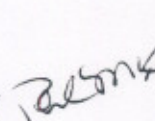


DIVISION OF PARKS AND RECREATION

August 19, 1997

STAFF DIRECTIVE 97-17

TO: Division Staff

FROM: Philip K. McKnelly 

SUBJECT: Revision to Staff Directive 87-1
Standard Abbreviations

This Directive revises Staff Directive 87-1 and is effective immediately. Until further notice, the following standard abbreviations will be used for Division correspondence in data processing, forms management, filing, or shorthand notes. Additions to this list will be made periodically. Suggestions for additions or changes should be made to the Executive Assistant to the Director, who has responsibility for the implementation of this program.

Standard Park/Recreation Area/Natural Area Abbreviations

As a general rule, each unit will have an alphabetical, or alpha code, designation consisting of four letters. When the name of the park — without considering its management designation — consists of one word, the first four letters will be used as the alpha code. For example, Pettigrew's alpha code will be PETT. When the name of the park consists of more than one word, the first two letters of the two most descriptive words will be used as the alpha code. For example, the alpha code for Cliffs of the Neuse code will be CLNE. To minimize confusion, there will be two exceptions to this format: Jones Lake will be designated JONE, and Jordan Lake will be designated JORD. The attached list represents the official, standardized system abbreviation alpha codes.

Standard Facility/Physical Plant Abbreviations

To increase ease in processing capital improvement and maintenance requests, the following standard abbreviations shall be used whenever possible, particularly for data processing.

BH - Bath House	PL - Parking Lot	TR - Trail
CA - Cabin	PO - Park Office	VC - Visitor Center
LO - Lodge	PR - Paved Road	WA - Warehouse
MS - Maintenance Shops	RE - Ranger Residence	WE - Wayside Exhibit
MU - Museum	RR - Rest Room	WH - Wash House

Staff Directive 97-17

Page 2

August 19, 1997

Standard Section/Program/Boards/Committee Abbreviations

The following standard abbreviations shall be used whenever abbreviations are appropriate to refer to a particular board or committee, and to a particular program or section within the Division.

ARCH - Archdale Building
COOP - Construction and Operations Section
CON - Construction Program
CPP - Comprehensive Planning Program
EADI - East District Office
I&E - Interpretation and Education Program
NCTC - N.C. Trails Committee
NHAC - Natural Heritage Advisory Committee
NHP - Natural Heritage Program
NHTF - Natural Heritage Trust Fund

NODI - North District Office
OPS - Operations Program
PARTF - Parks and Recreation Trust Fund
PLNR - Planning and Natural Resources Section
PRA - Parks and Recreation Authority
RMP - Resource Management Program
SODI - South District Office
STP - State Trails Program
WEDI - West District Office
YORK - Yorkshire Center

PKM/CP/If

Attachment