3-08/040.80 - Distribution of Copies

All original letters, for signature by a major executive, shall be accompanied by a copy with all pertinent notations typed in.

All copies of letters for distribution to any member of this Department may be a copy with all pertinent notations typed in.

All copies of letters for distribution to any person outside this Department shall be a letterhead copy of the unsigned, original letter and shall be distributed only after the original has been signed and mailed.

A copy with all pertinent notations typed in shall be maintained by the bureau/unit handling the correspondence.