# GENERAL INFORMATION

### *Arizona Administrative Register*

The *Arizona Administrative Register* (A.A.R.) is an official publication of the state of Arizona and contains the rulemaking activity of the state's agencies, including proposed, final, emergency, summary, and exempt rules. The Secretary of State's Office prints the *Register* weekly. Rulemakings initiated under the Administrative Procedure Act as effective January 1, 1995, include the full text. In addition, the *Register* contains the full text of the Governor's Executive Orders and Proclamations of general applicability, summaries of Attorney General opinions, notices of rules terminated by the agency, and the Governor's appointments of state officials and members of the state's boards and commissions. Other documents may be included if the documents are concerned with rulemaking or if state statute requires that they be published in the *Register*.

A full schedule of deadline and publication dates appears in the back of this issue. A schedule of deadlines for the Governor's Regulatory Review Council is also listed.

Within each type of rulemaking category, rules are listed in the same numerical order in which they appear in the *Arizona Administrative Code* (A.A.C.).

The *Arizona Administrative Register* is cited by volume and page number and issue date. For example: 87 A.A.R. 5, January 2, 1987, refers to volume 87, page 5, dated January 2, 1987. When the Secretary of State's Office began publishing the full-text *Register* weekly, volume numbers started again with 1. Therefore, 1 A.A.R. 305, February 17, 1995, refers to Volume 1, page 305, dated February 17, 1995. Pagination of the *Register* is consecutive throughout each volume year. An index to rulemaking activity is published in each issue and is cumulated every six months in a separately published index. The Office also publishes an index to the Governor's documents, the Attorney General's summaries of opinions, and to the Governor's appointments to the boards and commissions is published twice each year as a separate publication.

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### *Arizona Administrative Code*

The *Arizona Administrative Code* (A.A.C.) is an official publication of the state of Arizona. The A.A.C. contains all rules promulgated by the regulatory agencies of the state and filed with the Secretary of State after either certification by the Attorney General if initiated before January 1, 1995, or approval by either the Governor's Regulatory Review Council or the Attorney General, as appropriate, if initiated after January 1, 1995. The *Code* also contains rules exempt from the rulemaking process or exempt from certification or approval.

The A.A.C. uses a hyphenated numbering system. Each rule (Section) number is preceded by the letter "R" indicating "Rule." The first number following the letter "R" indicates the Title (subject area) in which the rule appears. The middle number indicates the Chapter (agency). The last number indicates the rule number. For example: A.A.C. R1-1-101 is the citation for Section 101 of Chapter 1 of Title 1 of the *Code*.

Publication of a rule in the *Arizona Administrative Code* is prima facie evidence in court of the adoption, amendment, or repeal of that rule as provided by A.R.S. 41-1012.

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The full text of all rules printed is available for inspection in the Office of the Secretary of State, Public Services Division, 1700 West Washington, Suite 103, and at the promulgating agency. In addition, the *Arizona Administrative Code* supplements, published four times each year, contain the full text of rules on which changes were adopted during each calendar quarter.

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