

TITLE	POLICY NUMBER	
Submission and Posting of Department Reports and Budget Estimates	DCS 11-09	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Communications	8/6/16	1

I. POLICY STATEMENT

The Department of Child Safety (DCS) is committed to transparency by posting for public view on its website all statutorily-required reports and budget estimates.

II. APPLICABILITY

This policy applies to all DCS units and programs that generate statutorily required reports pertaining to Department program and financial operations.

III. AUTHORITY

[A.A.C. R2-3-503](#)

Submission of Publications

[A.R.S. § 18-305](#)

Reports; electronic submission; posting

IV. DEFINITIONS

Communications Office: The unit within DCS responsible for managing the DCS website and posting material for the community.

Department or DCS: The Arizona Department of Child Safety.

Director: The Director of the Arizona Department of Child Safety.

Office of Correspondence: The unit within DCS responsible for tracking and disseminating statutorily required Departmental reports to required recipients.

V. POLICY

- A. All statutorily-mandated reports and budget estimates shall be submitted electronically to the Arizona State Library, Archives and Public Records, in the manner prescribed in [A.A.C. R2-3-503](#).
- B. All statutorily-mandated reports and budget estimates shall be posted on the Department's website.

VI. PROCEDURES

- A. The Office of Correspondence will transmit final documents of statutorily mandated reports to required recipients (e.g. Governor's Office, state legislature) electronically.
- B. The Office of Correspondence will track the due date and responsible parties of all statutorily mandated reports and budget estimates for the Department.
- C. The Office of Correspondence will submit electronic versions of all statutorily required documents to the Communications Office to post on the Department's website.