

DIVISION OF PARKS AND RECREATION

June 3, 1999

STAFF DIRECTIVE 99-5

TO: Division Staff

FROM: Phil McKnelly

SUBJECT: Electronic Correspondence

Where possible, all intra-Division memorandums should be sent by e-mail. Electronic memos should follow the same format as paper memos, as referenced in the Correspondence Guidelines, with the following exception:

The word "E-MEMORANDUM" should be used instead of "MEMORANDUM" .

Because sending e-memos will result in unsigned correspondence in our files, a signed copy of the e-memo should be retained by the sender. The following statement should be added to the e-memo, two lines below the reference initial line:

Signed copy retained by (followed by your name and location).

A return receipt may be requested, but use of a return receipt request is optional.

*PKM/GSR*

Signed copy retained by Gina Rutherford, Administrative Section, Archdale Building