3-08/060.00 - Internal Correspondence

Internal correspondence shall be prepared either on Office Correspondence, Form SH-AD-32A or on Memorandum, Form SH-AD-131. All internal correspondence prepared on a SH-AD-32A shall have a signature at the end of the original communication, or above the sender's name in the "From" section.

Persons signing their names on internal correspondence shall sign using a Department-approved digital signature or in ink. A signature stamp may be used if such stamp is authorized by the concerned division chief or division director.

When a signature stamp is used, the employee whose signature is represented shall be responsible for the content of the communication.

County messenger envelopes (76E612) shall be utilized for the transmittal of interdepartmental papers. Sealable manila envelopes are permissible for confidential data. Complete addresses of both the sender and the addressee shall be used on all interdepartmental envelopes. Envelopes shall be reused to eliminate waste.