Rules Management System: Non-Rule-Making Submissions

The Rules Management System (RMS) is managed by the Legislative Services Agency and housed in the Legislative Portal. RMS is the system for the electronic submission of administrative rules, as well as public notices and other non-rule-making documents, for publication in the Iowa Administrative Bulletin (IAB).

Use the following links to jump to a section for quick reference, or follow the steps in sequence to log in and process submissions:

What are "non-rule-making submissions"? Edit/Submit Unfinished Draft

<u>Log in to Rules Management System</u> <u>Confirmation of Submission</u>

Navigate to Non-Rule-Making Submissions Submission Returned with

Feedback

Submit for Publication in IAB

Important Contacts

Technical Questions/Assistance:

LSA Help Desk at 515.281.6506 or helpdesk@legis.iowa.gov

For procedural questions (dates, requested responses, etc.), direct questions to:

- Jack Ewing, Administrative Code Editor and Administrative Rules Review Committee Legal Counsel: 515.281.6048 or jack.ewing@legis.iowa.gov
- Publications Editing Office (PEO) editors: 515.281.3355 or admincodeoffice@legis.iowa.gov

Note: Regulatory analyses are submitted in RMS using the same process as editorial changes and other non-rule filings. If you are unfamiliar with that process, instructions are below.

What are non-rule-making submissions?

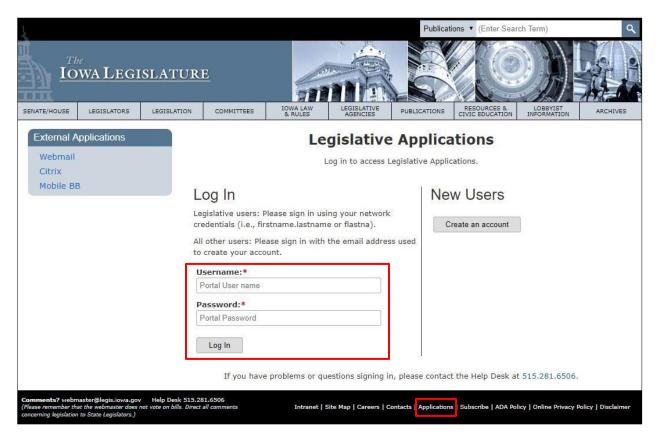
Non-rule-making submissions include any document that is required to be published in the Iowa Administrative Bulletin and that does not contain rule-making action. An **Editorial Change Document**, while technically not a non-rule-making document, is submitted using the same process as that used for non-rule-making documents. For more information on Editorial Change Documents, see "Nonsubstantative Updates to Rules Outside the Rule-Making Process" in Part B of the Rule Writer Handbook.

Non-rule-making document types include the following:

- Advisory Notices
- Civil Reparations Trust Fund
- Gas and Electric Delivery Rates
- Newspaper Rates
- Notices of Stakeholder Group
- Proclamations
- Public Funds Availability
- Public Funds Interest Rates
- Regulatory Analysis
- Request for Regulatory Analysis
- Usury Rate
- Utilities Notices
- Workers' Compensation Rates
- Other Authorized Publication (such as an Editorial Change Document or other miscellaneous document)

Log in to Rules Management System (RMS)

Log in at www.legis.iowa.gov/portal/rms or click the **Applications** link at the bottom of the website. See below:



Enter your email address as your username and your password and then click the **Log In** button to sign in.

Once logged in, click the link entitled **Rules Management System** from the list of applications in the left navigation pane.



