

STATE OF NEW HAMPSHIRE



OFFICE OF LEGISLATIVE SERVICES

STATE HOUSE  
107 NORTH MAIN STREET, ROOM 109  
CONCORD, NEW HAMPSHIRE 03301-4951

NOTICE

January 12, 2022

**NO ORIGINAL PAPER COPIES NECESSARY: ALL AGENCIES**

Pursuant to my authority under RSA 541-A:1, VI, to prescribe the terms and format of filing under RSA 541-A, I am eliminating the requirement that agencies send, by inter-office mail, any signed, original documents, including those temporarily held by agencies during the period when the Administrative Rules office was closed to in-person filings.

The Administrative Rules office is actively working to update the *Drafting and Procedure Manual for Administrative Rules* (the *Manual*). Until the *Manual* is fully updated, I am waiving the requirement in Section 8.4 of Chapter 3 of the *Manual* to send a hard copy of originals and any other portion of the *Manual* that requires a hard copy be sent to the Administrative Rules office. Notwithstanding any such requirement in the *Manual*, no agency shall file ANY paper copies with the Administrative Rules office.

Agencies shall continue to file electronically with the Administrative Rules office under the following conditions consistent with Section 1.10 and Part 8 of Chapter 3 of the *Manual*:

- (1) Using the e-mail address [AdminRules@leg.state.nh.us](mailto:AdminRules@leg.state.nh.us);
- (2) E-mailing beforehand the names of agency personnel who are authorized to file if the agency has not filed electronically before;
- (3) Filing documents in Word® except for documents requiring signatures, such as adoption cover letters or emergency rule cover sheets, which must be submitted as PDFs; and
- (5) Notifying the Administrative Rules office if there is any problem preventing electronic filing.

If you have any questions, please contact Michael Morrell, Acting Administrative Rules Director, at 271-3680 or at [michael.morrell@leg.state.nh.us](mailto:michael.morrell@leg.state.nh.us).

A handwritten signature in black ink, appearing to read "D. Alukonis".

David J. Alukonis, Director