (both for content and data entry), mailing address, telephone numbers, e-mail addresses and any other pertinent information for your agency. We will also ask if there are any changes in your staffing insofar as Directors and delegation of authority as to whom signature authority extends for your agency and whether the signatures we currently have on file are correct. Absent the correct signatures we cannot permit your agency to file rulemakings with our office.

We will also be requesting your agency review your rules as they currently appear in ***Code***. Many agencies have old rules, which are no longer being enforced, old rules, which need to be updated, amended, rescinded, or rulemakings, which should be totally removed from ***Code***. Many agencies also have old out-of-date forms, which need to be removed from ***Code***. Only your agency can update or change what currently appears in ***Code***. To remove an old form, it takes an action from your agency. Our office cannot remove those without action by your agency. We are attempting to clean up the ***Code of State Regulations*** so that we can accomplish many things – having a totally verified text for automation purposes, alleviating the overstuffed pages in the binders, and keeping ***Code*** current, just to name a few. Please be responsive to the Editors when they call seeking your assistance with these matters.

Suggestion on updating forms

Many agencies have adopted our suggestion for one manner of keeping your forms in ***Code*** current. We suggest your agency consider adding a website reference which refers the reader to your website for the most current downloadable, fillable form for their use. This accomplishes two things – it keeps your rules in ***Code*** current – and the form utilized for

your agency is the most current version. If you need assistance with this suggestion, please contact our main line number at 573-751-4015.

New Web Address – Please change your "Favorites"

The Secretary of State's web address has changed. Please change your "favorites" to reflect this change as follows: www.sos.mo.gov. If you wish to access Administrative Rules directly, please add the designation /adrules after gov (www.sos.mo.gov/adrules).

As always, please advise if we may be of any assistance to you in the rulemaking process – anything from numbering questions, to format questions, to rulemaking classes, at your office or ours – we're always glad to help.

Lynne C. Angle
Director, Administrative Rules