

# **CORRESPONDENCE GUIDELINES**



**July 1, 1997**

**Revised November 1, 1999**

**North Carolina Division of Parks and Recreation**

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

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## 1.0 GENERAL

- 1.1 Where possible, all correspondence within the Division will be in the form of an e-memorandum. (For e-memorandum format see Section 3a.0)
- 1.2 All correspondence within State government — with the exception of correspondence to the General Assembly or the Governor — will be in the form of a memorandum.
- 1.3 All correspondence to the public, the General Assembly, or the Governor will be in the form of a letter.
- 1.4 No exceptions to this format can be made without the approval of the Executive Assistant who is responsible for correspondence practices in this Division.

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## 2.0 STATIONERY

### 2.1 Memorandums

- 2.1.1 Memorandums within the Division (where e-memorandums are not appropriate), or to other divisions within the Department of Environment and Natural Resources, are to be printed on plain paper. (For memorandum format see Section 3.0.)
- 2.1.2 Memorandums to other departments within state government are to be printed on Division letterhead paper.
- 2.1.3 Memorandums drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR are to be printed on plain paper with the word "DRAFT" stamped at the top of the paper.

### 2.2 Letters

- 2.2.1 Letters from the Division to the public, the General Assembly, or the Governor are to be printed on Division letterhead paper.
- 2.2.2 Letters to the public, the General Assembly, or the Governor drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, the Secretary for DENR, or the Governor are to be printed on plain paper with the word "DRAFT" stamped at the top of the paper.

### 2.3 Subsequent pages

- 2.3.1 Division correspondence requiring the use of a second page is to be printed on plain paper.
- 2.3.2 Correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, the Secretary for DENR, or the Governor requiring the use of a second page is to be printed on plain paper with the word "DRAFT" stamped at the top of the paper.

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## 2.4 Envelopes

- 2.4.1 Correspondence from the Division requires the use a business envelope preprinted with the Division's return address.
- 2.4.2 Correspondence from the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR requires the use of a business envelope preprinted with DENR's return address.
- 2.4.3 Correspondence from the Governor requires the use of a business envelope preprinted with the Governor's return address.

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### 3.0 MEMORANDUM FORMAT

#### 3.1 Margins

3.1.1 For Division memorandums printed on plain paper, set margins at 1" for both the top and bottom margin, and 1" for both the left and right margin.

3.1.2 For correspondence printed on Division letterhead paper or to be printed on letterhead paper for the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR, set the top margin at 1.5", the bottom margin at 1.5", the left margin at 2", and the right margin at .75".

3.2 The heading "DIVISION OF PARKS AND RECREATION" is typed in all capital letters and centered on the first line of Division memorandums printed on plain paper. This heading should not be used on memorandums printed on Division letterhead paper.

#### 3.3 Date

3.3.1 The date is typed in text format (MMM DD, YYYY). Abbreviations should not be used for the month.

3.3.2 For memorandums printed on plain paper, the date is centered two lines below the heading.

3.3.3 For memorandums printed on Division letterhead paper, the date is positioned flush left with the margin on the first line.

3.3.4 For memorandums to be printed on letterhead paper for the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR, the date is centered on the first line.

3.3.3.1 For lead time, see Section 7.3.

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- 3.4 The word "**MEMORANDUM**" is underlined, typed in all capital letters with bold font, and positioned flush left, four lines below the date.
- 3.5 The word "TO:", followed by a colon, is typed in all capital letters and positioned flush left, four lines below the word **MEMORANDUM**. Two tabs<sup>1</sup> should separate the word TO: from the addressee's name and title. If used, the addressee's agency name is identified on the next line at the same distance from the margin as the addressee's name.
- 3.6 If used, the word "THROUGH:", followed by a colon, is typed in all capital letters and positioned flush left, two lines below the TO line. One tab separates the word THROUGH: from the name and title of the person that the memorandum is to be routed through. If used, the agency name is identified on the next line at the same distance from the margin as the name.
- 3.6.1 All Division memorandums to the Deputy Secretary for DENR or the Secretary for DENR require the use of the THROUGH notation with the Asst. Secretary for Natural Resources as the person that the memorandum is routed through.
- 3.7 The word "FROM:", followed by a colon, is typed in all capital letters and positioned flush left, two lines below the THROUGH line. One tab separates the word FROM: from the name and title of the person that the memorandum is from. If used, the writer's section or program name is identified on the next line at the same distance from the margin as their name.
- 3.8 The word "SUBJECT:", followed by a colon, is typed in all capital letters and positioned flush left, two lines below the FROM line. One tab separates the word SUBJECT: from the text on the subject line.

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<sup>1</sup> The default tab settings are left-aligned, every ½ inch for 14 inches, from -1 inch to 13 inches.



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3.8.1 Where the text of the subject line exceeds one line in length, the text should continue on the next line using a block style.

Example: SUBJECT:       XX  
XXXXXXXXXXXXXXXXXXXX

3.9 If used, the word "REFERENCE:", followed by a colon, is typed in all capital letters and positioned flush left, two lines below the SUBJECT line. One tab separates the word REFERENCE: from the text on the reference line.

3.9.1 Where the text of the subject line exceeds one line in length, the text should continue on the next line using a block style. (See example of subject line above.)

3.10 Body of the memorandum

3.10.1 The body of the memorandum begins four lines below the subject line (or, if used, the reference line).

3.10.2 For paragraph style, see Section 11.1.

3.10.3 For paragraph spacing, see Section 11.3.

3.10.4 For enumerated lists, see Section 11.4.

3.10.5 For closing paragraph, see Section 11.5.

3.11 For subsequent pages, see Section 12.0.

3.12 For reference initial notations, see Section 14.0.

3.13 For enclosure/attachment notations, see Section 15.0.

3.14 For courtesy copy notations, see Section 16.0.

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### 3a.0 ELECTRONIC CORRESPONDENCE

3a.1 Where possible, all correspondence within the Division will be sent by e-mail in the form of a memorandum.

3a.2 Electronic memorandum will follow the same format as paper memorandum (see Section 3.0) with the following exceptions.

3a.2.1 The word "E-MEMORANDUM" will be used, instead of "MEMORANDUM"

3a.3 A signed copy of the e-memorandum will be retained by the sender.

3a3.1 The following statement will be typed on the bottom of the e-memorandum, positioned flush left two lines below the reference initial line:

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

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#### 4.0 FONT STYLE AND SIZE

- 4.1 CG Times is the standard font to be used for all correspondence. Where CG Times is unavailable, Times Roman may be used.
- 4.2 12-point font is standard. However, in an effort to keep correspondence to one page in length, 11-point font may be substituted.

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## 5.0 JUSTIFICATION

- 5.1 Full justification is used for all Division correspondence.
- 5.2 Left justification is used for all correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, the Secretary for DENR, or the Governor

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## 6.0 MARGINS

- 6.1 For Division memorandums printed on plain paper, set margins at 1" for both the top and bottom margin, and 1" for both the left and right margin.
- 6.2 For correspondence printed on Division letterhead paper or to be printed on letterhead paper for the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR, set the top margin at 1.5", the bottom margin at 1.5", the left margin at 2", and the right margin at .75".
- 6.3 For correspondence to be printed on the Governor's letterhead paper, set the top margin at 2.75", the bottom margin at 1", the left margin at .75", and the right margin at 1".
- 6.4 For all correspondence requiring a subsequent pages, set margins at 1" for both the top and bottom margin, and 1" for both the left and right margin.
- 6.5 In an effort to keep correspondence to one page in length, the bottom margin may be adjusted as necessary.

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## 7.0 DATE

7.1 The date is typed in text format (MMM DD, YYYY). Abbreviations should not be used for the month.

### 7.2 Position

7.2.1 For Division memorandums printed on plain paper, the date is centered two lines below the heading.

7.2.2 For all correspondence printed on Division letterhead paper, the date is positioned flush left with the margin on the first line.

7.2.3 For all correspondence to be printed on letterhead paper for the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR, the date is centered on the first line.

### 7.3 Lead time

7.3.1 Post date correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary by three or more working days from the date that the correspondence is sent for signature.

7.3.2 Post date correspondence drafted for signature by the Governor by five or more working days from the date that the correspondence is sent for signature.

