

DIVISION OF PARKS AND RECREATION

May 1, 1990

**STAFF DIRECTIVE 90-6**

TO: All Division Staff

FROM: Philip K. McKnelly, Director

SUBJECT: Correspondence Guidelines  
Revision of Staff Directive 88-11

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.

PKM/jas

Enclosure