

DIVISION OF PARKS & RECREATION

April 5, 1985

STAFF DIRECTIVE 85-6

TO: Section Chiefs, District Park Superintendents  
Regional Park & Recreation Consultants

FROM: William W. Davis, Director *Wes*

SUBJECT: Reading Files

All Section Chiefs shall keep a reading file of all correspondence written by staff which is sent external to this Division. The reading file should be sent to the Director every Monday afternoon along with the weekly activity report.

Once the reading file has been reviewed, it will be returned to the Section for proper filing or disposition. Each section shall maintain a chronologically organized reading file containing letters of no more than one year in age.

District Superintendents and Park and Recreation Consultants should keep reading files on hand for review by the Director, the State Park Superintendent, or the Chief, Consulting Services Section. It too should contain letters of no more than one year in age.

This requirement does not replace any additional filing or copying systems managers may have in place already to capture and keep significant issue related correspondence for longer periods of time.

The purpose of this requirement is to allow the new management team to get a feeling for the types of activities your staff may be working on without imposing an additional bottleneck of having prior approval before issuance. It is intended to improve communication with the management team.

We appreciate your cooperation in its proper implementation. If you have any questions, please do not hesitate to ask.