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# COMMONWEALTH of VIRGINIA

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## MEMORANDUM

TO: PRESIDENTS and CHANCELLOR, STATE COLLEGES  
AND UNIVERSITIES  
SUPERINTENDENT, STATE DEPARTMENT OF EDUCATION  
COMMISSIONER, VIRGINIA EMPLOYMENT SECTION  
DIRECTOR, STATE COUNCIL OF HIGHER EDUCATION  
DIRECTOR, DIVISION FOR CHILDREN  
DIRECTOR, DEPARTMENT FOR THE AGING  
DIRECTOR, DEPARTMENT OF REHABILITATIVE SERVICES  
DIRECTOR, DEPARTMENT FOR THE VISUALLY HANDICAPPED  
DIRECTOR, STATE ADVOCACY OFFICE FOR THE  
DEVELOPMENTALLY DISABLED  
DIRECTOR, DIVISION OF VOLUNTEERISM  
DIRECTOR, OFFICE OF SPECIAL AND COMPENSATORY  
EDUCATION  
DIRECTOR, VIRGINIA COUNCIL FOR THE DEAF

FROM: PAUL J. FORCH *Paul Forch*  
Senior Assistant Attorney General

RE: Virginia Register Act

DATE: October 8, 1982

I sense that there may be some State institutions and agencies unaware of their obligations established by the Virginia Register Act with respect to public filing of their regulations. Until recently, this relatively obscure legislation had received little attention. The consequences for institutional or agency non-compliance are potentially serious.

At the risk of over-generalizing, your institution/agency is required to have on file its current regulations as



defined by the Act with the Virginia Registrar of Regulations. The law provides in absolute terms that such regulations have no legal effect until properly filed. You can readily observe that failure to comply may emasculate a sound institutional or agency decision on the basis of a technical omission. It is just such a possibility that I wish to alert you to, and thereby avoid.

There are two sections in the Act with which you should be familiar and which I am enclosing. Section 9-6.16 defines "regulation". It is the broadest definition I have seen. The definition reaches virtually every agency/institution policy, requirement or rule which affects third parties, including personnel, students and recipients of benefits..

I am also enclosing a copy of §9-6.18 which succinctly describes the filing obligation. I call your attention to the provision that : "No regulation or amendment or repeal thereof shall be effective until filed with the Registrar."

In view of the foregoing, I would advise you to designate an institutional or agency representative to shoulder the laborious task of collecting and identifying all existing policies, rules, and regulations of your institution/agency and causing them to be filed with the Registrar's Office.



Toward this end, I am enclosing guidance issued by the Registrar's Office designed to assist your institution/agency in complying with the Act. In particular, you will note a provision therein established by the Registrar that makes this task somewhat less onerous for most of you. The full text of regulations need not be filed in the case of personnel and student policies, policies relating to State contracts and funds, money grants and welfare payments. In such matters, a descriptive list need only be filed, along with the other information set forth in §9-6.18 of the Act. The foregoing applies equally to all amendments, additions or repeals.

Filings may be made in person at the Office of the Registrar of Regulations, 2nd floor, General Assembly Building, 910 Capital Street, Richmond, Virginia; or by mail directly to the Registrar at P. O. Box 3-AG, Richmond, Virginia 23208. Requests for guidance or information may be directed to the Registrar at the above address (804) 786-3591 or this Office. I would advise in those close cases where a given regulation may arguably not fall within the broad legislative definition, to nevertheless appropriately file to avoid a technical objection.



in which the assessment is made, and shall not be reimbursed from any other source. (1981, c. 446.)

CHAPTER 1.2.  
VIRGINIA REGISTER ACT.

Sec.	Sec.
9-6.16. Definitions.	9-6.19. Official Register of Regulations.
9-6.17. Registrar of Regulations; personnel, facilities and services; publications.	9-6.20. Duties of Commission in compiling register.
9-6.18. Agencies to file regulations with Registrar; other duties; failure to file.	

§ 9-6.16. Definitions. — As used in this chapter:

"Agency" means any authority, instrumentality, officer, board or other unit of the government of the Commonwealth with express or implied authority to issue regulations other than the General Assembly, courts, municipal corporations, counties, and other local or regional governmental authorities including sanitary or other districts and joint state-federal, interstate or intermunicipal authorities.

"Commission" means the Virginia Code Commission.

"Register of Regulations" means the published listing of agency regulations with supplemental information as provided by §§ 9-6.18 and 9-6.19.

