**Section 100.500 Requirements for Filing**

a) All rules, amendments or repealers shall be typewritten (or produced on word processing or computer equipment) on plain 8½ x 11 inch, three-hole punched loose-leaf white paper, suitable for being placed in a standard loose-leaf binder for paper that size. One original and two copies shall be filed. There shall be margins of one inch at the top and on each edge of the page and only one side of the paper shall be used. (See 100.Appendix B, Illustration D) All copies submitted shall not be stapled together.

b) Rules to be placed on file shall be titled ILLINOIS ADMINISTRATIVE CODE preceded by the appropriate Chapter number followed by the General Act number, centered on a solid line exactly one inch from the top of the page. The acronym for the State agency shall appear at the far left on the header line. On the right hand side of the solid line shall be the appropriate Part or Section number. Each Section shall begin on a new page.

c) The name of the agency shall appear two spaces below the page header only on the first of the file pages.

d) The Chapter and its heading, the Section number and its heading or the text of the Section if the Section is longer than one page shall be located at least 2 inches from the top of the page to allow for the Code page header. (See subsection (b) above)

e) When a Section of a Part or a whole Part is repealed or renumbered so that no text remains, a replacement page must be filed: for that Section, when only one Section is involved; or for each Section, when more than one Section is involved; or for the Part, when a Part is totally repealed or renumbered. These replacement pages will carry the Code heading as specified in subsections (b) and (c) above, as well as the following information:

1) For Sections which have been repealed and no text remains:

A) The Section number, the heading and the word "(Repealed)";

B) A Section source note containing the Register citation for the repeal.

2) For Sections which have been renumbered or recodified and no text remains:

A) The Section number, the heading and the word "(Renumbered)" or "(Recodified)";

B) A Section source note containing the Section number to which the Section has been renumbered or recodified and the Register citation for the action.

3) For Parts which have been repealed:

A) The Chapter and the General Act along with their respective headings;

B) The Part number and its heading with the word "(REPEALED)";

C) A source note containing the Register citation for the repeal.

4) For Parts which have been recodified and no text remains:

A) The Chapter and General Act along with their respective headings;

B) The Part number and its heading with the word "(RECODIFIED)";

C) A source note containing the Register citation for the recodification action.

f) Adopted rules filed with the Index Department shall not contain either strike-outs or underscoring.

(Source: Amended at 22 Ill. Reg. 11532, effective July 1, 1998)