

INSTRUCTIONS FOR COMPLETING THE PHASE I: ADMINISTRATIVE RULE INVENTORY

Please follow these instructions for completing the Administrative Rule Inventory.

- There should be a separate row for each restrictive term found in your agency's administrative code. A restrictive term is an instance of the word "shall," "must," "require," "shall not," "may not," or "prohibit," etc.
- **All entries should be current as of September 1, 2023.**
- By **September 15, 2023**, each agency must submit to the Governor's Office a completed Administrative Rule Inventory Submission Cover Sheet and Administrative Rule Inventory. Please email completed materials to pam.chesnutt@governor.alabama.gov.
- Descriptions for each entry field:
 - Rule Citation: Citation to the particular rule in the Alabama Administrative Code in which the restrictive term is found. (Ex: 123-X-1-.01.)
 - Short Description: A brief "plain English" summary of the entry containing the restrictive term. (Ex: Continuing education requirement.)
 - Regulatory text: Excerpt of the relevant text from the Administrative Code that contains the restrictive term.
 - Statutory Authority: Citation to statutory code section(s) that grants the agency the authority to adopt the rule provision in which the restrictive term is found.
 - # of Discretionary Regulatory Restrictions: The number of "discretionary regulatory restrictions" that are associated with the restrictive term.
 - A **regulatory restriction** is a required action or step that must be taken, or information that must be provided, by a citizen or a business to access government services or carry out its business.
 - A **discretionary regulatory restriction** is a regulatory restriction that is not directly mandated by state statute or by federal statute or regulation.