

# MEMORANDUM

State of Alaska

Department of Law

**To:** Regulations contacts, and other readers of the *Drafting Manual for Administrative Regulations*

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**Tel. No.:** 465-3600

**From:** Susan R Pollard  
Chief Assistant Attorney General  
and Regulations Attorney  
Legislation and Regulations Section

**Re:** 2018 *Drafting Manual for Administrative Regulations*

The Department of Law publishes the *Drafting Manual for Administrative Regulations* to comply with AS 44.62.050. It is for use by state officials, agency staff, and the public in the development, processing, and adoption of state administrative regulations. This manual sets out legal requirements that apply to the state regulatory process in order to assist state agencies prepare clearly written regulations, and to further the participation of the public in the regulatory process.

We will provide a paper copy of the manual on request. An electronic version of this manual and the associated forms is available on the Department of Law website at <http://www.law.alaska.gov/pdf/manuals/DraftingManual-AdminRegs.pdf>.

The 2018 version of the manual reflects changes effective August 1, 2018 made by Chapter 7, SLA 2018; in summary those changes repealed the Administrative Regulation Review Committee. Although the basic statutory process to propose and adopt regulations remains unchanged (*i.e.*, notice and public comment), the requirements for who must receive notice of proposed regulations under AS 44.62.190 changed as of August 1, 2018. We explain those new requirements in chapter 4, public notice. Further, the appendices included in this manual and on the Department of Law website are updated to be consistent with current law.

The Department of Law welcomes your suggestions on how to improve this manual or the regulatory process.