

## RMS Checklist

### Notice of Intended Action:

- **Statutory delegation of rule-making authority—cite section(s).** Whenever possible, for the statutory delegation of rule-making authority, cite an Iowa Code section(s), rather than a chapter, that specifically gives the agency the authority to make or adopt rules. (In some cases, the Iowa Acts may give rule-making authority.)
- **Waivers—include citation.** If the RMS boilerplate for waivers is used, include a citation to the agency's relevant waiver rules or chapter by adding the following words to the end of the boilerplate language: if any, pursuant to [waiver citation].
- **Attached document—no Tracked Changes.** Ensure that the attached document does not have any Tracked Changes.
- **Review preamble for accuracy.** Carefully review the generated PDF of the preamble to ensure accuracy of the following fields that are generated from RMS (a preamble in the agency's attached document will not be used as the basis for the preamble of the edited document):
  - IAC chapters cited in the first paragraph:
    - Match the chapters amended in the item(s);
    - Have the correct associated actions (for example, if the chapter will be rescinded, make sure that the action says "rescind Chapter \_\_").
  - Purpose and Summary text describes, in full sentences, the amendments.
  - Fiscal Impact—use boilerplate or edit in RMS as necessary.
  - Jobs Impact—use boilerplate or edit in RMS as necessary.
- **Preamble text edits.** If any preamble text needs to be edited after completing that review, edit the text fields in RMS and generate the preamble again.

### Adopted and Filed:

- **Download RTF from GA's website.** Download the RTF of the published Notice from the General Assembly's website to use as the basis for the Filed amendment(s) and to provide edited text for RMS fields.
- **Copy and paste edited text from published Notice.** Copy and paste the edited text from the published Notice into the following RMS fields and edit the text to reflect changes from the Notice as needed:
  - Purpose and Summary;
  - Fiscal Impact;
  - Jobs Impact;
  - Waivers.
- **Iowa Code/Acts citations—update.** If the citations to Iowa Code/Acts sections for either the statutory delegation of rule-making authority or statute the rule making is intended to implement were changed during publication of the Notice, update RMS to reflect any edits that were made.
- **Public hearing date or time—update.** If the date or time for the public hearing was changed after submission of the Notice in RMS, update the hearing information.

For assistance or if you have questions or suggestions, please feel free to contact the Publications Editing Office (Administrative Code) at 515.281.3355 or [AdminCode@legis.iowa.gov](mailto:AdminCode@legis.iowa.gov).