**Temporary Regulations**

**Secretary of State Filing Checklist**

All temporary regulations must go through the State Rules and Regulations Board (SRRB) for approval. The Board is chaired by the Attorney General or the Attorney General’s designee and meets upon call of the Chair. Please speak with Lara Murphy, 785-296-0082, if you would like a meeting scheduled.

* + A hard copy of the following must be filed with the Secretary of State office:
    - An original adoption certificate, formal adoption letter, or roll call vote adopting each regulation that is signed after the final approval date on the regs
    - An ***original*** of each temporary regulation stamped by—Administration, the AG & (if required) Budget (each regulation should end with a T-)
    - An Economic Impact Statement (stamped by Budget if required)
    - An Environmental Benefit Statement (if applicable)
  + A second pile should contain:
    - 4 copies of the adoption certificate, formal adoption letter, or certified roll call vote adopting each regulation listed
    - 4 copies of each regulation listed stamped by— Administration, the AG & (if required) Budget
    - 4 copies of the Economic Impact Statement (stamped by Budget if required)
    - 4 copies of the Environmental Benefits Statement (if applicable)
  + Please send the following documents electronically to [lara.murphy@ks.gov](mailto:lara.murphy@ks.gov):
    - A “clean” electronic copy of adopted temporary regulations with the stricken language removed and no underlining
    - A PDF of the written testimony (please provide sometime before the hearing date or bring 10 paper copies on the hearing date as well as sending the PDF to Lara to send to any remote participants)