

DIVISION OF PARKS AND RECREATION

March 14, 1985

STAFF DIRECTIVE 85-3

TO: Section Chiefs, Regional Park Superintendents
Regional Consultants, Park Superintendents

FROM: William W. Davis, Director

SUBJECT: Correspondence Guidelines

In an effort to develop uniform policies and procedures, the following guidelines are to be observed in the preparation of correspondence.

1. All correspondence from this Division which establishes policy or commits resource (fiscal, manpower, etc.) must bear the signature of the Director.
2. All correspondence to the Secretary's office must be prepared for and bear the signature of the Director.
3. All correspondence of a routing nature, such as requests for information, statistics, etc., may be signed for the Division by the action officer.

Each section and field site location will be responsible for keeping a reading file of all interdivisional and public correspondence.

WWD/jw