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## 8.0 INSIDE ADDRESS

- 8.1 The address is single-spaced and positioned flush left, four lines below the date.
- 8.2 No line of the address should be longer than four inches. Where any line of the address exceeds four inches, continue on the next line and indent the second line two spaces.
- 8.3 Limit the address to five lines.
- 8.4 The first line of the address contains the addressee's name.
  - 8.4.1 All names are preceded by a courtesy title (i.e., Mr., Mrs., Dr., etc) or a formal title. (See Appendix A.)
  - 8.4.2 The addressee's business title follows the addressee's name (e.g., Dr. Mike Rostigium, Director).
    - 8.4.2.1 A lengthy business title should be typed on the second line of the inside address.
- 8.5 The next line of the inside address contains the name of the addressee's organization or agency, if applicable.
- 8.6 The next line of the inside address contains the first line of the address.
  - 8.6.1 Where both the street address and post office box address are referenced, use the post office box address.
  - 8.6.2 Apartment or suite numbers are typed on the same line as the mailing address, separated by a comma.
  - 8.6.3 House numbers, with the exception of one, are typed as numerals.
  - 8.6.4 Where street names are numbers, spell out names below ten and use numerals for names above ten.

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8.7 Type both the names of the city and the state in full, separated by a comma.

8.8 The zip code follows the state name, separated by two spaces.

8.8.1 The nine-digit zip should be used if possible.

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## 9.0 SUBJECT AND REFERENCE LINE

- 9.1 The use of the subject and reference notation is optional.
- 9.2 Do not use a subject or reference line in letters drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, the Secretary for DENR, or the Governor.
- 9.3 A subject line may be used without also using a reference line, but a reference line should not be used without a subject line.
- 9.4 The subject of the correspondence is a brief statement, usually not more than ten words in length, summarizing the content of the letter.
- 9.5 The word "SUBJECT:", followed by a colon, is typed in all capital letters and positioned flush left, two lines below the address.
  - 9.5.1 One tab separates the word SUBJECT: from the text on the subject line.
  - 9.5.2 Where the text of the subject line exceeds one line in length, the text should continue on the next line using a block style. (See example in Section 3.8.1, page 6.)
- 9.6 The reference notation refers to either previously received or previously sent correspondence.
- 9.7 The word "REFERENCE:", followed by a colon, is typed in all capital letters and positioned flush left, two lines below the SUBJECT line.
  - 9.7.1 One tab separates the word REFERENCE: from the text on the reference line.
  - 9.7.2 Where the text of the reference line exceeds one line in length, the text should continue on the next line using a block style. (See example in Section 3.8.1, page 6.)

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## 10.0 SALUTATION

- 10.1 The salutation is positioned flush left, two lines below the address (or, if used, the subject and/or reference line).
- 10.2 The standard greeting for all letters is the word "Dear", followed by the addressee's courtesy title, last name, and a colon.
  - 10.2.1 If a formal courtesy title is used in the inside address, use the informal courtesy title in the salutation. (See Appendix A.)
  - 10.2.2 For letters addressed to a group composed of both men and women, such as a park advisory committee, the preferred salutation is "Ladies and Gentlemen".



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## 11.5 Closing paragraph

- 11.5.1 The standard closing paragraph for Division letters is "If you have any questions, or need additional information, please feel free to call . . ." followed by the name and number of the appropriate contact person.
- 11.5.2 The standard closing paragraph for letters drafted for the Governor's signature is "My warmest personal regards".

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## 12.0 SUBSEQUENT PAGES

### 12.1 Stationery

- 12.1.1 Division correspondence requiring the use of a second page is to be printed on plain paper.
- 12.1.2 Correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, the Secretary for DENR, or the Governor requiring the use of a second page is to be printed on plain paper with the word "DRAFT" stamped at the top of the paper.

### 12.2 Where possible, limit correspondence to one page.

- 12.2.1 11-point type may be used to reduce correspondence to one page.
- 12.2.2 The bottom margin may be adjusted to reduce correspondence to one page.
- 12.2.3 Lengthy enumerated lists should be formatted as an Enclosure/Attachment to the correspondence.

### 12.3 Where used, subsequent pages begin with a header.

- 12.3.1 The header should be single-spaced and positioned flush left at the top of the page.
- 12.3.2 The first line contains the addressee's courtesy title and full name.
- 12.3.3 The second line contains the word "Page" followed by the page number.
- 12.3.4 The third line contains the date.
  - 12.3.4.1 The date is typed in text format (MMM DD, YYYY). Abbreviations should not be used for the month.

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12.4 The body of the correspondence resumes three lines below the header.

Example: Mr. Mike Rostigium  
Page 2  
July 1, 1997

XX  
XX  
XX

12.5 For all correspondence requiring a subsequent pages, set margins at 1" for both the top and bottom margin, and 1" for both the left and right margin.

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### 13.0 COMPLIMENTARY CLOSING

- 13.1 The standard complimentary closing for all letters is "Sincerely."
- 13.2 The complimentary closing is positioned two lines below the closing paragraph.
  - 13.2.1 For Division letters, the complimentary closing is positioned flush left.
  - 13.2.2 For letters drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR, the complimentary closing is positioned 4.2" from the left margin.
  - 13.2.3 For letters drafted for signature by the Governor, the complimentary closing is positioned 4.25" from the left margin.
- 13.3 The signature line consists of the name of the person that the letter is from.
- 13.4 The signature line is positioned four lines below the complimentary closing.
  - 13.4.1 For Division letters, the signature line is positioned flush left.
  - 13.4.2 For letters drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR, the signature line is positioned 4.2" from the left margin.
  - 13.4.3 For letters drafted for signature by the Governor, the signature line is positioned 4.25" from the left margin.
    - 13.4.3.1 The Governor's name should read James B. Hunt Jr. A comma is not used between Hunt and Jr.
- 13.5 Where used, type the writer's business title on the line below their name, at the same distance from the margin as the writer's name.
  - 13.5.1 A business title is not used for letters drafted for the Division Director's signature.

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- 13.5.2 Business titles are used for correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR.
- 13.5.3 A business title is not used for letters drafted for signature by the Governor.
- 13.6 If you are required to sign for the writer, sign your name and the word "for" above the typed signature line.
- 13.7 If your office is located at an address other than the address listed on the Division letterhead paper, indicate your address under the signature line.
  - 13.7.1 When using this format, the writer's business title is typed on the same line as the writer's name, separated by comma.

Example: Sincerely

Ann Hinga, Superintendent  
 Mt. McKnelly State Park  
 P.O. Box 123  
 X, North Carolina 12345

AH/gsr



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#### 14.0 REFERENCE INITIALS

- 14.1 Reference initials identifying the signer, writer, and typist are positioned flush left, two lines below the signature line.
- 14.2 Division correspondence drafted by you for signature by another carries the signer's initials in all capital letters, the writers initials in all capital letters, and, if applicable, the typist's initials in lowercase letters.
  - 14.2.1 Reference initials are separated by a slash (/).
- 14.3 Correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR, carries no reference initials for anyone below the position of director.
- 14.4 Correspondence drafted for signature by the Governor carries no reference initials for anyone below the position of director.
  - 14.4.1 Reference initials are separated by a colon (:).
  - 14.4.2 The Division Director's initials are typed in lowercase letters.

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## 15.0 ENCLOSURE/ATTACHMENT

- 15.1 When an item is enclosed with a letter, it is indicated on the letter by typing "Enclosure" positioned flush left, two lines below the reference initials.
- 15.2 When an item is attached to a memorandum, it is indicated on the memorandum by typing "Attachment" positioned flush left, two lines below the reference initials.

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## 16.0 COURTESY COPIES

16.1 Indicate "courtesy copy" by typing "cc:", followed by a colon, positioned flush left, two lines below the reference initials (or, if used, the Enclosure/Attachment notation).

16.1.1 One tab separates the cc: notation from the recipient's name and title.

16.1.2 Identify the recipient's agency on the next line positioned the same distance from the margin as the name.

16.1.3 Additional recipients are listed using the same single-spaced format outlined above, with double spacing between each listing.

Example: cc: Jim Nocarpium, Head  
Resource Management Program

Lizzie Machia, Head  
Natural Heritage Program

16.2 Indicate "blind courtesy copy " by typing "bcc:" followed by a colon, positioned flush left, two lines below the cc: notation.

