

Agency procedure for submittal of editorial changes to be made pursuant to Iowa Code section 2B.13(2)*

1. Use the **Nonrulemaking Submissions** option in RMS to submit an editorial-change document.

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The Iowa Legislature > Legislative Portal > Rules Management System > Agency

New Filing

Agency

Year: 2021 (1/1/2021 - 12/31)

Publication Date: 02/24/20

Agencies: Utilities C

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Governor's Office

Type	ARC	Sho
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2. Select your agency's name and the publication date from the dropdown menus.

3. Select the "New Submission" option to create the filing.

4. Complete the filing form:

a. Using the dropdown menu, select "Other Authorized Publication" as the Submission Type.

b. Input a Submission Title, using the following naming convention:

your agency's ID number.editorial changes.publication date in YY MM DD format

(e.g., 191.editorial changes.20 09 23)

c. For the Statutory Requirement for Publication field, cite Iowa Code section 2B.13(2).

d. Upload the file (i.e., the document containing the editorial changes). Editorial changes are structured as item statements.

--Use the Submission Title named according to 4b above as the name of the file.

--Include a heading (as shown in the example below) at the top of the document, followed by the specific, narrow items showing the editorial changes that need to be made.

5. Submit the document before the noon deadline for the selected publication date.

Example document:

AGENCY NAME AND ID NUMBER
Editorial changes to be made pursuant to Iowa Code section 2B.13(2)

Item 1. Amend paragraph 1.1(2)"b" as follows:

b. The agency's address is ~~101 Sunrise Avenue~~ 202 Main Street, Des Moines, Iowa 50319.

Item 2. Amend subrule 2.2(1) as follows:

2.2(a) Submittal of information. The applicant shall mail the completed form to Agency Name, ~~101 Sunrise Avenue~~ 202 Main Street, Des Moines, Iowa 50319.

*Substantive amendments cannot be made in an editorial-change document.