

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: September 25, 2018

Re: State Publications Depository Program Draft Administrative Rules

With the adoption of the state publications management plan in August, staff are now ready to propose rules to implement the depository program requirements for state agencies and depository libraries. Draft rules are attached. The tentative timeline below assumes that the Commission is comfortable proceeding to a public comment period following the October Commission meeting.

Proposed Administrative Rules of Montana (ARM) Amendment Timeline:

October 9 – Commission votes to propose the amendments to the public.

Staff will then prepare the rule amendment notice.

October 23 – Notice must be submitted by noon on this day.

November 2 – Notice will be published in the Montana Administrative Register (MAR).

(See below for more information.) The notice may be sent out to the public via WIRED, put on the e-calendar and any other methods we choose.

November 23 – Last date accommodation may be requested.

November 30 – Last date written comments may be received. Written comments may be received via e-mail, regular mail or fax.

December 2 to December 4 – Staff will prepare the amendment notice with all comments summarized and responded to and present to the commission.

December 5 – The commission will vote to amend as proposed or with the changes identified.

December 11 – Notice must be submitted by noon on this day.

December 21 – Notice will be published in the MAR. Notices do not need to be sent to the public.

December 22 – Rules are effective.

December 31 – Last date for submission of replacement pages. Generally updated pages will not be available online for another quarter.

ARM information may be found at <https://sosmt.gov/arm/#>.