16.2.1 The bcc: notation is not typed on the original correspondence, but only on the file copy and the recipient's blind courtesy copy.

16.2.2 One tab separates the bcc: notation from the recipient's name and title.

16.2.3 Identify the recipient's agency on the next line positioned the same distance from the margin as the name.

16.2.4 Additional recipients are listed using the same single-spaced format outlined above, with double spacing between each listing. (See example above.)

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16.3 It is only necessary to identify the recipient's title and agency if the correspondence is going to someone outside the Division.

16.3.1 If the recipient's title and agency are not referenced in the courtesy copy notation, the list of recipients is single-spaced.

16.4 If more than one person is to receive a courtesy copy, the names should be listed in order of organizational rank.

16.4.1 Where recipients are of equal rank, names are listed alphabetically.

16.5 In an effort to reduce the length of correspondence, where there are two or more courtesy copy notations, the recipient's name, title, and agency may be typed on one line with single-spacing used to list additional recipients.

Example:           cc:       Billy Ray Xyris, Superintendent of State Parks  
                                       Iris Tridentata, Chief of Planning and Natural Resources  
                                       Andrew Pogon, South District Superintendent

16.6 Copy recipients

16.6.1 The Division Director receives a courtesy copy of correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR.

16.6.2 The actual writer receives a blind courtesy copy of correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR.

16.6.3 Both the Division Director and the actual writer receive blind courtesy copies of correspondence drafted for signature by the Governor.

16.7 Do not use courtesy titles in courtesy copy notations.

Guideline: I	Title:	Section: <u>17.0</u>
Originator: <u>Rutherford</u>	<u>CORRESPONDENCE GUIDELINES</u>	Page: <u>1 of 1</u>
		Date: <u>July 1, 1997</u>

## 17.0 DOCUMENT LOCATION CODE

17.1 The use of a document location code is optional.

17.2 If used, the document location code is typed two lines below the reference initials (or, if used, the Enclosure/Attachment notation, or, if used, the courtesy copy notation).

17.3 The document location code consists of a diskette number and the typist's identifying initials.

Example:        1SMR

Guideline: I	Title:	Section: <u>18.0</u>
Originator: <u>Rutherford</u>	<u>CORRESPONDENCE GUIDELINES</u>	Page: <u>1 of 1</u>
		Date: <u>Dec. 1, 1997</u>

## 18.0 ENVELOPES AND LABELS

- 18.1 An envelope or label is prepared for any correspondence drafted for signature by the Division Director, the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, the Secretary for DENR, or the Governor.
- 18.2 \* An envelope or label is prepared for any courtesy copies and blind courtesy copies referenced on the correspondence.
- 18.3 Stationery
  - 18.3.1 Correspondence from the Division requires the use a business envelope preprinted with the Division's return address.
  - 18.3.2 Correspondence from the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR requires the use of a business envelope preprinted with DENR's return address.
  - 18.3.3 Correspondence from the Governor requires the use of a business envelope preprinted with the Governor's preprinted return address.
- 18.4 Addresses are typed in all capital letters with no punctuation.
- 18.5 Abbreviate state names using the U.S. Postal Service's two-letter abbreviations.
- 18.6 Use the nine-digit zip code where possible.
- 18.7 Courtesy titles
  - 18.7.1 Envelopes prepared for Division and DENR correspondence do not require the use of a courtesy title.
  - 18.7.2 Envelopes prepared for the Governor's correspondence require the use of a courtesy or a informal title. (See Appendix A).

Guideline: I	Title:	Section: <u>19.0</u>
Originator: <u>Rutherford</u>	<u>CORRESPONDENCE GUIDELINES</u>	Page: <u>1 of 2</u>
		Date: <u>Dec. 1, 1997</u>

## 19.0 ASSEMBLY FOR SIGNATURE

### 19.1 File folders

- 19.1.1 Correspondence drafted for signature by the Division Director is placed in a yellow file folder.
- 19.1.2 Correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR is placed in a blue folder.
- 19.1.3 Correspondence drafted for signature by the Governor is placed in a red folder.

### 19.2 Cover memorandums

- 19.2.1 Correspondence initiated by the Division for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR requires a cover memorandum from the Division Director providing necessary background information.
- 19.2.2 Letters initiated by the Division for signature by the Governor require a cover memorandum from the Division Director to the Secretary of DENR through the Asst. Secretary for Natural Resources and a cover memorandum from the Secretary to the Governor providing necessary background information.

- 19.3 Include a disk copy of the correspondence, envelopes and/or labels for the addressee and recipients of courtesy copies, and copies of any Enclosures/Attachments for the addressee, and recipients of courtesy copies and blind courtesy copies with the correspondence.

### 19.4 Routing for review

- 19.4.1 Correspondence drafted for signature by the Division Director is routed for review through your program head, your section chief, and the Director's executive assistant.

Guideline: I	Title:	Section: <u>19.0</u>
Originator: <u>Rutherford</u>	<u>CORRESPONDENCE GUIDELINES</u>	Page: <u>2 of 2</u>
		Date: <u>Dec. 1, 1997</u>

- 19.4.2 Correspondence drafted for signature by the Asst. Secretary for Natural Resources is routed for review through your program head, your section chief, the Director's executive assistant, and the Director.
- 19.4.3 Correspondence drafted for signature by the Deputy Secretary for DENR or the Secretary for DENR are routed for review through your program head, your section chief, the Director's executive assistant, the Director, and the Asst. Secretary for Natural Resources.
- 19.4.4 Letters drafted for signature by the Governor is routed for review through your program head, your section chief, the Director's executive assistant, the Director, the Asst. Secretary for Natural Resources, and the Secretary for DENR.



Guideline: I	Title:	Section: <u>20.0</u>
Originator: <u>Rutherford</u>	<u>CORRESPONDENCE GUIDELINES</u>	Page: <u>1 of 2</u>
		Date: <u>July 1, 1997</u>

## 20.0 CORRESPONDENCE FOR THE GOVERNOR (See sample in Appendix B)

### 20.1 General rules

- 20.1.1 Avoid florid, wordy letters.
- 20.1.2 Avoid abbreviations and hyphenations.
- 20.1.3 Print correspondence on plain paper with the word "DRAFT" stamped at the top of the paper.
- 20.1.4 Post date correspondence by five or more working days from the date that the correspondence is sent for signature.

### 20.2 Mass mailings

- 20.2.1 The content of the letter and the list of recipients must be approved by the Governor's Office in advance.
- 20.2.2 The date must be approved by the Governor's Office prior to preparation of the final mailing.

### 20.3 Format

- 20.3.1 Set the top margin at 2.75", the bottom margin at 1", the left margin at .75", and the right margin at 1".
- 20.3.2 Center the date on the first line
- 20.3.3 Use left justification.
- 20.3.4 Indent paragraphs one tab.
- 20.3.5 Do not use a subject or reference line.
- 20.3.6 The standard closing paragraph is "My warmest personal regards."

Guideline: I	Title:	Section: <u>20.0</u>
Originator: <u>Rutherford</u>	<u>CORRESPONDENCE GUIDELINES</u>	Page: <u>2 of 2</u>
		Date: <u>Dec. 1, 1997</u>

- 20.3.7 The complimentary closing and signature lines are positioned 4.25" from the left margin.
- 20.3.8 Do not insert a coma between Hunt and Jr. in the Governor's name on the signature line.
- 20.3.9 Do not type "Governor" under the Governor's name on the signature line.
- 20.3.10 Reference initials are separated by a colon (:) with the Governor's initials in all capital letters and the Division Director's initials in lowercase letters.
- 20.3.11 Indicate the Division Director and the writer as recipients of blind courtesy copies.
- 20.3.12 Use a courtesy or informal title on the envelope.
- 20.4 Routing
  - 20.4.1 Letters drafted for the Governor's signature are placed in a red folder.
  - 20.4.2 Letters initiated by the Division for signature by the Governor require a cover memorandum from the Division Director to the Secretary of DENR through the Asst. Secretary for Natural Resources and a cover memorandum from the Secretary to the Governor providing any necessary background information.
  - 20.4.3 Letters drafted for signature by the Governor are routed for review through your program head, your section chief, the Director's executive assistant, the Director, the Asst. Secretary for Natural Resources, and the Secretary for DENR.