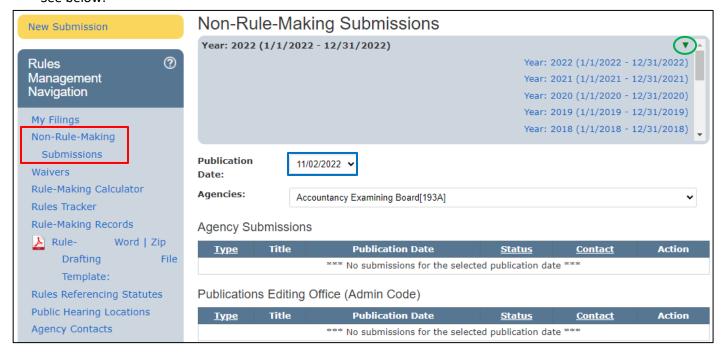
Navigate to Non-Rule-Making Submissions

In the Rules Management Navigation pane at left, select **Non-Rule-Making Submissions** (outlined in red below). You will see all of the non-rule-making submissions for your agency for the upcoming publication date.

You may change the year using the year selector at the top of the screen. Click the arrow (outlined in green below) to select a previous year and view non-rule-making submissions for your agency from that time frame.

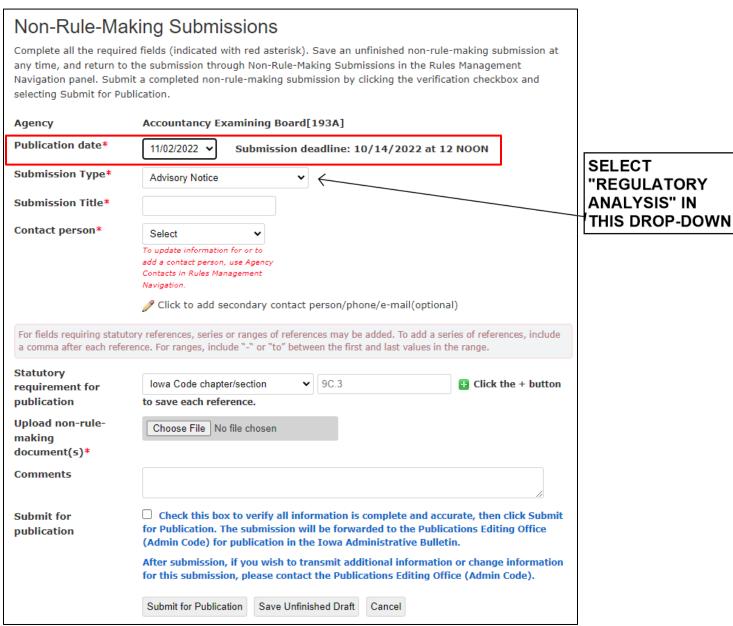
You may also change the publication date using the drop-down provided (outlined in blue below). When you change the publication date, the contents of the page will adjust automatically to show non-rule-making submissions for the selected publication date.

See below:



Submit for Publication in IAB

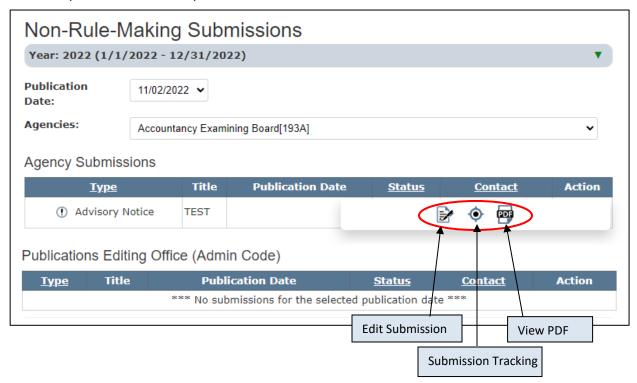
To submit a non-rule-making document for publication in the Iowa Administrative Bulletin (IAB), select **Non-Rule-Making Submissions** in the left navigation pane and then click the yellow **New Submission** button above Rules Management Navigation at left. To reset the form at any time, click the **Reset Form** button above the Rules Management Navigation at left. You will see a screen like the one below:



- Select a publication date from the Publication date drop-down (outlined in red above). For your information, the submission deadline for the selected publication date will appear.
 - You may also select "Draft only" in the **Publication date** drop-down, if you wish to create a draft. You will need to select a publication date before you will be able to submit for publication.
- Fill in all required fields (denoted with *), upload the non-rule-making document(s), check the **Submit for publication** checkbox, and then click the **Submit for Publication** button.
- You can save an unfinished Non-Rule-Making Submission draft at any time by clicking the **Save Unfinished Draft** button.

