

NOTICES OF GUIDANCE DOCUMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(B)(14). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF GUIDANCE DOCUMENT

OFFICE OF SECRETARY OF STATE

1. **Title of the guidance document and the guidance document number by which the document is referenced:**
State of Arizona 1998 Handbook for Candidates and Political Committees
2. **Date of the publication of the guidance document and the effective date of the document if different from the publication date:**
April 1998
3. **Summary of the contents of the guidance document:**
Compilation of information, requirements and deadlines for filing initiative and referenda, nominating petitions, and campaign finance reports. Related information on voter registration and early voting requirements and deadlines. Lists of names and addresses of county election officials and county recorders.
4. **A statement as to whether the guidance document is a new document or a revision:**
This is a revised document.
5. **The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:**
Name: Jessica Funkhouser
Address: State Election Director
1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-8683
6. **Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:**
A single copy may be obtained at the above address at no charge.