Guideline: I	Title:	Section: <u>21.0</u>
Originator: <u>Rutherford</u>	<u>CORRESPONDENCE GUIDELINES</u>	Page: <u>1 of 2</u>
		Date: <u>Nov. 1, 1999</u>

## 21.0 CORRESPONDENCE FOR THE SECRETARY'S OFFICE (See sample in Appendix B)

### 21.1 General rules

- 21.1.1 Avoid florid, wordy letters.
- 21.1.2 Avoid abbreviations and hyphenations.
- 21.1.3 Print correspondence on plain paper with the word "DRAFT" stamped at the top of the paper.
- 21.1.4 Post date correspondence by three or more working days from the date that the correspondence is sent for signature.

### 21.2 Format

- 21.2.1 Set the top margin at 1.5", the bottom margin at 1.5", the left margin at 2", and the right margin at .75".
- 21.2.2 Center the date on the first line
- 21.2.3 Use left justification.
- 21.2.4 Indent paragraphs one tab.
- 21.2.5 The complimentary closing and signature lines are positioned 4.2" from the left margin.
- 21.2.6 Type the business title under the name on the signature line.
- 21.2.7 Reference initials are separated by a slash (/) with both the signer's initials and the Division Director's initials in all capital letters.
- 21.2.8 Indicate the Division Director as the recipient of a courtesy copy.
- 21.2.9 Indicate the actual writer of the correspondence as the recipient of a blind courtesy copy.

Guideline: I	Title:	Section: <u>21.0</u>
Originator: <u>Rutherford</u>	<u>CORRESPONDENCE GUIDELINES</u>	Page: <u>2 of 2</u>
		Date: <u>Dec. 1, 1997</u>

21.2.10 Do not use a courtesy or informal title on the envelope.

### 21.3 Routing

21.3.1 Correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR are placed in a blue folder.

21.3.2 Correspondence initiated by the Division for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR requires a cover memorandum from the Division Director providing any necessary background information.

21.3.3 Correspondence drafted for signature by the Asst. Secretary for Natural Resources, the Deputy Secretary for DENR, or the Secretary for DENR is routed for review through your program head, your section chief, the Director's executive assistant and the Director.

Guideline: I	Title:	Section: <u>22.0</u>
Originator: <u>Rutherford</u>	<u>CORRESPONDENCE GUIDELINES</u>	Page: <u>1 of 1</u>
		Date: <u>July 1, 1997</u>

## 22.0 LEGISLATIVE CORRESPONDENCE

- 22.1 All correspondence to the General Assembly will be in the form of a letter.
- 22.2 All elected officials are listed as "The Honorable" on the inside address and the corresponding informal title is used in the salutation. (See Appendix A.)
- 22.3 When the General Assembly is in session, correspondence is mailed to the legislator's legislative office. When the General Assembly is not in session, correspondence is mailed to their preferred (home or business) mailing address.
- 22.4 Indicate the Director of Legislative and Intergovernmental Affairs, Richard Rogers, as the recipient of a courtesy copy.
  - 22.4.1 A legislative inquiry form accompanies the Director of Legislative and Intergovernmental Affairs' courtesy copy. (Appendix C.)
    - 22.4.1.1 The Division Director receives a copy of all legislative inquiry forms.

**APPENDIX A**  
**FORMS OF ADDRESS FOR OFFICIAL CORRESPONDENCE**

## FORMS OF ADDRESS FOR OFFICIAL CORRESPONDENCE

### U.S. Government Officials

#### **President**

The President of the United States

Dear Mr. President:

#### **Cabinet Members**

The Honorable (full name)

Department of (name)

Dear Mr./Mrs./Ms. (last name):

#### **Senate/Representative Members**

The Honorable (full name)

U.S. Senate/U.S. House of Representatives

**Formal**

Dear Mr./Mrs./Ms. (last name):

**Informal**

Dear Congressman (last name):

**Informal**

Dear Senator (last name):

### State Government

#### **Governor**

The Honorable (full name)

Governor of (state)

**Formal**

Dear Sir:

**Informal**

Dear Governor (last name):

#### **Senate/Representative Members**

The Honorable (full name)

N.C. Senate/N.C.. House of Representatives

**Formal**

Dear Mr./Mrs./Ms. (last name):

**Informal**

Dear Representative (last name):

**Informal**

Dear Senator (last name):

### Local Government

#### **Mayor**

The Honorable (full name)

Mayor of (name of city)

**Formal**

Dear Mr. (last name):

**Informal**

Dear Mayor (last name):

#### **County Commissioners**

The Honorable (full name)

Mayor of (name of city)

**Formal**

Dear Mr. (last name):

**Informal**

Dear Commissioner (last name):

### Retired Officials

**(Governor, Senator, Representative, Mayor, County Commissioners)**

Mr./Mrs./Ms./Dr. (Full name)

Dear Mr. (Last name):

### Clergy

**Clergyman**

The Reverend (full name)

Dear Mr. (last name):

**Clergyman with Doctorate Degree**

Dr. (full name)

Dear Dr. (last name):

### Educators

**President of a University or College**

Dr. (full name)

President of (name of university or college)

**Formal**      Dear President (name in full):

**Informal**      Dear Dr. (last name):

**Member of Board of Education**

Mr./Mrs./Ms./Dr. (full name)

(name of city)

Board of Education

Dear Mr./Mrs./Ms./Dr. (last name):

**Professor**

Professor (full name)

Department of (name of department)

(Name of university or college)

**Formal**      Dear Professor (last name):

**Informal**      Dear Dr. (last name):

**Principal**

Mr./Mrs./Ms./Dr. (full name)

(name of school)

Dear Mr./Mrs./Ms./Dr. (last name):

**Teacher**

Mr./Mrs./Ms./Dr. (full name)

(Name of School)

Dear Mr./Mrs./Ms./Dr. (last name):

**Superintendent of Schools**

Mr./Mrs./Ms./Dr. (full name)

Superintendent of (name of city)

Dear Mr./Mrs./Ms./Dr. (last name):



**APPENDIX B**  
**SAMPLE CORRESPONDENCE**

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

DIVISION OF PARKS AND RECREATION

November 1, 1999

**MEMORANDUM**

TO: Bill Holman, Secretary

THROUGH: Dewey Botts, Asst. Secretary for Natural Resources

FROM: Philip K. McKnelly

SUBJECT: Correspondence

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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

1. XXX  
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XXXXXXXXXXXXXXXXXXXX
2. XXX  
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PKM/GSR

Attachment

cc: Billy Ray Xyris, Superintendent of State Parks  
Iris Tridentata, Chief of Planning and Natural Resources  
Lizzie Machia, Head of Natural Heritage Program  
Andrew Pogon, South District Superintendent



NORTH CAROLINA DEPARTMENT OF  
ENVIRONMENT AND NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION

November 1, 1999

JAMES B. HUNT JR.  
GOVERNOR

MEMORANDUM

BILL HOLMAN  
SECRETARY

TO: Joe Henderson, Director  
State Property Office

FROM: Phil McKnelly

SUBJECT: Correspondence

DR. PHILIP K. MCKNELLY  
DIRECTOR

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PKM/gsr

Attachment

cc: Anna Campseros, Head of Forest Management Program  
Division of Forest Resources

Iris Tridentata, Chief of Planning and Natural Resources  
Division of Parks and Recreation





NORTH CAROLINA DEPARTMENT OF  
ENVIRONMENT AND NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION

November 1, 1999

JAMES B. HUNT JR.  
GOVERNOR

BILL HOLMAN  
SECRETARY

DR. PHILIP K. MCKNELLY  
DIRECTOR

The Honorable Mike Rostigium  
N.C. House of Representatives  
Legislative Office Building, Room 731  
Raleigh, North Carolina 27611

Dear Representative Rostigium:

XX  
XX  
XX  
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XX  
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XX

XX  
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XX  
XX

If you have any questions, or require additional information, please call Andrew Pogon  
at 919/733-4181.

