

DIVISION OF PARKS AND RECREATION
February 25, 1987

Staff Directive 87-4

TO: Section Chiefs
FROM: Director *Michael D. Jiri*
SUBJECT: Weekly Activity Report

This Directive updates and supersedes Directive 85-2 by changing the format and due date of the Weekly Activity Report.

Effective immediately, the format of the Weekly Activity Report is changed. The new format will include four categories; (1) Significant events of the past week; (2) Significant upcoming events; (3) Statistics; and, (4) Significant issues.

Include in item three such things as monthly visitor totals, land acquisitions - acquired/closed, safety inspections, etc. Each item should be brief: only two or three complete sentences.

The Weekly Activity Report due date is changed to Wednesday of each week and should be given to Martha Whitten by 5:00 p.m. on that day.

MW/tm