

Email 1:

Subject: Guidance Documents on the Virginia Regulatory Town Hall – Important Change

Dear Regulatory Coordinators:

In the past, filing your guidance documents on the Virginia Regulatory Town Hall website was optional. In addition, your list of guidance documents would be sent to the Registrar only upon your request. This is no longer the case.

From now on, it is expected that all of your agency's guidance documents will be uploaded on the Town Hall website and the Town Hall will automatically send a list of your agency's guidance documents to the Registrar on or about December 31 of each year.

The requirement that all guidance documents be loaded on the Town Hall is in the EO 14 (<http://www.governor.virginia.gov/PolicyOffice/ExecutiveOrders/2010/EO-14.cfm>). Specifically, it states that:

“Agencies shall make all guidance documents, as defined by Section 2.2-4001 of the Code of Virginia, available to the public on the Town Hall. Any guidance document currently available in electronic format shall be posted on the Town Hall. Any changes to a guidance document shall be reflected on the Town Hall within 10 days of the change.”

With respect to the annual filing of your list of guidance documents with the Registrar's office, it is required pursuant to the §§ 2.2-4008 and 2.2-4103 of the Code of Virginia (<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-4008> and <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-4103>). We understand that not all of your guidance documents may be available in electronic format and will explain what to do about that shortly.

Uploading all your guidance documents on Town Hall

A. Make sure all your guidance documents are loaded on the Town Hall. *Note: Where an electronic version of the guidance document is not yet available, instead of uploading the guidance document on the Town Hall, please upload a Word document that lists the name of the person at your agency who may be contacted in order to obtain a copy.*

B. Ensure that the most recent version of each guidance document has been uploaded on the Town Hall.

C. Check your list of guidance documents against your list of guidance documents on the Registrar's website (see <http://leg5.state.va.us/webservices/guidedoc.htm>) to ensure your list is complete.

Your Annual List of Guidance Documents to be filed by the Town Hall

Note: The information in your agency's filing will be structured as follows: (1) name of agency, (2) introductory paragraph, (3) list of guidance documents pertaining to the agency (including document ID #, if available), name of document, revision date), and (4) the list of guidance documents pertaining to specific boards or regulations under the agency (subdivided by board).

Every year, no later than December 31, take the following steps:

Type in or update the introductory paragraph that is required by the Registrar's office. Here is where and how to do this:

Step 1: From the agency functions drop down list choose "My Agency Boards."

Step 2: Click on the "Edit agency" link.

Step 3: Include the following information (in narrative form) in the "Introductory guidance document language" field:

- a. Name, address, and telephone number of the staff person(s) to contact for obtaining copies.
- b. Name, address, and telephone number of the staff person(s) to contact for asking interpretive or implementation questions.
- c. Name, address, and telephone number of the staff person(s) to contact for asking interpretive or implementation questions.
- d. Costs associated with obtaining printed copies of these documents from the agency. If there is no charge, so indicate. If the cost varies depending on the document, so indicate.
- e. State that your guidance documents are available electronically for no charge on the Town Hall.
- f. Location for viewing copies of your guidance documents.
- g. Any other information that you think would be helpful to the public.

Step 4: Click on the "Save" button.

You're done!

2nd Email:

Subject: Guidance Documents on the Virginia Regulatory Town Hall – Training

DPB staff will provide two training sessions on how to upload and modify guidance documents on the Town Hall, as well as how to prepare your annual listing of guidance documents that will be sent to the Registrar's office.

Here is the information on these training sessions. Please call Rachael Harrell and reserve your space now.

Tuesday, November 15, 10 – 11 a.m.

Patrick Henry Building First Floor, Room 1013

Tuesday, November 22, 10 – 11 a.m.

Patrick Henry Building First Floor, Room 1013