



NAAG Policy Letter Process

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1. A request to circulate a policy letter is received by NAAG **from attorney general offices. The following criteria must be met before NAAG can circulate:**
 - The letter is sponsored by at least two Democrat and two Republican attorneys general.
 - The sponsors set a deadline of at least 2 business weeks (10 business days) in the future for circulation.
 - The office provides necessary documents including: a “Dear Colleague” letter and a draft letter to the respective party/parties.
 - i. “Dear Colleague” letter should be a summary of the letter that they are circulating. This letter should also include the contact information of the lead contacts to ask questions.
 - ii. NAAG will assist with formatting as requested.
2. NAAG compiles a sign-on packet including:
 - “Dear Colleague” letter
 - Draft letter
 - i. Once the draft letter is circulated, it cannot be changed – even grammatically. If any state should point out discrepancies, they should contact the lead states. Any changes made require an entirely new circulation. All signatures on the letter first circulated are considered “void.”
 - Response form – formatted by NAAG
 - i. This document will include the title of the letter, deadline, NAAG contact information, space to allow for information from the states.
3. NAAG will circulate the sign-on packet to:
 - Attorneys General
 - Chief Deputies/Chiefs of Staff
 - Executive Assistants
 - AGO Staff Policy Letter List – **If an office would like a staff member who is not an AG, CD/COS, or an EA to receive policy letter correspondence, please email [Erin Schechter](mailto:Erin.Schechter@naag.org) so they can be included.**
4. How to join the letter:

- Attorneys general or their designee should fill out the form.
 - Alternatively, an AG may email NAAG directly. (Responses by email will only be accepted directly from an AG. If someone other than the AG emails NAAG, they will be redirected to fill out the form.)
 - **New AGs:** For the first letter you join, please include the signature jpg or png. Your name should appear beneath it. Example: Jane Doe vs. Jane H. Doe Jr.
5. A tracking page is created on the website:
<https://naag.moonami.com/course/view.php?id=377>
- Each state and territory is listed. A chart will indicate whether a state has signed onto the letter and will include the total number of signatures.
 - Only AG staff are given the password. Anyone not in an AG office should not have access. Please do NOT share the password outside of your office.
6. Once the deadline has been reached there are two possibilities:
- If the letter does not reach 36 signatory states, the letter is returned to the sponsor states with a listing of sign-on states in the header and all signatures for signatory states added. The individual states are responsible for disseminating as needed. The tracking table is then cleared on the website and NAAG's role in the letter concludes.
 - If the letter reaches 36 signatory states, the letter will be placed on the official NAAG letterhead. NAAG Communications will coordinate any press releases with all signatory states. NAAG will then send the letter on behalf of the signatory offices.