



Incorporation by Reference Handbook

Chapter

Office of the Federal Register
National Archives and Records Administration

VII. IBR Checklist for Final Rules

- Assemble your IBR approval request package, including:**
 - ✓ A signed IBR approval request letter (including the CFR titles and ALL affected CFR section(s), including any centralized IBR section(s)) that
 - presents any existing IBR material going into new section(s) as new requests and
 - acknowledges currently-approved IBR material included in the regulatory text;
 - ✓ Complete copies of all material being requested for IBR—including title pages, cover sheets, transmittal letters, and other front matter;
 - ✓ The MS Word file of the request letter (unless providing a signed MS Word file); and
 - ✓ The MS Word file with the complete DRAFT of the final rule.

- Transmit the package electronically at *least 20 working days* before you want to send the final rule for publication.**

Email us to report that you have uploaded the request package.