

# WISCONSIN LEGISLATIVE COUNCIL STAFF

## RULES CLEARINGHOUSE

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TO: AGENCY ADMINISTRATIVE RULES CONTACT PERSONS  
FROM: Wisconsin Legislative Council Rules Clearinghouse  
SUBJECT: 1994 Edition of the Administrative Rules Procedures Manual

Please find enclosed a copy of the October 1994 *Administrative Rules Procedures Manual*, prepared by the Revisor of Statutes Bureau and the Wisconsin Legislative Council Rules Clearinghouse. Additional copies may be obtained at no charge from the offices of the Wisconsin Legislative Council at the above address.

The 1994 edition of the Manual contains a number of minor changes from the last edition (1991). In addition, s. 2.06, Manual, has been revised and now includes the filing deadlines for publication of a notice of a hearing or a notice of proposed rule-making in the *Wisconsin Administrative Register* for 1995, 1996 and 1997.

Also, the Clearinghouse asks that agencies pay particular attention to s. 1.02 (1), Manual, relating to the content of an introductory clause to a rule-making order. Clearinghouse reports rarely comment on this aspect of a rule-making order, but because of agency inconsistencies in this area, Clearinghouse reports in the future will include suggestions for compliance with s. 1.02 (1), Manual.

If you have questions about the Manual, rule drafting or the rule-making process, please feel free to contact Ronald Sklansky, Director of the Clearinghouse (266-1946), or Richard Sweet, Assistant Director of the Clearinghouse (266-2982).

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If you have questions about the *Wisconsin Administrative Register* or the process of preparing and filing rules for promulgation, please feel free to contact Gary Poulson, Deputy Revisor of Statutes (266-7275).

RS:RNS:kjf;lah

Enclosure