

## **IC 4-22-10**

### **Chapter 10. Document Drafting Standards**

#### **IC 4-22-10-1**

##### **"Agency"**

Sec. 1. As used in this chapter, "agency" has the meaning set forth in IC 4-22-2-3.

*As added by P.L.152-2012, SEC.8.*

#### **IC 4-22-10-2**

##### **"Covered document"**

Sec. 2. As used in this chapter, "covered document" means any document that:

- (1) is necessary for obtaining any benefit or service administered or provided by an agency, or for filing taxes with an agency;
- (2) provides information about any state benefit or service; or
- (3) explains to the public how to comply with a requirement an agency administers or enforces.

The term includes (whether in paper or electronic form) a letter, publication, form, notice, or instruction. The term does not include a rule subject to the format, numbering system, standards, and techniques established under IC 4-22-2-42.

*As added by P.L.152-2012, SEC.8.*

#### **IC 4-22-10-3**

##### **"Plain writing"**

Sec. 3. As used in this chapter, "plain writing" means writing that is clear, concise, and well-organized, and follows other best practices appropriate to the subject or field and intended audience.

*As added by P.L.152-2012, SEC.8.*

#### **IC 4-22-10-4**

##### **Plain writing requirement for government documents**

Sec. 4. An agency shall use plain writing in every covered document that the agency issues or substantially revises.

*As added by P.L.152-2012, SEC.8.*

#### **IC 4-22-10-5**

##### **Plain writing requirement; compliance date**

Sec. 5. An agency must be fully in compliance with this chapter after September 30, 2013.

*As added by P.L.152-2012, SEC.8.*