

## **Rules and Regulations Scanning Procedure**

### File Naming Conventions

Every Regulation (all items in a single folder) that is scanned, when possible, must be in a single file.

- If the file is likely to be more than 200 pages or there is a break in scanning for any reason, it is acceptable to have one Regulation split into multiple files.
  - If this is done, each file that encompasses that Regulation after the first file should end with an underscore and the number of the file in order (i.e. part 2 of a Regulation would end in \_2).

Over the years, many different cover sheets have been used for Rules and Regulations, so there will be many different places where the title of a Regulation can be found. See the example below.

### 2. TITLE OF THE RULES AND REGULATIONS

**Rhode Island Self-Insurance program for Workers' Compensation Rules and Regulations**

When naming the file, you will want to choose a name that encompasses as much of the title as possible, but you do not need to include generic prefixes and suffixes including:

- Rhode Island
- Rules and Regulations
- Rules and Regulations Pertaining to

In the instance of the example above, you would want to use “Self-Insurance Program for Workers Compensation”

After the title, you will add the word, “Filed” followed by the filing date.

The filing date can be found in several possible locations on a Rule. These include:

- On a stamp with the word “Received”

**RECEIVED**  
JUN 17 1993  
SECRETARY OF STATE  
ADMINISTRATIVE RECORDS DIV.

Older Rules may have a different stamp like the ones below:

DEPARTMENT OF STATE  
OFFICE OF  
SECRETARY OF STATE  
PROVIDENCE, R. I.  
SEP 12 1947

Jan 15 9 53 PM '93  
SECRETARY OF STATE  
ADMINISTRATIVE  
OFFICE

RECEIVED  
FEB 4 1986  
SECRETARY OF STATE  
*RC*

FILED  
SECRETARY OF STATE  
MAR 26 1999  
*555*  
PUBLIC INFORMATION  
CENTER

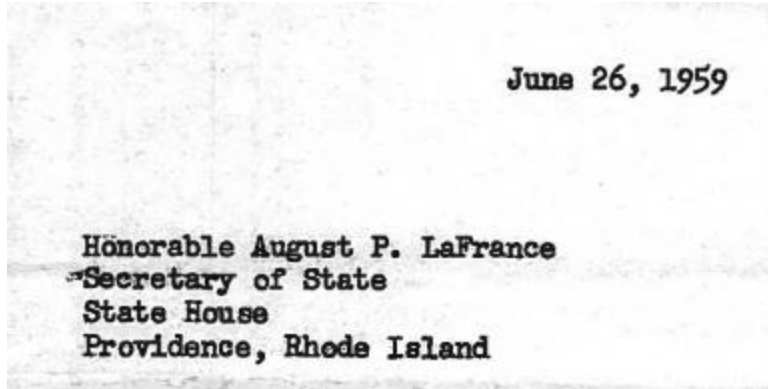
DEPARTMENT OF STATE  
OFFICE OF  
SECRETARY OF STATE  
PROVIDENCE, R. I.  
FILED JAN 6 1964 19

Filed:  
RECEIVED  
NOV 24 '975  
STATE DEPT.  
*pmp*

RECEIVED  
MAR 3 1977  
DIVISION OF  
LICENSURE & CONSTRUCTION

Department of State  
Office of Secretary of State  
Filed JUN 9 1966

In some cases, the Regulation is not stamped with a filing date, and instead, you will have to use another date that is available, such as the date on a cover letter when the Regulation was sent to the Secretary of State's Office, as shown below:



The format for writing the filing date in the file name is as follows: YYYY-MM-DD so a Rule filed on November 5, 1990 would end in "Filed 1990-11-05" and the full file name if it were the same Rule as above would be "Self-Insurance Program for Workers Compensation Filed 1990-11-05"

### Other Tips and Tricks

- For Regulations with any of the following, you will want to ensure the "Build Job" feature is on:
  - o Regulations with some one-sided pages and some double-sided pages
  - o Regulations with sheets of varying sizes
- Always make sure all staples are removed (occasionally Rules are stapled at the front as well as in the middle of the folder).

### Creating Folders for Regulations

- Once all Regulations have been named, you will then want to create folders for each Regulation.
- All Regulations with the same name should be grouped into one folder.
- The Folder should be named as 'Name of the Regulation, earliest Year-latest Year'

Name	Date modified	Type	Size
Self Insurance, 1993-1995	1/29/2021 8:38 AM	File folder	

In this example, the Regulation is named "Self Insurance" and the folder contains Regulations from 1993 to 1995.

**100-RICR-30-00-6**

**TITLE 100 - DEPARTMENT OF STATE**

**CHAPTER 30 - BUSINESS SERVICES**

**SUBCHAPTER 00 - N/A**

**PART 6 - ACQUISITION OF LAND - REGISTRY OF LEASES**

Type of Filing: Post Promulgation Technical Revision

**Department of State**

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Regulation Effective Date

Original Signing Date

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Department of State Initials

Department of State Date