Sincerely,

Philip K. McKnelly

PKM/gsr

Enclosure

cc: Richard Rogers, Director  
Legislative Affairs and Intergovernmental Affairs



1615 MAIL SERVICE CENTER, RALEIGH, NORTH CAROLINA 27699-1615  
PHONE 919-733-4181 FAX 919-715-3085

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NORTH CAROLINA DEPARTMENT OF  
ENVIRONMENT AND NATURAL RESOURCES



November 1, 1999

JAMES B. HUNT JR.  
GOVERNOR

Mr. Mike Rostigium  
123 Sesame St.  
X, North Carolina 12345

BILL HOLMAN  
SECRETARY

Dear Mr. Rostigium:

XX  
XX  
XX  
XX

XX  
XX  
XX

Sincerely,

Bill Holman

BH/PKM

cc: Philip K. McKnelly, Director  
Division of Parks and Recreation



April 20, 2001

Don Barlow  
7413 Six forks Road, Box 414  
Raleigh, North Carolina 27515

Dear Mr. Barlow,

Thank you for your letter expressing the concerns you have with park opening and closing hours at our North Carolina State Parks and Recreation Areas.

I have forwarded your letter to Dr. Philip McKnelly, Director of the North Carolina Division of Parks and Recreation for his review and response to your concerns. You should be hearing from him soon. I am confident that he shares my commitment to good customer service for the citizens of North Carolina and visitors to our great state.

Again, I appreciate your taking the time to share your concerns with me. Feedback from citizens like yourself is valued highly by this administration. With kindest regards I remain

Very truly yours,

Michael F. Easley

MFE/PKM



STATE OF NORTH CAROLINA  
OFFICE OF THE GOVERNOR  
RALEIGH 27603-8001

JAMES B. HUNT JR.  
GOVERNOR

July 1, 1997

The Honorable Mike Rostigium  
Town of X  
X, North Carolina 12345

Dear Mayor Rostigium:

XX  
XX  
XXXXXXXXXXXX

XX  
XX  
XX  
XXXXXXXXXXXX

My warmest personal regards.

Sincerely,

James B. Hunt Jr.

JBH:pkm





**APPENDIX C**  
**LEGISLATIVE INQUIRY REPORT**

Office of the Governor  
Legislative Counsel  
Administration Bldg. Room 1030

NORTH CAROLINA LEGISLATIVE INQUIRY REPORT  
Department Environment, Health & Natural Resources

DATE:

TELEPHONE \_\_\_\_\_ VERBAL \_\_\_\_\_ LETTER \_\_\_\_\_

Senator / Representative \_\_\_\_\_

PERSON RECEIVING INQUIRY \_\_\_\_\_

REFERRED W/I DEPARTMENT \_\_\_\_\_

SUBJECT OF INQUIRY:

ACTION TAKEN:

Return Blue Sheet to Legislative & Intergovernmental Affairs; Suite 1425,  
Archdale Bldg. or PO Box 27687, Raleigh, NC 27611 (919) 715-4148.

December 3, 1998

John Fitzgerald  
Post Office Box 127  
Jefferson, North Carolina 28640

Dear Mr. Fitzgerald:

Thank you for your recent letter concerning your application for employment with the Division of Parks and Recreation. It is the policy of the Department of Environment and Natural Resources and the Division of Parks and Recreation to make employment decisions based on applicant merit. Employment offers are made to the most qualified applicant after considering all factors including, but not limited to, education, work experience, personal interview, reference check and a psychological screening process.

The psychological screening exam is a requirement of the North Carolina Criminal Justice Training and Standards Division for all applicants for law enforcement positions and is, therefore, a critical component of an applicant's qualifications for a park ranger position. Although our staff is not qualified to discuss psychological test results, the company that our Division uses to provide the testing service has always been responsive to applicants' written requests for test results. You can get this information by writing D.J. Reid, Reid Psychological Systems, P.O. Box 06409, Chicago, IL 60606.

Our Personnel Technician, Judy Warren, was correct in telling you that until an applicant officially accepts an offer all other applicants are still under consideration. I regret that the time necessary to fill this position caused you a problem, but it is our intent to fully utilize the hiring process to select the very best applicant regardless of the process length.

I hope that you find a job that will be rewarding for you, and I thank you for your interest in North Carolina State Parks.

Sincerely,

Philip K. McKnelly

PKM/MSD

State of North Carolina  
Department of Environment,  
Health and Natural Resources

James B. Hunt, Jr., Governor  
Jonathan B. Howes, Secretary



NORTH CAROLINA DEPARTMENT OF  
ENVIRONMENT AND NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION



February 18, 1999

JAMES B. HUNT JR.  
GOVERNOR

Mr. Robert Tucker  
P.O. Box 648  
Concord, North Carolina 28026-0648

WAYNE MCDEVITT  
SECRETARY

Dear Mr. Tucker:

DR. PHILIP K. MCKNELLY  
DIRECTOR

Thank you for your January 21 letter expressing your support for the improvement of the trails and museum at Morrow Mountain State Park. These projects are important to the Division of Parks and Recreation because trails and museums play a critical role in accomplishing several of our mission objectives. Walking for pleasure is a popular recreational activity, and trails allow each visitor to personally experience the natural wonders of the park while providing many opportunities for environmental education and interpretation. The museum displays enable us to effectively educate and inform park visitors about the importance of the parks' resources.

You may remember that in 1994, the Division of Parks and Recreation documented \$168 million worth of capital improvement needs across the state. With support from members of the General Assembly, along with statewide citizen concern, two landmark funding initiatives were enacted. The State Park Bond referendum and the Parks and Recreation Trust Fund (PARTF) have provided our Division with the money needed to begin addressing the large backlog of capital needs. PARTF gave us the ability to schedule long-range projects because, for the first time, there was a predictable level of future funding.

With PARTF in place, project needs across the State have been individually evaluated using criteria such as public health, safety, protection of resources, protection of investments, cost savings, service demands, service improvements, legal mandates, and special population access. Each project is also ranked according to the number of visitors served. This process has resulted in a statewide priority ranking for each project. In order to improve visitor services to all of our State's citizens, the Division has deviated from the ranking for the first projects and began work on the highest ranked project in each park.

Major improvements were needed in Morrow Mountain's maintenance area and campgrounds. These were the first projects to be funded in the amount of just over \$1.5 million. Another \$150,000 was allocated to Morrow Mountain for emergency retaining wall repairs, and we currently have a \$100,000 project in place to replace the cabin destroyed by Hurricane Fran.



NORTH CAROLINA DEPARTMENT OF  
ENVIRONMENT AND NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION

November 1, 1999

JAMES B. HUNT JR.  
GOVERNOR

MEMORANDUM

BILL HOLMAN  
SECRETARY

TO: Joe Henderson, Director  
State Property Office

FROM: Phil McKnelly

SUBJECT: Correspondence

DR. PHILIP K. MCKNELLY  
DIRECTOR

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PKM/gsr

Attachment

cc: Anna Campseros, Head of Forest Management Program  
Division of Forest Resources

Iris Tridentata, Chief of Planning and Natural Resources  
Division of Parks and Recreation



DIVISION OF PARKS AND RECREATION

November 1, 1999

MEMORANDUM

TO: Bill Holman, Secretary

THROUGH: Dewey Botts, Asst. Secretary for Natural Resources

FROM: Philip K. McKnelly

SUBJECT: Correspondence

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2. XXX  
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PKM/GSR

Attachment

cc: Billy Ray Xyris, Superintendent of State Parks  
Iris Tridentata, Chief of Planning and Natural Resources  
Lizzie Machia, Head of Natural Heritage Program  
Andrew Pogon, South District Superintendent

October 1, 1998

Glen E. Hatfield, Park Superintendent  
Roan Mountain State Park  
527 Highway 143  
Roan Mountain, TN 37687

Dear Mr. Hatfield:

Thank you for the hospitality provided us during our recent visit to Roan Mountain State Park as part of our 1998 superintendent's conference. Please thank Ranger Walter Stewart especially for the time he took to meet with our group and give us a tour of your facilities.

Enclosed please find a custom token of our appreciation that one of our vendors provided for you (Bob Cronauer of Blue Bay Distributing). Again, thank you for making your park and your staff available to us.

Sincerely,

Lewis R. Ledford  
Parks District Superintendent

West District Office  
159 Inland Sea Lane  
Troutman, NC 28166  
(704)528-6514

LRL/jb



March 5, 1998

MaeDawn Galliher  
227 Bridge Bottom Road  
Statesville, NC 28625

Dear Ms. Galliher:

I have received your letter and resume. Currently, there are two ranger positions open with the Division of Parks and Recreation, one at Duke Power State Park and the other at Lumber River State Park. I have enclosed a copy of the vacancy listing for both of those positions. I have also enclosed a state application form (PD 107). You may make copies of the application form as necessary, or you can download the form from the Internet ([www.osp.state.nc.us](http://www.osp.state.nc.us)). You will also find current job listings on the Internet.

