**Regulatory Analysis Process**

1. Draft proposed rule
2. Complete Regulatory Analysis (see attached Template)
3. Submit Regulatory Analysis to RMS for publication in the Administrative Bulletin
   * See the attached RMS instructions for submitting a regulatory analysis
   * The Regulatory Analysis should be submitted for publication in a bulletin that is published at least 20 days before the public hearing on the regulatory analysis
4. After the public hearing, make any necessary edits to the Regulatory Analysis.
5. Post the final Regulatory Analysis to the department website.
6. Send a completed Request to Initiate New Rulemaking form along with the Regulatory Analysis to the ARC and your IGOV policy advisor at least one week before the RMS submission deadline (which is 4 business days before the Notice Submission Deadline) you wish to meet.
7. Once approval is received from the ARC, submit your NOIA or AFE to RMS for publication as normal.