

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(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 statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF ADMINISTRATION

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Requests for Copies of Financial Documents. Policy number: GAO-06

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Policy was issued on July 1, 1990 and revised on October 26, 1995.

**3. Summary of the contents of the substantive policy statement:**

This policy provides information on how a citizen can obtain copies of official documents kept by the Arizona Department of Administration, Financial Services Division, General Accounting Office.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

Revised statement as of October 26, 1995.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Clark Partridge, State Comptroller

Address: Arizona Department of Administration  
Financial Services Division  
General Accounting Office  
100 N. 15th Avenue, Suite 302  
Phoenix, AZ 85007

Telephone: (602) 542-5405

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Office of the Director  
Arizona Department of Administration  
100 N. 15th Avenue, Suite 401  
Phoenix, AZ 85007