## Periodic review stand-alone process on Town Hall website:

Agency posts on Town Hall that it is starting a periodic review of a regulation. Immediately after this announcement is posted, (1) it is submitted for publication in the V*irginia Register of Regulations (Register),* (2) the Office of the Attorney General is notified by Town Hall to begin its review of the regulation, and (3) the agency must upload the ORM Economic Review Form.\*

Later that same day, an email notification is automatically sent to Town Hall registered public users about the periodic review.

A periodic review announcement is published in the *Register*, the public comment period begins (minimum 21 days), and a Town Hall public comment forum opens.

The public comment period ends, forum closes, and agency considers all comment.

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No more than 120 days later, the agency must post the TH-07 Periodic Review Report of Findings and an email notification is automatically sent to Town Hall registered public users. The report indicates whether the agency will retain the regulation as is, or plans to file an action to amend or repeal the regulation.

The Office of Regulatory Management and Governor will then complete their reviews.

## State Agency Guide: Periodic Review of Regulations Using Stand-alone Process

Every state regulation of executive branch agencies must be reviewed at least once every four years to:

(1) ensure it is supported by statutory authority (as determined by the Office of the Attorney General),

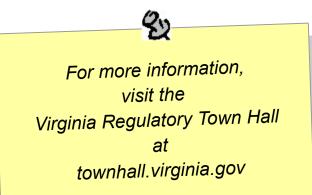
(2) include a determination by the Governor whether the regulation is (a) necessary for the protection of public health, safety and welfare and (b) clearly written and easily understandable, and to

(3) make sure its economic impact on small businesses is minimized as much as possible.

The stand-alone process is the *preferred* way for an agency to conduct a periodic review. It can also be done during a standard (3-stage) rulemaking action.

*Authority*: Sections 2.2-4017 and 2-2-4007.1 (D-F) of the Code of Virginia and Office of Regulatory Management (ORM) Procedures (2022) to implement Executive Order 19 (2022)

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\*Only tables 2, 3, and 4 of the ORM Economic Review Form need to be completed. An example of a periodic review using the stand-alone process may be viewed here:https://tinyurl.com/PeriodicReview This chart was produced by the Virginia Department of Planning and Budget's Planning, Evaluation, and Regulation Division, 3/23