

DIVISION OF PARKS AND RECREATION

Staff Directive 88-11

TO: ALL EMPLOYEES

FROM: William W. Davis, Ph.D., Director

SUBJECT: Revised Correspondence Guidelines

DATE: May 1, 1988

Effective immediately, the enclosed revised Correspondence Guidelines shall be used in preparation and issuance of all official correspondence.

Any questions or comments concerning these Guidelines should be addressed to the Administrative Assistant.

WWD/mdm

Enclosure