

FORMAT

# GUIDANCE DOCUMENTS (SAPA §202-e)

- ' Not less than once each year, every agency shall submit to the Secretary of State for publication in the State Register a list of all guidance documents on which the agency currently relies.
- ' An agency may be exempted from compliance with the requirements of section 202-e(1) if the agency has published on its web site the full text of all guidance documents on which it currently relies. If this applies to your agency, submit a notice stating such and identifying the web site where the full text of documents are located. The notice must be signed by the agency's General Counsel.

### INSTRUCTIONS: Please read before preparing a list or notice.

An acceptable list of Guidance Documents or notice must be typed in scannable format as described in the Department of State's *Register* procedures manual, *Rule Making in New York*.

**E-mail the list or notice to nysregister@dos.state.ny.us OR hand deliver/mail the original and one copy of each list or notice to:** Department of State, Division of Administrative Rules, 41 State Street, Suite 330, Albany, NY 12231-0001.

### LIST OF GUIDANCE DOCUMENTS

*(List each Guidance Document on which the agency currently relies, and provide information on where and how regulated parties and members of the public may inspect and obtain copies of any such document.)*

*(Specify name, public office, address and telephone number of the agency representative from whom information may be obtained and to whom written comments may be submitted.)*

This list was prepared and submitted by:

(Signature) \_\_\_\_\_

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

(Date) \_\_\_\_\_

(Telephone) \_\_\_\_\_

(E-mail) \_\_\_\_\_

### EXEMPTION NOTICE CONCERNING GUIDANCE DOCUMENTS

I, the undersigned General Counsel for the \_\_\_\_\_  
(Agency Name)

hereby state that said agency has published the full text of all guidance documents on which said agency currently relies at the following web site(s):

*(List all web site addresses where Guidance Documents on which the agency currently relies appear.)*

General Counsel's Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

Date \_\_\_\_\_

