



Ohio Administrative Code

Rule 103-3-01 Duties of LSC director concerning codification of rules.

Effective: September 19, 2020

The director of the legislative service commission shall do all the following with respect to the codification of rules into the Administrative Code:

- (A) Prepare and publish, and revise and publish, a rule drafting manual under rule 103-3-02 of the Administrative Code;
- (B) Accept a rule that an agency files under section 111.15, 119.03, or 119.04 of the Revised Code for purposes of codification into the Administrative Code;
- (C) Examine each rule that is filed to determine whether the rule is numbered in conformity with the rule numbering system devised and explained in the rule drafting manual, and whether the rule complies with the standards stated in the rule drafting manual;
- (D) Assign a number to, or correct the numbering of, a rule under the first paragraph of division (A) of section 103.05 of the Revised Code if the rule is not numbered in conformity with the rule numbering system devised and explained in the rule drafting manual;
- (E) Balance application of the standards stated in the rule drafting manual against application of the principles of editorial restraint and, if application of the standards outweighs application of the principles of editorial restraint, issue a notice of noncompliance under the fourth paragraph of division (A) of section 103.05 of the Revised Code to an agency that filed a rule that does not comply with the standards stated in the rule drafting manual;
- (F) Apply the standards enumerated in the third paragraph of division (A) of section 103.05 of the Revised Code in determining whether to include the full text of, or only a reference to, a rule in the Administrative Code;
- (G) Approve as acceptable, publications of the Administrative Code that conform to division (B) of



section 103.05 of the Revised Code;

(H) Provide for the electronic publication of the Administrative Code under division (C) of section 103.05 of the Revised Code;

(I) Prescribe forms to enable, and, insofar as possible, to simplify, discharge of the director's duties under this rule and agency compliance with the obligation to conform a rule to the standards stated in the rule drafting manual under section 111.15 or 119.04 of the Revised Code;

(J) Analyze performance of the rules codification function and implement improvements to enhance its productivity; and

(K) Take any other action necessary and proper to carry out the director's duties under section 103.05 of the Revised Code.

The rule drafting manual referred to in this rule is the fifth edition. The rule drafting manual is available for inspection and copying at

<https://www.lsc.ohio.gov/documents/private/rules/rulesdraftingmanual.pdf>, and also is available for inspection and copying at the rules codification office of the legislative service commission in the Vern Riffe center, 77 south high street, eighth floor, Columbus, Ohio 43215-6136. The telephone number is 614-387-2078. There is no charge for inspecting or copying the rule drafting manual.