



TO: Ann Wu
FROM: Office of Administrative Law Front Desk
DATE: December 4, 2024
RE: **Return of Rulemaking File**
OAL Matter Number 2024-1018-03N
OAL Matter Type Nonsubstantive

The Office of Administrative Law (OAL) hereby returns the above-referenced rulemaking file, which was submitted to us for review. If the matter has been approved or authorized for filing and printing by OAL, attached is a copy of the Secretary of State (SOS) endorsed regulations, which are effective as indicated on the Form 400, and a Notice of Approval.

DO NOT DISCARD OR DESTROY THIS FILE ¹ Due to the legal significance of the rulemaking, you are required by law to preserve this rulemaking file.² The law requires that no item be removed, altered, destroyed or otherwise disposed of in the file and that you make it available to the public and courts for potential future review. (Gov. Code, § 11347.3(d)-(e); See also Gov. Code, §§ 14740 *et seq.*; State Admin. Manual (SAM), §§ 1600 *et seq.* (regarding other recordkeeping requirements).) You may transmit the rulemaking record to the State Archives for storage with instructions that the SOS shall not remove, alter, or destroy or otherwise dispose of any item contained in the file. (Gov. Code, § 11347.3(f).)

If your agency submitted the rulemaking file electronically, please promptly confirm receipt of the Closed and Complete Rulemaking File. Please note that all copies of the rulemaking file will be deleted from OAL records. If there is anything missing, please contact us immediately.

Web posting requirements:

Within 15 days of the SOS's endorsement of the regulations, you must post the regulations on your website for at least six months in an easily marked and identifiable location, including the date filed with the SOS and the effective date of the regulations, which are shown on the Form 400. (Gov. Code, § 11340.85(c)(7)-(8).) Also, within five days of posting the regulations online, you must send OAL the link to OAL. (Gov. Code, § 11343(c).) Please send the link to OAL at postedregslink@oal.ca.gov.

If you have any questions, please contact us at staff@oal.ca.gov.

¹ This does not apply to withdrawn or disapproved files, but you may wish to retain a withdrawn/disapproved file for resubmission.

² Unless exempt from the APA. Exempt files are not required by law to be kept, but retention may be beneficial for other reasons.