



# City of Phoenix

## CAMPAIGN INFORMATION POLICY

This Campaign Information Policy provides guidelines for responding to information and research requests by incumbent and non-incumbent candidates during election campaigns.

- In order to be placed on the candidates' information mailing list, persons intending to run for elective City office are requested to file a completed form with the City Clerk stating that they intend to be a candidate.
- All candidates will be given access to information which is immediately available to staff without research, or which may be photocopied. A photocopy charge will be assessed, which is the standard charge for copies of public records.
- Information or research requested by the Mayor and City Council to fulfill their duties and responsibilities, which can be prepared with less than eight hours of staff time, will be routinely performed and distributed to the Mayor and City Council during the campaign period. Copies of this information will be made available to other candidates upon request.
- Personal information collected by the City must be used solely for the purpose for which it was collected. Aside from early voting lists provided by the City Clerk, City mailing lists cannot be provided to or used by incumbent or non-incumbent candidates for campaign-related mailings.
- Research requests made by non-incumbents will be performed only upon City Council approval. Research requests made by incumbents that require more than eight hours of preparation only will be performed upon City Council approval. Once prepared, this information will be distributed to the Mayor and City Council. Other candidates may obtain this information upon request.
- Requests for information or research must be made by the individual candidate and not by campaign personnel. If campaign staff asks for information other than what is normally available to citizens, City staff will courteously indicate that the candidate must personally make special information requests.
- During the 60 days prior to the applicable November, March or Special Election Day, all ballot certified incumbent and non-incumbent candidates for any elected office will not receive air time on PHXTV in any programming other than regularly scheduled coverage of City Council meetings and other official City events.
- During the 60 days prior to the applicable November, March or Special Election Day, all ballot certified incumbent candidates shall not issue, with City dollars, any unsolicited newsletters/brochures (both electronic or printed) or paid advertisements. Regular communications such as newsletters to opted-in parties, press releases and media statements, and social media posts are permitted. Routine constituent service communications are also permitted.

Contact: Ginger Spencer, City Manager's Office, at 602-534-8261 or [ginger.spencer@phoenix.gov](mailto:ginger.spencer@phoenix.gov).

(Approved by City Council September 4, 2024)