Please take note of the closing date on the vacancy listing. If I can answer any questions or be of further assistance, please contact me at (704)528-6514. Thank you for your interest in North Carolina State Parks.

Sincerely,

Julie Bunn

North Carolina State Parks  
West District Office  
159 Inland Sea Lane  
Troutman, NC 28166

March 23, 1998

Glen E. Hatfield, Park Superintendent  
Roan Mountain State Park  
527 Highway 143  
Roan Mountain, TN 37687

Dear Mr. Hatfield:

Your recent letter requesting discount information has been referred to me. The North Carolina Division of Parks and Recreation currently offers discounted camping, entrance fees and ferry fee to Senior Citizens (age 62 or older), both resident and non-resident. The fees are as follows:

Entrance fees	(Jordan Lake & Falls Lake St. Pks)	\$ 3.00 (\$1 reduction)
Ferry fee	(Hammocks Beach State Park)	\$ 1.00 (\$1 reduction)
Improved campsites		\$10.00 (\$2 reduction)
Hook-up Campsites		\$14.00 (\$3 reduction)

It is our policy that Senior Citizen status be verified by presentation of a valid Driver's License when campsite reservations are made or camping/entrance fees are paid. When campsite reservations are accepted by mail, a photocopy of a valid Driver's License must accompany the reservation request. The age of the vehicle driver determines whether senior citizen entrance fee discounts apply to the vehicle.

Please let me know if I can be of further assistance.

Sincerely,

Lewis R. Ledford  
Parks District Superintendent

LRL/jb

November 24, 1998

Andrew Chilton  
397 Community Building Road  
Pilot Mountain, NC 27041

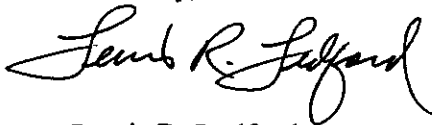
Dear Mr. Chilton:

Your request for information concerning classes necessary to become a park ranger has been forwarded to me. Please find enclosed a copy of the job description for a Ranger I position.

Aspiring park rangers must have an associates degree in a natural science or a park and recreation curriculum as a minimum. However, park ranger positions are usually very competitive. The vast majority of applicants selected for employment have four year degrees and relevant work experience. Therefore, to be competitive, applicants should have completed a four year degree in the aforementioned fields of study and have some relevant work experience - usually seasonal in nature. Additionally, applicants must have a "clean" criminal record in order to obtain certification as a Special Peace Officer following completion of Basic Law Enforcement Training (BLET) and divisional law enforcement training. Applicants that have already completed BLET prior to employment will have an advantage in seeking employment.

Thank you for your interest in North Carolina State Parks. Please contact me if I can be of further assistance.

Sincerely,



Lewis R. Ledford  
Parks District Superintendent

West District Office  
159 Inland Sea Lane  
Troutman, NC 28166  
(704)528-6514  
[lledford@i-america.net](mailto:lledford@i-america.net)

LRL/jb

Enclosure

DIVISION OF PARKS AND RECREATION

June 15, 1998

**MEMORANDUM**

TO: Tom Wells  
FROM: Julie Bunn  
SUBJECT: Lands' End Shirts

In response to your questions about Lands' End denim shirts:

- 1) They are only available in long sleeve.
- 2) The last time I ordered, the shirts costed a total of \$45.35 each. This included the logo application fee and shipping.
- 3) To my knowledge, Dr. McKnelly has only approved Division employees to purchase items with our logo. A few others have received them, such as the Secretary, etc., but those were all approved by Dr. McKnelly. Employees have paid for their own with the exception of some that were purchased with NASPD conference funds.
- 4) Lands' End requires a minimum order of six shirts. I haven't heard anybody mention wanting to get an order together but you might check with Dr. McKnelly. The last order I placed included some denim shirts for him - he may have some extras.

If you need any other information, please let me know.

DIVISION OF PARKS AND RECREATION

February 28, 1996

**MEMORANDUM**

TO: WEDI Park Superintendents

FROM: Kenny McGrady

SUBJECT: Chainsaw Training Class

Tim Benton has made arrangements for a professional chainsaw trainer from Stihl to conduct a chainsaw training class for WEDI staff members. Any park personnel interested in proper chainsaw operation and safety is invited to attend - up to three people per park, 20 persons maximum for the class. (It would be good if all maintenance personnel could participate.)

The class is scheduled for Wednesday, March 13, 1996, and will run from 9:00 a.m. to 4:00 p.m. Training will consist of three hours of classroom instructions, with the remaining time spent outside doing actual chainsaw work. Participants will need to bring a chainsaw and all safety equipment. I also suggest bringing a bagged lunch, since it is so far to go out to eat.

Contact me or Tim if you have any questions.

KCM/jb

August 20, 1996

Don Young  
FAX - (919) 331-4775

Dear Mr. Young:

Per our telephone conversation, this is to request whatever token marketing items you can provide for us to include in a welcoming tote bag for conference attendees at the National Association of State Park Directors Conference this September. This association includes officials from agencies responsible for tourism, wildlife and forestry departments, state parks, etc., across the country.

As I mentioned on the phone, this is the 75th anniversary of the NASPD conference and the very first time it has been hosted by North Carolina. Our goal is to insure that our guests experience the beauty and hospitality of North Carolina during their stay in the Tarheel state. (We are expecting approximately 120 attendees.)

Please send items to:

Lewis Ledford  
159 Inland Sea Lane  
Troutman, NC 28166-9620

We can arrange to pay any shipping costs or pick up if necessary. If there is any marketing literature you would like us to give out, include it and we will distribute it at no charge. We will be sure that your organization is recognized in our conference program acknowledgements page.

Thank you for any assistance you can provide.

Sincerely,

Julie H. Bunn

NASPD  
159 Inland Sea Lane  
Troutman, North Carolina 28166-9620

August 26, 1996

Lynn Heflin  
Wake Forest University  
Suite 213 Athletic Center  
Wingate Road  
Winston-Salem, NC 27109

Dear Ms. Heflin:

As you know from our recent telephone conversations, North Carolina will be hosting the National Association of State Park Directors Conference at Wrightsville Beach this September 10 - 17. This is the 75th anniversary of the conference and the very first time it has been hosted by North Carolina. The association includes officials from agencies responsible for tourism, wildlife and forestry departments, state parks, etc., from across the country.

Traditionally, the closing ceremony for this conference includes the use of a basketball to "hand off" the conference to next year's hosting state. Your assistance in getting a basketball autographed by the Demon Deacons coaches and/or players to be used in this ceremony is greatly appreciated. We'll be sure that Wake Forest University is recognized in our conference program.

Please return the basketball to my attention at the address listed below. We will need it no later than Friday, September 6 (the sooner the better).

Thank you so much for your assistance. With your help I'm sure this year's NASPD conference will be the best one yet!

Sincerely,

Julie Bunn  
159 Inland Sea Lane  
Troutman, NC 28166

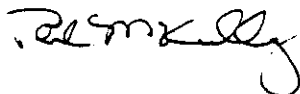
Mr. Robert Tucker  
Page 2  
February 18, 1999

The Morrow Mountain trails project is currently ranked number 112 out of 209 projects and the lodge renovation project, which would include the museum improvements, is project number 171. Some of the factors influencing this ranking are the number of visitors, the ability of the current facilities to meet some minimal needs when many parks have no facilities, and the condition of the current facilities as they relate to health and safety. It is important to note that the current ranking in no way lessens the Division's commitment to the projects nor the importance of each project. It is simply a tool for comparing a very large backlog of important needs.

An important part of the project ranking system is a periodic review of each park's planned projects. This review helps to ensure that the projects listed for each park accurately represent the current needs of the park. The next review of planned projects at Morrow Mountain is scheduled for May 1999. At that time, the park superintendent will participate in a discussion and re-evaluation of the park's needs and priorities, and the views and comments of the Park Advisory Committee will be considered.

I would like to personally thank you for your continued support of North Carolina State Parks and especially for your interest in and assistance to Morrow Mountain State Park. Without this type of leadership and commitment to state parks, we would still be trying to find a way to address the campground and maintenance area renovation, replace the retaining wall, and rebuild the cabin.

