**Adopted Regulation**

**Secretary of State Filing Checklist**

* + A PDF of the following must be filed with our office at least 8 days before the desired publication date. (Allow additional time if lengthy or heavily amended.) Hard copies of the originals and one copy must be submitted as soon as practicable for filing and proofing.
* An **original** adoption certificate, formal adoption letter, or certified roll call vote for each regulation adopted
* An **original** and **one copy** of each regulation stamped by:
  + Department of Administration
  + Attorney General
  + Division of Budget (if NOT federally mandated)
* An Economic Impact Statement (EIS) addressing each regulation
  + If the proposed regulations were submitted before July 1, the new EIS form must be completed including the hearing certification page containing the hearing date, time, location and attendance. The entire EIS must be stamped by Budget if the regulations are not federally mandated.

**or**

* + If the proposed regulations were submitted after July 1, the original stamped EIS and a completed copy of the Public Hearing Certificate form listing the hearing date, time, location and attendance (must also be stamped by the Division of the Budget if not federally mandated). The form may be found at <https://budget.kansas.gov/agency-info/>.
* An Environmental Benefit Statement ***if regulations have an environmental impact***
* A “clean” Word version of the adopted regulation with all stricken language removed and no underlining should be sent to:
  + Lara Murphy at [KSSOS.Regulations@ks.gov](mailto:lara.murphy@ks.gov)
  + Todd Caywood at [kansasregister@ks.gov](mailto:kansasregister@ks.gov)