

Sample e-mail

Sender

To: gov-arrc@list.state.ak.us

Cc: (optional to others in your agency)

Subject: Adopted regulations of [Dept. of Law file number] [name of agency] [short description] (keep the subject line short but descriptive, for example "Adopted regulations: JU2016200208 DHSS, Child Care Assistance Program" and include the Department of Law file number.

Attachments: *Attach* a .pdf of adoption order or certification of adoption order, the adopted regulations, and the notice of proposed regulation – you do not need to attach the entire regulations package; only a copy of the adopted regulations, the adoption order, and the notice of proposed regulations.

Attached are adopted regulations of the **[insert name of agency] (Department of Law file number)**. The regulations concern **[insert short description of subject matter]**. You are receiving these adopted regulations because AS 44.62.320 requires:

"(c) At the same time as a regulation is submitted to the governor under AS 44.62.040(c), the state agency shall submit the regulation to the chair and all members of the Administrative Regulation Review Committee for review under AS 24.20.400 - 24.20.460 together with the fiscal information required to be prepared under AS 44.62.195.

(d) Within 10 days after receiving a regulation under (c) of this section, the chair of the Administrative Regulation Review Committee may submit to the governor, by legislative memorandum or letter, comments on the regulation."

[Contact information of person sending the email]