

MEMORANDUM

TO: Regulations Modernization Taskforce

FROM: Chris Drake

DATE: October 9, 2012

RE: Discussion with Idaho Office of the Administrative Rules Coordinator
Concerning their Online Regulations System

Contacts: Dennis Stevenson, Administrative Rules Coordinator

- Publication
 - o When an agency wants to amend their rules, they request a copy from the Administrative Rules Coordinator
 - o Agencies make changes in Word
 - o Documents are loaded into Adobe Frame Maker
 - o Adobe Frame Maker is used to create the Idaho Bulletin, which is now completely electronic -- Frame Maker exports files in .pdf format
 - o The code is published using a web page created in-house. It is really just a series of .pdf links. The .pdf documents are searchable.
- Miscellaneous
 - o Idaho requires approval by their legislative regulation review committee before implantation of a regulation, like Connecticut.
 - o The Office of the Administrative Rules Coordinator has three staff members, including the Rules Coordinator himself
 - o The Office is within the Department of Administrative Services, an executive branch agency