

## 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, or opinion of, the requirements of the United States or Arizona Constitution, federal or state statute, administrative rule or regulation, or the final judgment of a court of competent jurisdiction, including, where appropriate, the agency's current practice, procedure, or method of action based upon that approach or opinion. A substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents which only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties, confidential information, or rules adopted in accordance with A.R.S. Title 41, Chapter 6.

### DEPARTMENT OF INSURANCE

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:  
Filing Financial Statements in Diskette Format Pursuant to A.R.S. § 20-234 Department of Insurance Circular Letter 95-3.
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
May 19, 1995.
3. Summary of the contents of the substantive policy statement:  
This policy statement informs the general public of the current approach of the Department of Insurance to the requirements of A.R.S. § 20-234(A), the agency's current practices and procedures, and its methods of action based upon that approach, with respect to the filing of copies of financial statements and any additional financial filings with the National Association of Insurance Commissioners.
4. A statement as to whether the substantive policy statement is a new statement or a revision:  
This statement is a new substantive policy statement.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:  
Name: Gregory Y. Harris  
Address: Department of Insurance  
2910 North 44th Street, Suite 210  
Phoenix, Arizona 85018  
Telephone: (602) 912-8454  
Fax: (602) 912-8452
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:  
Copies of the policy may be obtained from the person listed above for \$0.98.