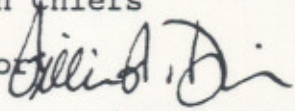


DIVISION OF PARKS AND RECREATION
April 22, 1987

Staff Directive 87-6

TO: Section Chiefs
FROM: Director 
SUBJECT: Weekly Activity Report

This Directive supersedes Directive 87-4 by changing the categories of the weekly activity report.

Effective immediately, the categories in the weekly activity report will be as follows: (1) Urgent Items; (2) Significant Items; (3) Pending Issues/Problems; and (4) Statistics.

Include in item four such things as monthly visitor totals, land acquisition - acquired/closed, safety inspections, etc. Each item should be brief: only one or two complete sentences.

The weekly activity report is due to the Administrative Assistant by 5:00 p.m. on Wednesday of each week.

WWD/mw/tm

D/2