# Checklist for Chapter 13 – Repeal of Obsolete Rules under 14.3895

| **Date Completed** | **Item** |
| --- | --- |
|  | **13 – Entire chapter reviewed before proceeding** |
|  | **13.1 – Eligibility determined** - Ensure agency has identified the rules in the obsolete rules report - Governor’s Office notified  - **GOV-PRLM** used |
|  | **13.2 – Rules drafted; agency approval obtained** - Draft rules as you would any other rules (See Chapter 3) - Request preliminary draft from Revisor; tell them the rules are obsolete rule repeals under 14.3895 - If agency is a multi-member board, **BD-NTC** used |
|  | **13.3 – Notice of Intent to Repeal Obsolete Rules drafted - NTC-OBS** used |
|  | **13.4 – Notice plan prepared** |
|  | **13.5 – Notice plan approved by Chief ALJ - NP(O)-RQST** used - Set up eFile account |
|  | **13.6 – Notice given** - **13.6.1 – Notice sent to agency mailing list  - CRT-LIST** and **CRT-MLNG** used  - Legislators notified; **LEG(O)** used **- 13.6.2 – Additional notice given  -** Efforts documented; **CRT-GNRC** used **- 13.6.3 – Notice published in *State Register*  -** *State Register* websiteused - **13.6.5 – Allow at least 60-days for comment - 12.3.6 – Consider using OAH’s eComments** |
|  | **13.7 – Modifications to your Expedited Rules -** Review comments and decide on modifications - Get approval from chain of command - Obtain certified copy of modified rules from Revisor |
|  | **13.8 – Obsolete Rules subject to Hearing  -** If you receive 25 or more requests for a hearing, you must meet the requirements of §§ 14.131 to 14.20, for rules adopted after a hearing or the requirements of §§ 14.22 to 14.28 for rules adopted without a hearing. - **12.5.1 – Withdrawal of hearing requests  - NTC-HRWD** and **CRT-HRWD** used |
|  | **13.9 – Proposed Order Adopting Rules drafted  - ORD-ADPT** |
|  | **13.10 – File submitted to OAH for official review (eFile) - REVW(O)-LTR** used  - Notify ALJ before filing |
|  | **13.11 – Notice of Submission of Rules to OAH given** - **NTC-SBM** and **CRT-SBM** used |
|  | **13.12 – ALJ review completed** - ALJ has 14 days to review |
|  | **13.13 – Resubmitting disapproved rules  - 13.13.1 – Resubmitting with corrections - 13.13.2 – Determine whether to further notify the Governor’s Office  - GOV-FNL** used |
|  | **13.14 – Withdrawal of rules (optional)** |
|  | **13.15 – Order Adopting Rules finalized and filed** - Order Adopting Rules signed by:  - Signed order eFiled with OAH - Rules filed with Secretary of State - Notice of Adoption received from Revisor |
|  | **13.16 – Repeal of Obsolete Rules published in the *State Register***- Notice submitted after agency is certain Governor will not veto rules  - *State Register* website used - Rules published within 180 days of ALJ review |
|  | **13.17 – Official Rulemaking Record prepared - RECORD** used |