

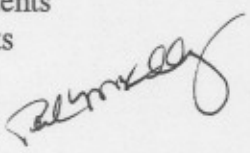
DIVISION OF PARKS AND RECREATION

November 19, 1999

Replaces
85-3, 86-7, 88-11,
88-20, 88-25,
90-6, 97-6, 97-37
98-2

STAFF DIRECTIVE 99-14

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

FROM: Philip K. McKnelly 

SUBJECT: Correspondence Guidelines

The attached Correspondence Guidelines amend the guidelines issued in July, 1997 and revised in December, 1997 and January, 1998. The guidelines have been amended to accommodate the Department's and the Division's new letterhead, which requires the bottom margin to be set to 1.5". The amended version of the guidelines also clarifies the use of and format for e-memorandums, and clarifies the margin settings for subsequent pages for all correspondence. New samples of correspondence have been included in Appendix B.

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

PKM/GSR

Attachment