

The Regulation Process

A state agency's adoption of regulations requires coordination between the agency, the Office of the Lieutenant Governor, and the Department of Law. Working together, executive branch agencies and the Department of Law strive to ensure that regulations meet the legal requirements to be filed by the Office of the Lieutenant Governor and published in the Alaska Administrative Code (AAC). Below is a summary of the regulation process. The summary is brief and not inclusive of all details related to the regulation process.

Table 1

STEP	NAME	DESCRIPTION
STEP 1	Planning and Preparation	A regulation project begins with an idea for regulatory change.
STEP 2	Drafting	Regulations are drafted according to standards set out in a Drafting Manual for Administrative Regulations.
STEP 3	File Opening	The regulations attorney opens the file with Department of Law (DOL).
STEP 4	DOL Preliminary Review	DOL will conduct a preliminary review of the proposed regulation and related documents to identify and correct significant issues before public notice. Based on the complexity of the regulation, law may need extensive time to review the package.
STEP 5	Public Notice and Comment	The regulation must be out for public notice and comment for 30 days before a regulation can be adopted. The state agency must ensure all members of the public have an opportunity to provide input. Public comment can include oral hearings.
STEP 6	DOL Final Review	After the state agency considers all public comment and decides on a final version of the regulations, DOL conducts a final legal review. If there are significant changes to the regulation based on public comment, DOL may need extensive time to review the package.
STEP 7	Adoption	When the regulations are approved, the state agency prepares the adoption order. The adoption order is reviewed by DOL and then submitted to the Lt. Gov office.
STEP 8	Filing by the Officer of Lt. Governor	A regulations effective date will be 30 days after the date of filing by the Lieutenant Governor.
STEP 9	Posting Online Summary	After a state agency receives notice that a regulation has been filed, the agency posts a summary of the filed regulations on the Alaska Online Public Notice system.

Information is from the Alaska Drafting Manual for Administrative Regulations 2022 (23rd edition).

Regulation Process Flow Chart



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