

# Document Drafting Handbook

Update: May 2017(Rev 5)

*(Revision 5, dated October 2, 2017)*

*Office of the Federal Register*

National Archives and Records Administration

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*Compliance date:* Mandatory compliance [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Table 3-3: Differences between effective dates and compliance or applicability dates

Effective Date	Compliance/Applicability Date
Addresses the CFR placement.	Addresses the person who must comply.
Is the date the rule affects the current CFR.	Is the date the person must comply.
Is required by OFR.	Is not required by OFR.
Must not be retroactive.	May appear in DATES and CFR text.

### *Information collection requirements*

If a rule contains information collection requirements which are not yet effective, use the wording in **Example 3-10**.

**Example 3-10:** DATES caption for a rule with information collection requirements that have not been approved by OMB

**DATES:** Effective June 1, 20xx, except for § 232.48(g) which contains information collection requirements that have not been approved by OMB. The Environmental Protection Agency will publish a document in the *Federal Register* announcing the effective date.

### *Delays and Stays*

**Note:** 1) In this discussion of **Delays** and **Stays**, the term **Delay** is the equivalent of “Postpone.”  
2) Anything that applies to a Compliance date can also apply to an Applicability date.

**Delay of effective dates.** You may only **Delay** effective dates that have not yet taken place. If you did not include the effective date as part of the CFR text, you need only announce the **Delay** in the DATES section (see **Example 3-11**).