"Registrar" means the Registrar of Regulations appointed as provided in § 9-6.17.

"Regulation" means any statement in writing of law, policy, right, requirement, or prohibition formulated and promulgated by any agency as a rule, standard, or guide which is used or usable for the determination of compliance or noncompliance with, or violation of, law as a basis for either the imposition of legal consequences of any kind or the grant or denial of relief or of a license, right, or benefit by any agency or court whether or not such statements are substantive, organizational, remedial, procedural (including forms and instructions), or interpretations of laws under which the agency is operating (other than those in advisory rulings or decisions of cases) and whether or not such statements are of general, particular, or local applicability for the past, present, or future. The term "regulation" includes all texts adopted by reference to other sources or publications as well as all delegations of authority by an agency to any person or persons to decide cases or make regulations with operative effect whether or not subject to review or reconsideration by the agency or other authority or court. But the term does not include (i) statements as to agency routine for managerial purposes or of only an internal, clerical, or custodial nature whether embodied in office manuals, memoranda, or other writings, (ii) local directions or instructions conveyed by highway signs or markers, and (iii) other directives as to which the Committee shall have determined that, for reasons of practicality, the purposes and requirements of this chapter should be waived, modified, or conditioned in whole or part. Such modifications may include general or special exemptions from filing, registering, or listing regulations under §§ 9-6.18, 9-6.19 and 9-6.20. (1973, c. 535; 1975, c. 502; 1982, c. 489.)

The 1982 amendment deleted a definition "government of the Commonwealth" for "State government" in the first paragraph.



**§ 9-6.17. Registrar of Regulations; personnel, facilities and services; publications.** — The Commission shall engage or appoint on a contract, part-time, or annual basis a professionally experienced or trained Registrar of Regulations. Under the direction of the Commission, the Registrar shall, at a suitable place to be designated by the Commission, perform the duties required by this chapter or assigned by the Commission in accordance with this chapter. The Commission shall as necessary also (i) appoint clerical or other personnel if any, (ii) arrange by contract or otherwise for the necessary facilities and services, and (iii) provide for the compilation and publication of the Register of Regulations pursuant to § 9-6.19. (1973, c. 535; 1975, c. 502; 1982, c. 489.)

The 1982 amendment deleted the first paragraph, providing for a Register Committee. In the second paragraph, the amendment substituted "The Commission" for "The Committee,

with the approval of the Commission" at the beginning of the first sentence, and substituted "Commission" for "Committee" in the second and third sentences.

**§ 9-6.18. Agencies to file regulations with Registrar; other duties; failure to file.** — It shall be the duty of every agency to have on file with the Registrar the full text of all of its currently operative regulations, together with the dates of adoption, revision, publication, or amendment thereof and such additional information as may be requested by the Commission or the Registrar for the purpose of published listing in accordance with § 9-6.19. Thereafter, coincidentally with the issuance thereof, each agency shall from day to day so file, date, and supplement all new regulations and amendments, repeals, or additions to its previously filed regulations. Such filed regulations shall (i) indicate the laws they implement or carry out, (ii) designate any prior regulations repealed, modified, or supplemented, (iii) state any special effective or terminal dates, and (iv) be accompanied by a signed statement or certification that they are full, true, and correctly dated. No regulation or amendment or repeal thereof shall be effective until filed with the Registrar.

In addition each agency shall itself (i) maintain a complete list of all of its currently operative regulations for public consultation, (ii) make available to public inspection a complete file of the full texts of all such regulations, and (iii) allow public copying thereof or make copies available either without charge, at cost, or on payment of a reasonable fee. Each agency shall also maintain as a public record a complete file of its regulations which have been superseded on and after June 1, 1975.

Where regulations adopt textual matter by reference to publications other than the Federal Register or Code of Federal Regulations, the agency shall (i) file with the Registrar copies of such referred publications, (ii) state on the face of or as notations to regulations making such adoptions by reference the places where copies of the referred publications may be procured, and (iii) make copies of such referred publications available for public inspection and copying along with its other regulations.

Unless he finds that there are special circumstances requiring otherwise, the Governor, in addition to the exercise of his authority to see that the laws be faithfully executed, may, until compliance with this chapter is achieved, withhold the payment of compensation or expenses of any officer or employee of any agency in whole or part whenever the Commission certifies to him that the agency has failed to comply with this section or this chapter in stated respects, to respond promptly to the requests of the Registrar, or to comply with the regulations of the Commission. (1973, c. 535; 1975, c. 502; 1982, c. 489.)