Sincerely,



Philip K. McKnelly

PKM/MSD/ghf



DRAFT

February 17, 1999

Robert B. Tucker  
Post Office Box 648  
Concord, North Carolina 28026-0648

Dear Mr. Tucker:

Thank you for your January 21 letter expressing your support for the improvement of the trails and museum at Morrow Mountain State Park. These projects are important to the Division of Parks and Recreation because trails and museums play a critical role in accomplishing several of our mission objectives. Walking for pleasure is a popular recreational activity, and trails allow each visitor to personally experience the natural wonders of the park while providing many opportunities for environmental education and interpretation. The museum displays enable us to effectively educate and inform park visitors about the importance of the parks' resources.

You may remember that in 1994, the Division of Parks and Recreation documented \$168 million worth of capital improvement needs across the state. With support from members of the General Assembly, along with statewide citizen concern, two landmark funding initiatives were enacted. The State Park Bond referendum and the Parks and Recreation Trust Fund (PARTF) have provided our Division with the money needed to begin addressing the large backlog of capital needs. PARTF gave us the ability to schedule long-range projects because, for the first time, there was a predictable level of future funding.

With PARTF in place, project needs across the <sup>S</sup>tate have been individually evaluated using criteria such as public health, safety, protection of resources, protection of investments, cost savings, service demands, service improvements, legal mandates, and special population access. Each project is also ranked according to the number of visitors served. This process has resulted in a statewide priority ranking for each project. In order to improve visitor services to all of our <sup>S</sup>tate's citizens, the Division has deviated from the ranking for the first projects and began work on the highest ranked project in each park.

Major improvements were needed in Morrow Mountain's maintenance area and campgrounds, and these were the first projects to be funded in the amount of just over \$1.5 million. Another \$150,000 was allocated to Morrow Mountain for emergency retaining wall repairs, and we currently have a \$100,000 project in place to replace the cabin destroyed by Hurricane Fran.

Robert B. Tucker  
Page 2  
February 17, 1999

The Morrow Mountain trails project is currently ranked number 112 out of 209 projects and the lodge renovation project, which would include the museum improvements, is project number 171. Some of the factors influencing this ranking are the number of visitors, the ability of the current facilities to meet some minimal needs when many parks have no facilities, and the condition of the current facilities as they relate to health and safety. It is important to note that the current ranking in no way lessens the Division's commitment to the projects nor the importance of each project. It is simply a tool for comparing a very large backlog of important needs.

An important part of the project ranking system is a periodic review of each park's planned projects. This review helps to ensure that the projects listed for each park accurately represent the current needs of the park. The next review of planned projects at Morrow Mountain is scheduled for May 1999. At that time, the park superintendent will participate in a discussion and <sup>evaluation</sup>reevaluation of the park's needs and priorities, and the views and comments of the Park Advisory Committee will be considered.

I would like to personally thank you for your continued support of North Carolina State Parks and especially for your interest in and assistance to Morrow Mountain State Park. Without this type of leadership and commitment to state parks, we would still be trying to find a way to ~~address project need number one~~ address the campground maintenance. . . . .

Sincerely,

Philip K. McKnelly

PKM/MSD/ghf

9/25/98 sent  
to TOM W.

DRAFT

September 29, 1998

The Honorable Dewey L. Hill  
N.C. North Carolina House of Representatives  
Legislative Office Building - Room 1309  
Raleigh, North Carolina 27611

Dear Representative Hill:

September 15 letter

Thank you for your letter of September 15, 1998, concerning the need for improving the trail system at Lake Waccamaw State Park. This project is important to the Division of Parks and Recreation because trails play a critical role in accomplishing several of our major objectives. Walking for pleasure is one of our park visitor's most popular recreational activities, and trails allow each visitor to personally experience the natural wonders of the park while providing many opportunities for environmental education and interpretation.

You may remember that in 1994, the Division of Parks and Recreation documented \$168 million dollars worth of capital improvement needs across the state. With support from you and other members of the General Assembly, along with statewide citizen concern, two landmark funding initiatives were enacted. The State Park Bond issue and the Parks and Recreation Trust Fund provided our Division with the money needed to begin addressing the large backlog of capital needs. ~~The trust fund~~ gave us the ability to schedule long-range projects because, for the first time, there was a predictable level of future funding. *referred*

~~With the trust fund~~ *PART* in place, project needs across the state were individually evaluated using criteria *such as* public health, safety, protection of resources, protection of investments, cost savings, service demands, service improvements, legal mandates, and special population access. Then each project was given some weight depending on the number of visitors served. This process resulted in a statewide priority ranking for each project. In order to improve visitor services to all of our state's citizens, the Division deviated from the ranking for the first projects and began work on the highest ranked project in each park.

The visitor center at Lake Waccamaw was the top-ranked project for that park, and this \$1.2 million dollar facility is now near completion. Recently, trail projects with an estimated cost of \$100,000 or more were evaluated and ranked along with all other capital projects. The Lake Waccamaw trail has an estimated cost of \$200,000 and is ranked as priority number 190 out of 223 projects. Some of the factors influencing

Honorable Dewey L. Hill

Page 2

September 29, 1998

this ranking are the comparatively low number of visitors, the ability of current facilities to meet some minimal needs, and the presence of critical health or safety problems in many of the higher ranked projects. The development of a camping area, maintenance area, and picnic area at Lake Waccamaw State Park are all projects with a higher priority than the trail system.

~~HOWEVER,~~ <sup>PART</sup>  
There is some good news. The Parks and Recreation Trust Fund has provided \$500,000 this year to address small trail projects (those with an estimated cost of less than \$100,000). South District Superintendent Scott Daughtry has ranked the first portion of the Lake Waccamaw trail as his highest district priority. This first section will lead visitors from the visitor center along a boardwalk to an observation deck at the edge of the lake. This section of the trail is estimated to cost \$90,000, and construction should begin around the first of the year. In the meantime, Jack Bradley, the new Lake Waccamaw park superintendent, will be exploring ways to reduce the cost of the remainder of this trail by using park volunteers and park staff to do some of the marking and rough clearing work.

These two efforts will at least mark the beginning of this project, but without a special appropriation allocated to this specific project and at current projected revenues from the trust fund, it may be many years before we can fully address this need. It is important to note that the current ranking in no way lessens the Division's commitment to the project nor the importance of this project. It is simply a tool for comparing a very large backlog of important needs. This project, along with the others, will continue to be re-evaluated as circumstances and funding change. <sup>reevaluated</sup>

Again, I would like to personally thank you for your continued support of North Carolina State Parks and especially for your interest in and assistance to Lake Waccamaw State Park. Without this type of leadership and commitment to state parks, we would still be trying to find a way to address project need number one.

Sincerely,

Phil McKnelly *Philip K. McKnelly*

PKM  
PM/SD/gf

cc: Richard Rogers, Director  
Legislative Affairs and Intergovernmental Affairs

# Division of Parks and Recreation ROUTING FORM

To: \_\_\_\_\_  
 \_\_\_\_\_ Jordan \_\_\_\_\_  
 \_\_\_\_\_ McKnelly \_\_\_\_\_  
 \_\_\_\_\_ Skinner \_\_\_\_\_  
 \_\_\_\_\_ Thompson \_\_\_\_\_  
 \_\_\_\_\_ Tingley \_\_\_\_\_  
 \_\_\_\_\_ Warren \_\_\_\_\_  
 ✓ \_\_\_\_\_ Wells \_\_\_\_\_

From:

Please:

Draft Response for:

\_\_\_\_\_ Governor  
 \_\_\_\_\_ Secretary  
 \_\_\_\_\_ Assistant Secretary  
 ✓ \_\_\_\_\_ Director

Reply, noting letter  
was referred to you

For your information

Take appropriate action

Recommend appropriate action

Review and comment

Approve/sign

And:

✓ Return attached material

File or discard

DATE: 9/21

DUE BY: 10/2

COMMENTS:

RECEIVED

SEP 22 1998

NODI

Sincerely,

*Dewey L. Hill*

Dewey L. Hill

DLH:vm

rlg

## COMMITTEES:

ENVIRONMENT - CO-CHAIRMAN  
 NANCE - RANKING MINORITY MEMBER  
 SUBCOMMITTEE ON LOCAL, REGIONAL, & STATE  
 REVENUES - CHAIRMAN  
 AGRICULTURE - RANKING MINORITY MEMBER  
 COMMERCE  
 SUBCOMMITTEE ON BUSINESS & LABOR  
 CONGRESSIONAL REDISTRICTING - RMM  
 FILES  
 STATE GOVERNMENT  
 SUBCOMMITTEE ON PARKS, FACILITIES, & PROPERTY  
 WELFARE REFORM  
 ADVISORY BUDGET COMMISSION

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proposal to fruition.