Edit/Submit an Unfinished Draft

Unfinished drafts are saved in the Agency Submissions table. To edit the draft and submit it, hover over the icon in the Action column. Select the **Edit Submission** icon, complete the form, upload the document, check the checkbox, and click **Submit for Publication**. See below:



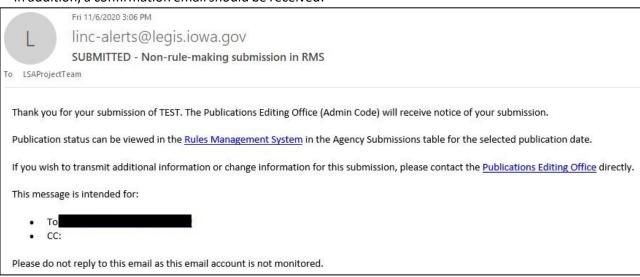
Confirmation of Submission

Immediately following submission, this message will display:

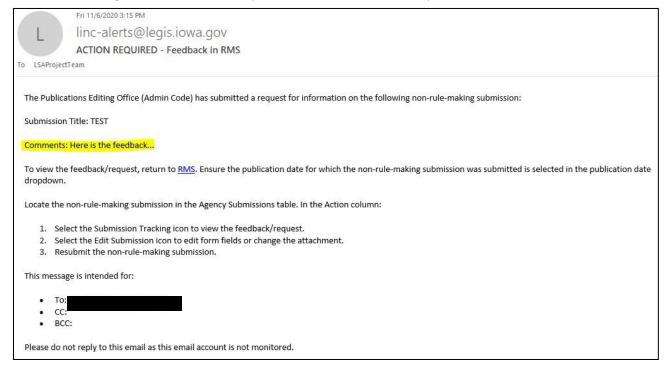
Submission Successful

Thank you for your submission. The Publications Editing Office (Admin Code) will receive notice of your submission. Publication status can be viewed in Agency Submissions for the selected publication date.

In addition, a confirmation email should be received:

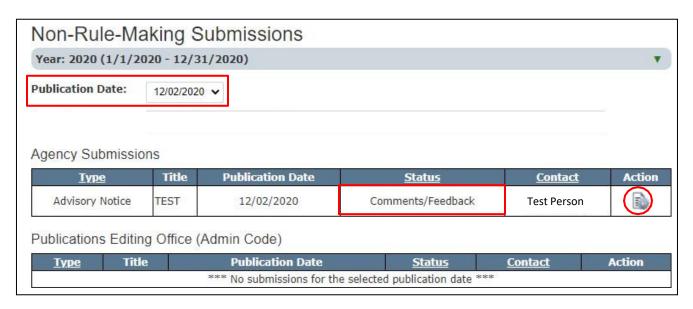


Upon submission of the non-rule-making document for publication, PEO will receive an email alert, download the PDF, and incorporate the document in the Iowa Administrative Bulletin for the indicated publication date. If PEO has questions about the document intended for publication, you may receive an email indicating that feedback awaits your attention. See an example email below:



Submission Returned with Feedback

If PEO returns the submission record with feedback or a request, return to RMS, click **Non-Rule-Making Submissions** in the left navigation pane, and make sure the publication date for which the document was submitted is selected in the **Publication date** drop-down. See example below:



Locate the document in the Agency Submissions table (above). Hover over the Action icon next to the submission and then click the **Submission Tracking** icon to view the comments/feedback.

Submission tracking for the example non-rule-making document is shown below:



Click the **Edit Submission** icon to edit form fields or change the attachment.

When finished, check the **Submit for publication** checkbox (after which the **Submit for Publication** button will become active) and then click the **Submit for Publication** button to resubmit. See below:

