



# **F.Y.I.**

**from the Policy Unit**

**FYI-139**

**Date: September 18, 2017**

**SUBJECT: Administrative Review and Imaging Documents**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS-POLICYQUESTIONS@azdes.gov](mailto:DCSS-POLICYQUESTIONS@azdes.gov) or call 602-771-8127

This FYI is a reminder to staff to send administrative documents directly to the Administrative Review Unit (ARU), either by fax at (602) 771-8398 or by email to [DCSS-ARU@azdes.gov](mailto:DCSS-ARU@azdes.gov), within 24 hours of their receipt. Please do not image the documents to OnBase; the ARU staff will image them when they receive them. Imaging these documents prior to sending them to the ARU causes delays in completing the review and missing statutory timelines.