

November 30, 2023

Chief Counsels
Regulation Coordinators

Re: (1) 2024 Rulemaking Calendar and Legislative Reporting Requirements, Including E-Mail Address To Submit Calendars; (2) Format to Submit Calendars; (3) Annual Mailing List Update; and (4) Request to be Added to Your Mailing List

We would like to take this opportunity to remind you that Government Code section 11017.6 requires every state agency responsible for implementing a statute that requires interpretation pursuant to the Administrative Procedure Act to prepare, by January 30, a rulemaking calendar for that year. The rulemaking calendar must be (1) prepared in accordance with the format specified by the Office of Administrative Law (OAL), (2) approved by the head of the department or, if the rulemaking agency is an entity other than a department, by the officer, board, commission, or other entity which has been delegated the authority to adopt, amend, or repeal regulations, and (3) published in the California Regulatory Notice Register (Notice Register). (Government Code, section 11017.6.)

Schedule A and Schedule B Forms. OAL is enclosing two forms for state agencies to use when providing the information required by Government Code section 11017.6. Schedule A is for proposed regulations implementing statutes enacted during 2023. Schedule B is for proposed regulations implementing statutes enacted prior to 2023. These forms can also be downloaded from our website at https://oal.ca.gov/publications/rulemaking_calendar/.

Format for Submitting Rulemaking Calendars. Please e-mail your Rulemaking Calendars to us in **Microsoft Word format**. We are planning to post the Rulemaking Calendar on our website, and for purposes of ADA website remediation, we request that the Calendars be submitted in Word format, not in PDF format. After our remediation, we will convert the Calendar to pdf format.

For multiple reporting of rulemakings, please copy the required group of information fields and paste subsequent rulemakings one after the other in the same document.

Also, please be aware that Government Code sections 11017.5 and 11017.6(b) contain other requirements for state agencies to submit certain information to the Legislature when implementing new programs or statutes. Each year, OAL compiles all of the individual agency rulemaking calendars into one calendar for publication and distribution. The Rulemaking Calendar will be reproduced for publication exactly as received, so it is important to send us a final document. *Please remember to fill in your agency name in the top heading on the form.*

E-mail Address to Submit Calendars. As with last year, instead of emailing your Calendar directly to me, please submit your Rulemaking Calendar to: rulemakingcalendar@oal.ca.gov

Completed Schedules A or B received by OAL after February 1, 2024 may not appear in the 2024 Rulemaking Calendar as published in the California Regulatory Notice Register and posted on our website.

OAL's Mailing List. OAL is conducting its annual mailing list update. If you would like to keep receiving OAL announcements and Notices via email at this email address, there is nothing for you to do. If you need to update your email address, add additional email addresses to our list, or add a physical address for delivery of hardcopy notices please email OALProposedRulemakings@oal.ca.gov with the updated information.

Your Agency's Mailing List. The Office of Administrative Law respectfully requests to be added to your email distribution list for all notifications of proposed regulatory actions. Please send these notifications to subscriptions@oal.ca.gov.

If you have any questions, please contact me at mfong@oal.ca.gov. You may also contact our Reference Attorney at (916) 323-6815 or at staff@oal.ca.gov.

Thank you for your attention to these matters.

Sincerely yours,

Melvin Fong
Legal Analyst

Attachments