

# ARKANSAS REGISTER

## Transmittal Sheet



Sharon Priest  
Secretary of State  
State Capitol Rm. 01  
Little Rock, Arkansas 72201-1094

For Office  
Use Only: Effective Date 7/30/99 Code Number 004.00.99--002

Name of Agency Arkansas Department of Correction

Department of Correction

Contact Person Larry B. Norris, Director Phone 247-6344

Statutory Authority for Promulgating Rules § 12-27-105 and 16-93-1203 (Miche Suppl. 1993)

### AR203 Employee Transfer **REPEALED**

Date

Intended Effective Date Legal Notice Published . . . . . April 5-10, 1998

☐ Emergency Final Date for Public Comment . . . . . 5-May-98

☐ 10 Days After Filing Filed With Legislative Council . . . . . April 3rd, 1998

☐ Other Reviewed by Legislative Council . . . . . May 7th, 1998

The effective Date for this AR is  
July 30th, 1999

Adopted by State Agency . . . . . \*April 17th, 1998

\*The Board repealed AR203 pending the conclusion comment period

### CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted  
In Compliance with Act 434 of 1967 As Amended.

*Larry B. Norris*  
Signature

Phone Number

Director

Title

July 8, 1999  
Date

FILED  
AR REGISTER DIV.  
99 JUL 16 PM 12:03  
STATE OF ARKANSAS



ARKANSAS DEPARTMENT OF CORRECTION  
EMPLOYEE TRANSFER REQUEST  
(Lateral-Downgrade)

TO: WARDEN/SUPERVISOR/ADMINISTRATOR, UNIT/CENTER/DIVISION WHERE EMPLOYED

RE: TRANSFER REQUEST

I, Employee's Name, request a transfer to Unit/Center/Division

Grade Step Job Title from unit

Grade Step Job Title

Reason for request is

Signature of Employee Date

APPROVED GRADE STEP JOB TITLE DATE

DISAPPROVED REASONS DATE

SIGNATURE, WARDEN/CENTER SUPERVISOR/ADMINISTRATOR RECOMMENDED EFFECTIVE DATE:   
WHERE EMPLOYED

APPROVED GRADE STEP JOB TITLE DATE

DISAPPROVAL REASONS DATE

SIGNATURE, WARDEN/CENTER SUPERVISOR/ADMINISTRATOR RECOMMENDED EFFECTIVE DATE:   
WHERE TO BE EMPLOYED

PERSONNEL MANAGER EFFECTIVE DATE: