**Minnesota Department of [Name]**

**MEMORANDUM**

 ***DATE:*** [date]

 ***TO:***

 ***FROM:*** [Name], [Title]

 ***PHONE:*** [phone number]

 ***SUBJECT:*** [Topic] Rules; Revisor’s ID Number [number]

The Notice of Adoption for the [Topic] Rules was published in the [date], State Register. Under Minnesota Statutes, section 14.27, these rules are effective on [day], [date], five (5) working days after the date of publication.

The Revisor’s Office prepared a complete and current version of the [Topic] Rules, chapter [####], which incorporates all amendments made in this rulemaking. A copy of this version is [enclosed with this memo/available on the network as [document name]].

The only remaining work on this file is for me to prepare the Official Rulemaking Record for storage and then close the file. The Department will store the Official Record at [location].

[Add whatever discussion giving credit that you deem appropriate. *See* §§8.11 & 9.13.]