The 1982 amendment substituted "Commission" for "Committee" in the first sentence of

the first paragraph and in the last paragraph.

§ 9-6.19. Official Register establish and maintain an official register, which shall be compiled and kept up to date by the Commission, which shall be a resume of the agency's statutory authority, (i) information to be made, (ii) information to be inspected or copied as well as source for obtaining official copies thereof, and references to any of its currently operative regulations as the Commission may deem appropriate. The Commission shall arrange for the printing of the Register and its annual supplement, and otherwise. The Registrar shall maintain the Register and make the same available to the public. 1974, c. 151; 1975, c. 502; 1976, c. 151.

The 1982 amendment substituted "The Committee" for "The Commission" beginning the first sentence, and

§ 9-6.20. Duties of Commission, through the Registrar as of the work of compiling and

(a) In writing at any time one or more copies of all existing laws, orders, regulations, rules, decrees, and administrative orders, and of all amendments, repeals, additions, or corrections thereto, and of the duty of agencies to comply with them.

(b) Advise agencies as to the classification thereof; and

(c) Formulate and issue, with the consent of the Administrative Commissions respecting the nature and making exceptions thereto, such rules hereunder, and otherwise carry out

(d) [Repealed.] (1973, c. 535)

The 1982 amendment substituted "Commission" for "The Committee" in the introductory paragraph; inserted "at the end of subdivision (b); in subdivision (c) substituted "Administrative Process Act"

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See

9-34. Regulation of boxing or exhibitions.

9-45. Amateur matches held under auspices exempted.



# VIRGINIA CODE COMMISSION

## ~~REGISTER COMMITTEE~~

### Regulations Pursuant to the Virginia Register Act

~~Adopted June 13, 1975~~

~~Effective July 1, 1975~~

~~As Amended September 3, 1976, and June 27, 1978,  
effective September 15, 1978.~~

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### PART I. AUTHORITY AND SCOPE.

These regulations are issued for the guidance of agencies in complying with the Virginia Register Act (Va. Code §§ 9-6.15 through 9-6.22, ~~as amended by Va. Acts 1975, Ch. 502~~), hereinafter referred to as the act. They supersede the "Guidelines for complying with the Virginia Register Act" of June 1974. In order to render them more readably complete and usable, the following text includes statements copying or paraphrasing the act with citations to the appropriate part of it from which they are derived.

The purpose of the act is to satisfy the need for public availability of information respecting administrative regulations, and to encourage agencies in developing informative regulations (§ 9-6.15). To that end it mainly provides for the regular compilation, publication, and annual supplementation of the Register of Regulations (hereinafter Register) to serve as a finding guide to the existing or possible regulations of administrative agencies of the Commonwealth; and for that general purpose it imposes certain related duties on such agencies. The act provides for general supervision ~~by the Virginia Code Commission~~, application of policies and determination of guidelines by the ~~Register Committee created by the act~~, and day-to-day operation under a Registrar of VIRGINIA CODE COMMISSION



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Regulations (hereinafter Registrar). These regulations define more particularly the scope of certain terms and provisions of the act as interpreted and modified by the ~~Register Committee~~ as authorized by § 9-6.20.

CODE COMMISSION

### PART II. REGISTER OF REGULATIONS.

The Register contains for each agency subject to the act a summary statement of its regulatory powers with citation to the Virginia Code or other authority; information as to where its regulations may be inspected or copied, where and how copies of them may be obtained, the place of custody of the originals if not the same place, and references to any official publications of the regulations; a list of its currently effective regulations (including forms, delegations of authority, and texts adopted by reference) subject to filing in full under the act and filed with the Registrar (§ 9-6.19); and a notation of its regulations exempt from filing in full but otherwise covered by the act, as to which the agency has submitted descriptive statements as required by Part V-B below. These various terms, categories, and requirements are more fully explained hereinafter.

The published Register will be supplemented at least annually (§ 9-6.19), and a currently updated copy is maintained in the office of the Registrar (see Part XII below).

Agencies should promptly call to the attention of the Registrar any omissions or errors in the Register discovered by them.

