

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 LAND DEPARTMENT

[M08-304]

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

Copy of Documents; Maps; Procedure and Costs – State Land Department Policy No. P86-1

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

Issued date: July 17, 2008

Effective date: July 17, 2008

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

This policy statement informs the general public of fees charged for various types of services or copies of documents, maps and other records of the Department.

4. Federal or State Constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgement that underlies the substantive policy statement:

A.R.S. § 12-135 provides for "reasonable costs" for the production of records pursuant to a legal matter.

Arizona Attorney General's Opinion No. 86-090, August 25, 1986, determined that an agency may charge an appropriate fee, not established by statute, for copying records, and for cost of time, equipment and personnel in producing copies of records subject to public disclosure.

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

This statement is a revised substantive statement.

6. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Richard B. Oxford, Director
Land Information, Title & Transfer Division

Address: State Land Department
1616 W. Adams St.
Phoenix, AZ 85007

Telephone: (602) 542-4602

Fax: (602) 542-5223

E-mail: roxford@land.az.gov

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

Address: State Land Department
Public Records, 1st Floor
1616 W. Adams St.
Phoenix, AZ 85007

Telephone: (602) 542-4631

E-mail: Inquiry@land.az.gov

Cost for obtaining copy of two-page Policy Memo P86-1:

Copies made by public: \$0.25 page

Copies made by staff: \$1.00 page

NOTICE OF SUBSTANTIVE POLICY STATEMENT

STATE LAND DEPARTMENT

[M08-305]

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

Fees; Fiscal Year 2009 – State Land Department Policy No. P08-1

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

Issued date: July 17, 2008

Effective date: August 1, 2008

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

This policy establishes the FY2009 fees for applications and other transactions involving the lease, sales, or use of Arizona's State Trust lands.

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

Arizona Legislature; Laws 2008, Chapter 29, Section 12

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

This is a new substantive policy statement.

6. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

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Land Information, Title & Transfer Division

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1616 W. Adams St.
Phoenix, AZ 85007

Telephone: (602) 542-4602

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E-mail: roxford@land.az.gov

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

A copy of the Substantive Policy Statement may be obtained from the Arizona State Land Department, Director, Land Information, Title & Transfer Division, 1616 W. Adams St., Phoenix, AZ 85007, either by mail or telephone (602) 542-4602. The Department charges \$1 per page for copying; payment may be paid with check or money order, made payable to the Arizona State Land Department.