

Kansas Department for Aging and Disability Services (KDADS)  
Process for drafting new Kansas Administrative Regulations (K.A.R.s) and for  
amending  
or revoking current K.A.R.s implementing the responsibilities assigned to KDADS  
by Kansas Statutes (K.S.A.s) regulations

**New Regulations:**

Program staff assigned to regulations by a KDADS Commissioner shall:

1. Comply with the Policy and Procedure Manual for Filing KS Administrative Regulations, Section 3 pages 43 to 69 for organization, style, spelling and grammar of language when drafting regulations.
2. Submit signed concurrence sheet including approvals by applicable Program Director/Manager, Commissioner and Accounting/Budget together with the Economic Impact Statement and if appropriate; an environmental benefit statement and/or private property protection considerations to the KDADS' Legal Division.
3. Submit a notebook with a draft of the proposed regulations along with all necessary supporting documentation to the KDADS' Legal Division for review. Legal will assist with the history if needed. After legal review the notebook will be returned to program staff. Program staff will complete any required revisions or clarifications noted by the Legal Division and re-submit. The legal review process continues until the draft receives the Legal Division's written approval.
4. Following receipt of legal approval; program staff shall, schedule a meeting with the Attorney General's (AG) office. Contact Sarah Fertig 368-8408 or [sarah.fertig@ksag.org](mailto:sarah.fertig@ksag.org) to arrange AG's meeting. KDADS program staff and KDADS Legal Division staff will receive notice of and attend any meeting with the AG's office. After AG's review meeting is completed and program staff has incorporated all resulting agreed upon edits; a word document of proposed regulations shall be submitted electronically and in hard copy to the KDADS' Legal Division. The Legal Division will review organization, style, spelling and grammar, make changes where appropriate and submit the proposed regulations to the Department of Administration (DOA) for approval. Upon approval from the DOA, the KDADS' Legal Division will submit the DOA approved regulations to the AG's office for approval. DOA and AG approved regulations will be returned to program staff.
5. Program staff will review and comply with the Policy and Procedure Manual for Filing KS Administrative Regulations, Section 1, 4 and 5 for filing permanent regulations.
6. Send pdf of notice of Public Hearing and of the DOA and AG approved proposed regulations to the KDADS' Communications Director for posting to the public website and to KDADS' IT for posting to the Intranet. Program staff shall identify all web locations where the proposed regulations should be posted and provide that information to the KDADS' Communications Director and IT.
7. Send a pdf of the proposed regulations to appropriate front desk staff.
8. After regulations have been adopted send pdf of the adopted regulations to the KDADS' Communications Director for posting to the public website and the same to IT for posting to the Intranet. Program staff shall identify all web locations where the proposed regulations should be posted and provide that information to the KDADS' Communications Director and IT.

**Day of public hearing:**

9. Place signs with room notice in public areas of building...front door, elevator and outside hearing room. Set up tape recorder at head table, make signup sheets available.

**Temporary regulations:**

1. Follow the same procedure as above.
2. Refer to Policy and Procedure Manual for Filing Administrative Regulations, Section 2 pages 34 to 42.

**Amending current regulations:**

1. Follow the same process as above.
2. Refer to Policy and Procedure Manual for Filing KS Administrative Regulations, Section 3 pages 56-57.

**Revoking current regulations:**

1. Follow the same process as above.
2. Refer to Policy and Procedure Manual for Filing KS Administrative Regulations, Section 3 page 62.

*The date of publication in the Kansas Register will be determined at the time the agency files the regulations with the Secretary of State. Publication deadlines for the Kansas Register are determined by the length of the regulations and the date that the regulations are filed with the Secretary of State. In general, regulations are published 1 to 3 weeks after filing. Permanent regulations will take effect 15 days after publication in the Kansas Register. Because the Kansas Register is published on Thursday of each week, permanent regulations will take effect on the third Friday following publication, unless a later date is specified in the body of the regulation. If the third Friday is a holiday, the regulation will take effect on the first working day following the holiday.*

**Record Retention:**

As per State General Retention and Disposition Schedule Administrative Series ID 0228-000 maintain records in office for 3 years per KSA77-421(c), or until regulation is revoked, whichever is longer. May include drafts and final copies of proposed, revised, and/or revoked regulations, correspondence, legislation and bills affecting creation of regulations, meeting minutes and sign-in sheets from public hearings, notices of meetings, tape recordings, and other related records. Transfer meeting minutes, drafts and final copies of regulations, and correspondence to the State Archives, destroy other documents.