### PART III. AGENCIES SUBJECT TO THE ACT.

Agencies covered by the act include all departments, boards, officers, or other units of the executive branch of the State government having express or implied authority to issue regulations subject to the act (§ 9-6.16). (Excluded are all units of local or regional government and joint State-federal, interstate or intermunicipal authorities as well as the General Assembly and the courts.) Any agency exercising regulatory powers has authority to issue some regulations, whether or not expressly authorized by statute to do so. Authority to determine whether a license shall be revoked, for example, implies authority to issue rules governing the procedure by which that determination is to be reached; and authority to require or administer requirements concerning registration, reporting, filing, or record keeping implies authority to issue rules setting forth the means by which such requirements are to be met. "Regulatory powers" may be taken to include (in addition to rule making) licensing (or the grant or denial of any form of permission), the grant or denial of benefits, the issuance of orders to discontinue unlawful action or to take action to achieve compliance, inspection, seizure, imposition of penalties, reporting and filing requirements, and determination of controversies specified by statute.

### PART IV. WHAT IS INCLUDED IN THE TERM "REGULATION."

"Regulation" embraces every written statement of substantive or procedural right, requirement, or prohibition issued by the agency as a rule, standard, or guide for the public, agencies, or courts and applicable to private conduct, the official decision of cases, or the grant or denial of licenses or benefits, except that it does not include local directions or instructions conveyed by highway signs or markers (§ 9-6.16). It includes such materials whether or not they are formally entitled regulations, and whether they are of general, particular, or local applicability. It includes forms required or suggested for use by regulated persons or entities, but does not include forms for use only by the agency (such



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as certificates, licenses, acknowledgments, or notices) unless they are actually instructions to persons outside the agency. It includes all texts adopted by reference to other sources or publications as well as delegations of authority by an agency to any person or persons to decide cases or make regulations (*ibid.*). It does not include purely internal regulations (*i.e.*, relating to the agency's office routine and personnel management) (*ibid.*); but agency manuals containing both purely internal instructions and instructions which are used or usable for imposition of legal consequences affecting private persons should be considered as regulations. Instructions issued by a State agency to other State agencies or to agencies of local government are not internal regulations (although they may be exempt from filing in full under the subject matter exclusions detailed in Part V-B below).

"Regulation" does not include compilations of statutes, unless in the same publication with agency regulations, or unless containing annotations made by the agency in the nature of interpretations. It does not include condensations of statutes, if purporting to be only that. It does not include annual reports unless they reproduce regulations not otherwise published.

### PART V. REGULATIONS REQUIRED TO BE FILED OR REPORTED.

All operative regulations (as defined above) must be registered with the Registrar, either by filing in full or, in some cases described below, by filing a description as specified herein.

#### A. REGISTRATION BY FILING IN FULL.

All currently operative materials falling within the term "regulation" as defined above (and not exempted from filing in full as set forth below) are required to be on file in full with the Registrar together with notations of the dates of their adoption, revision, publication, or amendment (§ 9-6.18). All new regulations and amendments, repeals, or additions to previously filed regulations must be similarly filed as adopted (*ibid.*). No regulation or amendment or repeal thereof, if subject to filing, is effective until filed with the Registrar (*ibid.*). (See also the ~~ninety-day~~ filing requirement in the Administrative Process Act, Va. Code § 9-6.14:9.) It is unnecessary to file separate copies of forms reproduced in or with an agency's other regulations; but subsequent revisions of such forms must be filed unless they too are parts of duly filed regulations.

As to all regulations subject to filing in full: ~~Two copies must be filed. They~~ <sup>ONLY ONE COPY</sup> must be accompanied by a signed statement or certification (which may be in the form of a simple covering letter) that ~~they are~~ <sup>IT IS</sup> full, true, and correctly dated. The statement must be filed in ~~triplicate~~ <sup>DUPLICATE</sup>, of which one copy will be stamped and returned as a receipt.

#### B. REGISTRATION BY FILING OF DESCRIPTION.

The following categories of regulations need not be filed in full with the Registrar but the agency must register them by filing with the Registrar a listing, or brief statement describing their nature: regulations which (1) are both of a temporary nature and operative only in limited localities, or (2) are expressly addressed to named individuals or organizations, such as many rate orders, or (3) are concerned only with any of the following: public officers and employees; elections; students; persons in State mental, penal, and other institutions; State property or funds; public contracts; defense functions; police operations of an enforcement, prosecutorial, or investigatory character; money



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grants, benefits, loans, or subsistence or welfare payments. All such regulations are otherwise subject to all requirements in these regulations applicable to agency regulations covered by the act.

