


DIVISION OF PARKS AND RECREATION

June 7, 1988

STAFF DIRECTIVE 88-12

TO: Deputy Director
Section Chiefs

FROM: William W. Davis, Ph.D. 

SUBJECT: Weekly Activity Report

This Directive supersedes Directive 87-6 by changing the categories of the weekly activity report.

Effective immediately, please use the revised format:

- I. Urgent Items
- II. Significant Events (By County)
 - A. Grants
 - B. Technical Assistance or Services Rendered
 - C. Non-Regulatory Activities
 - D. Regulatory Activities
- III. Major Accomplishments
- IV. Pending Issues
- V. Upcoming Events
- VI. Monthly Statistical Indicators

The information provided in the weekly activity report will be used for Grants Tracking, Governor's Town Meetings, Capital for a Day, the Annual Accomplishments Reports, and the Biennial State of the Environment Report.

The weekly activity report is due to the Administrative Assistant by 5:00 p.m. on Wednesday of each week.

WWD/mm