



DEPARTMENT OF
ECONOMIC SECURITY
Your Partner For A Stronger Arizona

Division of Developmental Disabilities

NOTICE AND REQUEST FOR PUBLIC COMMENT

The Division of Developmental Disabilities is seeking public comment on a proposed new **Division Operations Manual Policy 6001-J, Records Management Litigation Hold**. This policy has been developed to outline staff responsibility when there is a litigation hold Notice to Preserve.

Dates: Public comment will be open for 30 days beginning January 17, 2024 and closing February 16, 2024. Comments must be received no later than February 16, 2024, 11:59 pm, Arizona time.

Instructions: (Complete instructions are located on the Division's [webpage](#))

- The policy may be viewed by clicking [here](#).
- Comments may be submitted online by clicking [here](#).
- Use the line numbers to reference specific comments.
- Do not include any information that you consider confidential or inappropriate for public disclosure.

If access to the online form is not available, comments can be submitted by email to the DDD Policy Unit at DDDpolicy@azdes.gov.

- Submit your comments, along with your full name, mailing address, and phone number.
- If you represent an organization, include the organization's name.

For further information contact the DDD Policy Unit at DDDpolicy@azdes.gov.