

DIVISION OF PARKS AND RECREATION

June 19, 1997

STAFF DIRECTIVE 97-6

TO: Administrative Staff
 Section Chiefs Program
 Managers District
 Superintendents Park
 Superintendents

FROM: Philip K. McKnelly ~

SUBJECT: Correspondence Guidelines

The attached Correspondence Guidelines replace the guidelines issued in May, 1990. Effective immediately, these guidelines shall be used in the preparation and issuance of all correspondence.

Any questions, or comments, concerning these guidelines should be addressed to the Executive Assistant.

PKMIGSR

Attachment