

## 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 a 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

#### STATE REAL ESTATE DEPARTMENT

[M13-44]

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

Multifamily Housing Records Retention: No. 2013.01

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

March 28, 2013

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

This policy statement clarifies the Department's standards for multifamily housing records retention at an off-site storage location pursuant to A.R.S. §§ 32-2102, 32-2151, 32-2175.

**4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**

A.R.S. §§ 32-2102, 32-2151, 32-2175

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

This is a new policy statement

**6. The agency contact person who can answer questions about the substantive policy statement:**

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Address: 2910 N. 44th St., Suite 100  
Phoenix, AZ 85018  
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**7. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the statement:**

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Department web site: [www.azre.gov](http://www.azre.gov). Hard copies may be obtained by contacting the person listed above for \$0.25 per page.