

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources
July 5, 1990

HUMAN RESOURCES MEMORANDUM 17-90

TO: Personnel Officers, Directors of Administrative Services

SUBJECT: Departmental Mailing and Telephone List

The Bureau of Human Resources maintains a mailing and telephone list which is used by State agencies for a variety of purposes. We are in the process of revising this mailing list and are soliciting your help.


Attached is a list of individuals in your department who we identified to be on a mailing list. When we produce a mailing list, we select from one or more categories (such as personnel staff) and our system automatically selects the individuals in that category. In some cases, an individual will be in several categories. This assures the department that if a mailing is done to a single category, they will have someone to receive the mailing. A person in more than one category will receive only one copy of the mailing because the system senses duplicates and handles them by selecting only one occurrence of a name.

Please take the time to review this listing, modify as necessary and add the telephone number.

It is not practical for us to maintain the names of many employees in the areas of payroll support and personnel support. Therefore, we ask you to keep these groups to a minimum. Please do have someone in this category so you do receive a mailing, but use internal systems when many staff members need to be informed.

The system will be automatically maintained as much as practicable. We will use the position number of the employee as our reference in who receives which mailings. When the incumbent of the position changes, the name on the mailing will automatically change as the position incumbent is changed on the MFASIS position control file. If you have other changes to make, please let us know and we will gladly try to accommodate your request.

Please try to have the corrected listing returned to Gerry Rogers, Bureau of Human Resources before July 20th. Thank you.



Donald A. Wills, Acting Director
BUREAU OF HUMAN RESOURCES
Attachment