North Carolina General Assembly  
House of Representatives  
State Legislative Building  
Raleigh 27601-1096

REPRESENTATIVE DEWEY L. HILL  
14TH DISTRICT

OFFICE ADDRESS: ROOM 1309  
RALEIGH, N.C. 27601-1096  
TELEPHONE: (919) 733-5830  
(919) 733-2599 FAX

HOME ADDRESS: LAKE COVE ROAD  
LAKE WACCAMAW, N.C. 28450

BUS. ADDRESS: P. O. Box 723  
WHITEVILLE, N.C. 28472

September 15, 1998

COMMITTEES:

ENVIRONMENT - CO-CHAIRMAN  
FINANCE - RANKING MINORITY MEMBER  
SUBCOMMITTEE ON LOCAL, REGIONAL, & STATE  
REVENUES - CHAIRMAN  
AGRICULTURE - RANKING MINORITY MEMBER  
COMMERCE  
SUBCOMMITTEE ON BUSINESS & LABOR  
CONGRESSIONAL REDISTRICTING - RMM  
RULES  
STATE GOVERNMENT  
SUBCOMMITTEE ON PARKS, FACILITIES, & PROPERTY  
WELFARE REFORM  
ADVISORY BUDGET COMMISSION

Dr. Phillip McKnelly, Director  
Parks and Recreation  
Department of Environment &  
Natural Resources  
Archdale Building  
Raleigh, NC 27604-1148

Dear Dr. McKnelly:

Please accept this letter as my strong support for a trail system for the Lake Waccamaw State Park. As the representative of the area and a resident of Lake Waccamaw, I am most anxious to see this proposal become a reality.

As you know, there is wide interest in the healthy activity of walking - I am a walking enthusiast myself - and such a trail for the park will be a boost to the tourist industry in my area. Two or three crossovers would be needed for people wanting to cover shorter distances. Such a trail system would be the natural interpretive extension of the beautiful new showcase Visitor Center.

Please let me know if there is anything further I can do to see this proposal to fruition.

Best wishes.

Sincerely,

Dewey L. Hill

DLH:vm



June 2, 1999

~~Mr. and Mrs. Ron~~  
~~Ron and Mary Bynum~~  
3817 W. San Pedro Street  
Tampa, Florida 33629

Dear Mr. and Mrs. Bynum:

I have received a copy of your May 1 letter and, of course, regret your unpleasant experience at Jordan Lake State Recreation Area. It has always been the practice and policy of the North Carolina Division of Parks and Recreation to secure our parks at posted closing hours. These hours vary according to season, but coincide approximately with sundown. It has likewise been our experience that those who use our park for the purpose of camping, especially senior citizens, appreciate this level of security. The vast majority of our campers also like the fact that they are not disturbed after dark by late arrivals.

Jordan Lake State Recreation Area is located within a rapidly growing metropolitan area, and unfortunately the incidents of crime have risen along with the size of the surrounding cities. Leaving an isolated camping area like Jordan Lake unsecured at night would most assuredly result in disturbance to campers, vandalism of the park, and other more serious undesirable activities.

The limited park staffing situation makes it impossible to provide a ranger on duty for twenty-four hour security. Therefore, our rangers are required to live in the park and be present after the completion of their work day to respond to any emergency. Our rangers are equipped with radio communications and are very familiar with local emergency resources. In addition, they are state law enforcement officers with emergency medical response training. Given these circumstances, our rangers are well prepared to provide or summon assistance for campers who may be unfamiliar with the area.

Under most circumstances, we request campers to arrive and register before park closing hours. Of course, campers who request to leave the park after closing are assisted in doing so.

Thank you for your interest and concern for our park system. Please let me know if I can provide additional information.

Sincerely,

Philip K. McKnelly

PM/SD/gf

November 1, 1999

Room 639 The Honorable Edd Nye  
N.C. House of Representatives  
(639) Legislative Office Building  
Raleigh, North Carolina 27601-1096

Dear Representative Nye:

After receiving your October 7 letter, the Division of Parks and Recreation staff searched our permit records but were unable to locate a pier permit for Mr. Riley Evans. Our records did show a White Lake mooring buoy in Mr. Evans' name. District Superintendent Scott Daughtry then contacted Mr. Evans to obtain the details of his concerns and to clarify his request. Mr. Evans reported to us that he had been using one of the boat stalls on White Lake pier #178. This pier is owned by the Shady Shores homeowners group, and Ms. Mary Ann Hobbs is the agent of record for the pier permit. The pier was constructed in 1968. In 1971, thirteen boat stalls were added to the pier without a permit and in noncompliance with the rules in place at that time. Soon afterwards, a moratorium was placed on state lake permitting until new regulations could be developed. In 1974, the new regulations became effective and in 1975, the pier owners applied for and received a nonconforming permit. In other words, this pier already exists on the lake as an exception to the regulations and with components and dimensions not available to most other lake front property owners.

This pier did not receive damage from the recent hurricane and is in a reasonably good state of repair. Mr. Evans' request to enlarge the boat stalls results from his purchase of a new boat that was larger than the boat stall that he was using on pier #178. If this pier was in compliance with state lake regulations, the boat stall enlargement would be easily allowed. Current regulations, and the ones that most pier owners on White Lake are abiding by, allow for only one boat stall per pier. But, compliant permit holders can enlarge or reduce the size of that boat stall as they wish as long as it is used to store only one boat.

The nonconforming permit prohibits any alterations, enlargements, or other structural modifications including boat stall enlargement until the pier is brought into compliance with current regulations. This rule was adopted to allow pier owners who had illegally constructed piers on White Lake prior to 1974 a way to get the benefit of their investment while giving them some incentive to eventually come into compliance. This rule is the only method the Division has for gaining regulatory compliance over piers constructed before 1974. The 1974 rules were instituted through the rule-making

(P)





**NORTH CAROLINA DEPARTMENT OF  
ENVIRONMENT AND NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION**



**JAMES B. HUNT JR.  
GOVERNOR**

**WAYNE MCDEVITT  
SECRETARY**

**DR. PHILIP K. MCKINLEY  
DIRECTOR**

*Representative*

~~The Honorable Edd Nye~~

Page 2

November 1, 1999

process and included public meetings. At that time, many of the property owners and lake users felt that these rules were needed because some property owners were building very large piers with multiple boat stalls, impeding their neighbors' ability to build piers, restricting the view from shore, and adding significantly to the already over-crowded boating situation.

The new rules were developed to treat all pier owners fairly by allowing them equal access to the state lake while placing maximum limits on the number and size of boat stalls and piers. Those people who had built piers before 1974 that exceeded the new limits were permitted to keep their piers on the lake and to receive full benefit from their investment until it was destroyed or until they wished to make changes or improvements, such as those requested by Mr. Evans. If a nonconforming pier is destroyed, usually by a storm, the owner can only reconstruct it to the same maximums as all other piers. Using this regulation at some point in the future, all pier owners will have a fair and equal limit on the amount of State Lake that they can use for a pier. If this regulation is changed, it will allow some owners to continue to rebuild piers that are larger, longer and contain more boat stalls than everyone who must comply with the limits. Allowing the boat stalls on pier #178 to be enlarged would certainly be an injustice to all the nonconforming pier owners who have come into compliance in order to make improvements they wished to make.

We feel <sup>that</sup> these rules should not be changed or amended because the current rules that prevent Mr. Evans from enlarging his pier are intended to <sup>ensure that</sup> assure all property owners have fair and equal use of state property. I regret <sup>that</sup> this position will place a temporary hardship on Mr. Evans and hope that he will understand our intent to treat all citizens equally.

Thank you for your continued strong support of North Carolina State Parks, and please let me know if you need additional information.

Sincerely,

Philip K. McKnelly

PKM/MSD/gf