### PART VI. SUPPLEMENTAL INFORMATION REQUIRED TO BE SUPPLIED.

Agencies subject to the act have the duty of filing with the Registrar such additional information as may be requested for purposes of the Register COMMISSION (§ 9-6.18). The ~~Committee~~ through the Registrar may from time to time make general or special calls for additional information. The act requires prompt response to all such requests (*ibid.*). Unless specially requested, no particular form is required for statements furnishing such supplemental information except that they must be signed, and filed ~~(in duplicate or triplicate,~~ if the agency desires one copy stamped and returned as a receipt). The following additional information is regularly and generally hereby required to be on file respecting all regulations subject to the act, whether the regulations are required to be registered by filing in full or only by filing of description:

(1) *Source or sources in the agency and elsewhere from which official copies may be obtained, and any fee or other requirement therefor:* Information must be filed detailing where and how private persons may obtain official (not certified) copies of all regulations. It will be assumed that there is no charge for such copies unless otherwise stated.

(2) *Place of custody of original regulations, and place or places where regulations may be inspected or copied:* Unless the agency otherwise informs the Registrar, it will be assumed that its original regulations are maintained, and copies of the regulations may be consulted or copied, in the same office or offices of the agency as those listed under item (1) above. As stated in the preface to the Register of Regulations, the statement, "Regulations are available at . . . ." unless otherwise indicated, applies to both availability for inspection and availability of copies, as well as to place of custody of original regulations. If some or all of the agency's regulations are regularly distributed to, or posted for public inspection at, places other than agency offices, information to that effect should also be furnished.

(3) *Existing official publications of regulations:* If any of the agency's regulations are regularly published in official publications (e.g., in annual reports), or if the agency regularly makes newspaper publication of regulations after their adoption, information to that effect must be furnished.

(4) *Subsequent information or corrections:* Agencies must promptly file new or additional statements as necessary to correct or bring up to date previously filed public availability information of the foregoing nature.

### PART VII. DATA REQUIRED TO BE INCLUDED IN FILED REGULATIONS.

The date of adoption, publication, revision, or effective date, and terminal date if any, must appear on the face of all new regulations, not merely on the certification filed with the Registrar. New forms should indicate date of issuance or revision.

Regulations must indicate the Virginia laws they implement (§ 9-6.18). This is to be done by citation referring to the appropriate title and sections or chapters of the Code of Virginia (or, for uncodified statutes, the appropriate chapter of designated Acts of Assembly).

Regulations must indicate any prior regulations repealed, modified, or supplemented (§ 9-6.19).

See also Part XI below respecting adoption by reference.



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### PART VIII. FORM AND STYLE OF REGULATIONS.

(1) In any extensive repetition of statutes, the text of the statutes should be clearly identified as such.

(2) Unless all regulations are in a single compilation, the title of each individual regulation or set of regulations should give reasonable notice as to the subject covered by them or to which they relate.

(3) Amendments or modifications of regulations appearing only in agency minutes should be formally incorporated in regulations, or in supplements thereto.

(4) Purely internal regulations should be issued separately from regulations subject to the act.

### PART IX. AGENCY SERVICES TO THE PUBLIC.

The following requirements apply to all regulations subject to the act, *whether or not subject to filing in full with the Registrar*, except that the requirements do not apply to materials adopted by reference to the Code of Federal Regulations or the Federal Register, or by reference to regulations of other Virginia agencies.

(1) Each agency must maintain for public consultation a complete list of all of its currently operative regulations (§ 9-6.18), including an itemization of materials adopted by reference.

(2) Each agency must make available to public inspection a complete file of the full texts of all such regulations, and allow public copying or make copies available either without charge, at cost, or on payment of a reasonable fee (§ 9-6.18).

(3) Each agency must maintain as a public record a complete file of its regulations which have been superseded on and after June 1, 1975 (§ 9-6.18).

### PART X. DELEGATIONS OF AUTHORITY.

Regulations subject to the act include any delegations of authority by an agency to any person or persons to decide cases or make regulations with operative effect whether or not subject to administrative or judicial review (§ 9-6.16). "Deciding a case" for the purposes of this provision means an agency determination that a named party is or is not in violation of a law or regulation or is or is not in compliance with existing requirements for obtaining or retaining a license or other right or benefit. However, "delegation of authority" to make such decisions refers to agency statements of the general course of operation, not an assignment of a particular case to a given official for decision.

