

State of Michigan
Administrative Guide to State Government

1010.01 Inclusion of Information in Administrative Guide to State Government (Ad Guide)

Issued: May 1, 1996
Revised: November 30, 2011

SUBJECT: Inclusion of Information in Administrative Guide to State Government (Ad Guide).

APPLICATION: Executive Branch Departments, Agencies and Sub-units.

PURPOSE: To provide procedures for adoption, modification or rescission of administrative or procedural directives under section 131 of the Management and Budget Act (Act), MCL 18.1131(1); to provide for compiling such directives in the Ad Guide; to provide procedures for including other information in the Ad Guide; and to provide for publication and distribution of the Ad Guide in electronic form.

CONTACT AGENCY: Department of Technology, Management and Budget (DTMB),
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SUMMARY: The DTMB Director may issue, alter or rescind administrative and procedural directives determined to be necessary for the effective administration of the Act. Directives are compiled in the Ad Guide with other information for the use and convenience of the user.

The Ad Guide will be published and maintained in electronic form on the DTMB public website. Required and discretionary distributions and notices will be provided electronically, unless otherwise required by law.

The DTMB Director may include procedural or administrative directives, policies or procedures of other entities in state government in the Ad Guide. At the discretion of the DTMB Director, other information about the operation and methods of state government may be included in the Ad Guide.

APPLICABLE FORMS: None.

PROCEDURES:

DTMB Director:

- Proposes to issue, alter or rescind an administrative or procedural directive by providing notice of the proposed action to affected principal departments and others as the director may determine. Notice will include language reflecting the proposed action, the proposed effective date and the appropriate method and time for providing response to the proposed action.
- Reviews a proposal to include an administrative or procedural directive from another issuing entity of state government and includes it in the Ad Guide as described under "Procedures" above, returns the proposal to the entity with comments, or takes other action to determine the appropriateness of the proposal for inclusion, as deemed necessary.
- At the end of the time for response, the director may take the proposed action by signing a memorandum to that effect. The memorandum will identify the action being taken and the date when it will become effective. The effective date will be either the date the memorandum is signed or a later date, as specified by the director.

- May make revisions in the Ad Guide of a minor or obvious nature, include reference or organizational material, or include other material for the convenience of the user without circulation.
- May make a change of an emergency nature in the Ad Guide without circulation, except as required by law, when – at the sole discretion of the DTMB Director – the interests of the state or avoidance of error or misunderstanding require the change.
- An action taken will be reflected in the official electronic record of the Ad Guide maintained by DTMB and on the DTMB public website. A copy of an action will be provided to each principal department, autonomous entity within state government, the Senate and House Appropriations Committees and the fiscal agencies by electronic means.

Issuing Entities of State Government:

- May propose to include, alter or remove information about their administrative or procedural directives, policies or procedures, or other pertinent and useful information in the Ad Guide by circulating the language of the proposal, a proposed effective date, and a description of its effect and purpose in electronic form to all affected departments and entities of state government, including DTMB. The proposal will describe how to provide response about the proposal to the entity. The time provided for response will usually be at least two weeks, but will in all cases be reasonable.
- At the end of the time for response, the entity will make necessary changes based on responses. Responses will be summarized and changes made, on the basis of responses, will be noted.
- An electronic communication containing the language of the proposal, a description of the request for responses, a summary of responses received, a description of changes made on the basis of responses and the proposed effective date, will be sent to DTMB for consideration by the DTMB Director. The communication is sent to the contact noted in this procedure.

Reviewing Agencies:

- Review and comment on proposals circulated by DTMB or Issuing Entities.
- When proposals become effective, comply with their provisions.
