**Government of [Country]  
Department of Internal Affairs  
Internal Memorandum  
Date: February 4, 2025**

**To: All Department Heads  
From: Office of the Director  
Subject: Implementation of New Administrative Procedures for Internal Reports**

**Purpose:  
The purpose of this memorandum is to inform all department heads of the upcoming procedural changes regarding the submission and handling of internal reports, effective March 1, 2025.**

**Background:  
In response to the growing need for more efficient reporting and record-keeping, the Department of Internal Affairs has reviewed current administrative processes. Based on the findings, several changes are being introduced to streamline operations and ensure better accountability.**

**Details of the Changes:**

1. **Report Submission Deadline:  
   All internal reports are to be submitted by department heads to the central office by the 15th of each month. Any reports submitted after this deadline will require an accompanying justification for delay.**
2. **Format Update:  
   The new report format, effective immediately, includes updated fields for tracking departmental expenditures. A template will be circulated to all department heads by the end of this week.**
3. **Record Retention:  
   All submitted reports must be retained within departmental records for a minimum of five years. The newly implemented document management system will assist with this task.**
4. **Review Process:  
   A quarterly review of departmental reports will be conducted by the Office of the Director. Specific feedback will be given to each department, with the goal of improving the quality and accuracy of internal documentation.**

**Action Required:  
Please ensure that all staff members under your supervision are informed of these updates. Department heads are to confirm their understanding of the changes by responding to this memorandum by the end of the day on February 10, 2025.**

**Note:  
This memorandum is intended solely for internal use and should be handled accordingly. In the event of inadvertent sharing or distribution, please report the occurrence to the Office of the Director immediately.**

**Contact Information:  
For any questions regarding the new procedures, please contact the Administrative Office at admin@internalaffairs.gov.**

**Signature:  
[Director's Name]  
Director, Department of Internal Affairs**