Delegations of authority are subject to the same requirements and exemptions stated herein as other regulations. They must be registered by filing with the Registrar in full unless they concern subjects exempted from such filing requirement. Thus a delegation of authority to issue licenses, or to make regulations governing the issuance of licenses, must be filed in full; but a delegation of authority to make money grants, or to make regulations governing such grants, may be registered by filing of description. (Delegations respecting an agency's internal routine and management are excluded from the act's coverage.) Delegations covered by the act but exempt from filing in full are subject to all other requirements applicable to regulations covered by the act.



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No separate filings, descriptions, or statements are required as to delegations set forth in other regulations for which the proper filings or descriptions and statements have been made.

Listings of delegations of authority in the Register will include the titles of agencies or officers to whom authority is delegated, but not the names of individuals; and documents making delegations should therefore include references to the appropriate titles. It will also simplify administration of the act in these respects if, where delegations are not stated as part of otherwise duly filed regulations, future delegations are issued separately as to (1) matters subject to the act and these regulations and (2) matters of internal management which are exempt therefrom.

### PART XI. ADOPTION BY REFERENCE.

Where regulations which are filed in full adopt textual matter by reference to other publications, such referred publications must also be filed with the Registrar (§ 9-6.18). Whether required to be filed in full or by descriptive statement, the agency must make copies of such referred publications available for public inspection and copying along with its other regulations (*ibid.*). For the purposes of these requirements, adoption by reference includes all provisions making applicable in whole or in part any requirements, prohibitions, policies, standards, forms, instructions, or procedures prescribed or established in other documents (except statutes) whether issued by governmental agencies or by private organizations and whether or not such documents are in express terms "adopted" or "incorporated" in the regulations.

Whenever a regulation incorporates other texts by reference, it should specify the date of adoption, revision, or publication, or the effective date, of the adopted texts.

In addition, regulations so adopting other materials must state on their face, or as notations, the places where copies of the referred publications may be procured (§ 9-6.18). The following illustration is an appropriate form for such statements:

All diving rods must conform to the Uniform Dowsing Standards (rev. 1974). (Note: Issued by and available from the National Association of Dowsing Inspectors, 135 Dry Gulch Rd., Los Angeles, Calif. 93502. Copies are available for inspection in the office of the Chief Clerk of the Department.)

Where numerous adoptions by reference are made in a set of regulations, references to sources and places of availability may be set forth in an appendix to the regulations. See, for example, the Department of Transportation regulations respecting safety standards for transportation of natural and other gas by pipeline, 49 C.F.R. Part 192, § 192.7 and Appendix A (rev. Oct. 1, 1974).

The above requirements do not apply to incorporation of textual matter by reference to the Federal Register or the Code of Federal Regulations (§ 9-6.18), or by reference to regulations of other Virginia agencies. Where such references are made, however, the citation must be sufficient for accurate identification of the referenced material. Where the material has been published in the Code of Federal Regulations the title, part or sections, and the date of publication should be given. Example: 1 C.F.R. Part 1 (rev. Jan. 1, 1975) or 1 C.F.R. §§ 1.1 to 1.30 (rev. Jan. 1, 1975). Where the referenced material has not been published in the Code of Federal Regulations but appears in the Federal Register, the volume, page, and date of that publication must be given and, if the material is in codified form, the C.F.R. citation should also be given. Example: 16 C.F.R. § 19.1, 39 F.R. 23605 (Nov. 4, 1974). Some agency regulations previously filed with the Registrar adopt materials issued by federal agencies without reference to the Code of Federal Regulations or the Federal



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Register: to the extent that such materials appear in either of those publications, filing may be avoided and public access made easier by use of the appropriate citations.

#### PART XII. PLACE OF FILINGS; CONSULTATIONS; INQUIRIES.

Filings may be made in person at the office of the Registrar of Regulations, Second Floor, General Assembly Building, 910 Capitol Street, Richmond, Va., or by mail directed to the Registrar at P.O. Box 3-AG, Richmond, Va. 23208. Agency requests for guidance or information respecting compliance with the act may be directed to the Registrar at the same address. (Telephone 804-786-3591)

A currently updated copy of the Register is available for public consultation at the above address. On request directed to him respecting any regulation required to be filed in full, the Registrar will furnish any person with the date on which such regulation was filed with him. As stated more fully in Part IX above, however, it is the responsibility of each agency to make its regulations available to the public and to make available for public consultation its own list of regulations (§ 9-6.18).