Procedure for New Revocation by Notice Process

Once an agency has submitted a five-year regulation review report to the Joint Committee on Administrative Rules and Regulations (JCARR), any regulations that were identified as regulations for revocation are eligible to be revoked by notice.

The notice must contain the agency name, a list of each regulation proposed for revocation by notice, and a statement that each of these regulations was identified in a report submitted to the Joint Committee on Administrative Rules and Regulations as regulations that may be revoked. A summary of the regulation(s) or regulation title(s) and why they are being revoked would be helpful. A sample notice has been attached.

**Before the notice is submitted to the Secretary of State for publication in the Kansas Register**, the agency must take the following steps in any order pursuant to K.S.A. 77-426(d):

* Upon the written request of a member of the public, hold a public hearing on the proposed notice of revocation (JCARR has recommended that agencies give some type of notice to the public. There are no required formats or notice period lengths for this voluntary notice.)
* Submit the notice of revocation to the Attorney General for review and approval in accordance with K.S.A. 77-420(d)
  + Submit hard copies of the following to the Attorney General’s Office:
    - The Regulation Revocation by Notice Transmittal Memo
    - A copy of the revoked regulation histories in the same format as regulations submitted through the regular adoption process
    - A copy of the notice of revocation
    - A copy of the most current version of the law cited in the history section of each proposed revocation
    - A copy of the regulation(s) as they currently exist
    - An emailed copy of the five-year regulation review report
* Submit the notice of revocation to JCARR
  + Submit the notice of revocation to [jill.shelley@KLRD.ks.gov](mailto:jill.shelley@KLRD.ks.gov), [Jordan.milholland@KLRD.ks.gov](mailto:Jordan.milholland@KLRD.ks.gov), and to the current chair, vice-chair, and ranking minority member of [JCARR](http://www.kslegislature.org/li/b2023_24/committees/ctte_jt_rules_regs_1/)
  + Upon request by the chair of JCARR, appear before the committee

Once these statutory criteria have been met, the notice of revocation and stamped revoked regulation histories may be filed with the Secretary of State. The notice should be filed by noon on Wednesday, eight days before the desired publication date. The revoked regulations will be effective 15 days after publication in the Kansas Register.

* Submit the following to the Publications Office, Secretary of State, Memorial Hall, 1st floor, 120 SW 10th Ave.:
  + A hard copy of the notice of revocation submission form (attached)
  + The original Attorney General approved regulation histories
* Submit the following to [KSSOS.Regulations@ks.gov](mailto:KSSOS.Regulations@ks.gov) and [KansasRegister@ks.gov](mailto:KansasRegister@ks.gov):
  + An emailed Word version of the Notice of Revocation
  + A Word version of the regulation histories