

Rules Management System – FAQ

The Rules Management System (RMS) is the electronic filing system for administrative rules and waivers/variances and assumes the functionality of the former Administrative Rules Terminal (ART) System. RMS is managed by the Legislative Services Agency and housed in the Legislative Portal.

Who can I contact with feedback or suggestions for the RMS application?

Please e-mail the LSA Project Team at LSAProjectTeam@legis.iowa.gov.

Is all of the data from the decommissioned ART system available in the new RMS application?

Yes, all data from ART has been imported into the Rules Management System.

I created my Notice in the ART System; how do I find it in RMS?

In the **Rule-Making Records** section (in Rules Management Navigation, left margin), search for the rule making by ARC, keyword, or chapter affected.

Can I submit a filing past the deadline?

A filing may be submitted in RMS. However, be advised that late filings may not be accepted without prior approval from the Governor's Office or Administrative Code Office.

How do I create a filing?

Select the yellow **New Filing** button at the top of the left margin, then select a rule-making type from the dropdown. Supply information in all required fields and click **Submit Filing**.

How do I determine the status of my filing?

In the Home Screen/My Filings table, filings in the **Governor's Office** table are in queue in the Governor's Office, awaiting preclearance.

If a filing is in the **Administrative Code Office (ACO)** table and the **Status** column reads "Administrative Code Office," the filing is awaiting check-in by ACO. If the **Status** column reads "In Process," the filing is being processed for publication.

How do I revise information I provided in the filing form?

If the filing has been submitted, the filing must be returned to the Agency in order for information in the filing form to be updated. So long as the filing status does not read "In Process," the filing may be returned to the Agency for feedback or revision.

I created a draft filing. Where do I find it?

The draft filing will be located in the **My Filings** table. Status will read “Draft.”

I received a message that my NOIA rule making is not yet eligible for filing. Why not?

Date fields (comment deadline, public hearing, adoption and effective dates) are subject to compliance checks against the Schedule for Rule Making. The compliance check is based on the publication date selected and, for Adopted and Filed rule makings, is also based on the publication date of the Notice of Intended Action.

I don't know the ARC number of my NOIA rule making; how can I create a filing based on that Notice?

Use the **Rule Title** field to type a keyword or phrase for the rule making; select from the generated suggestions. Or use the **Rule-Making Records** section and search by keyword or chapter affected, or sort the page to view results by publication date.

What is the difference between statutory designee, delegation of rule-making authority, and statute intended to implement?

Statutory designee: Name of the entity with statutory rule-making authority. Usually “Board,” “Commission,” “Council,” “Director,” or the like.

Delegation of rule-making authority: Reference to statutory delegation of rule making authority. Usually an Iowa Code or Iowa Acts reference.

Statute intended to implement: Reference to statute the rule making is intended to implement. Usually an Iowa Code or Iowa reference or reference to federal statute or rule.

When is the ARC number assigned?

The time of ARC number assignment depends on the rule-making type:

NOIA and AFE: ARC # is assigned by the Governor’s Office upon preclearance

All other rule-making types: ARC # is designated upon ACO’s acceptance of the rule making for publication

When a filing receives an ARC number, an e-mail is triggered to notify agency of the ARC number.