

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

MEMORANDUM

TO: All Departments Heads

FROM: Kimberly d. Williamson, Chief Administrative Officer

DATE: June 4, 2002

SUBJECT: POLICY MEMORANDA REVISIONS

The Chief Administrative Office is beginning a review of all administrative policy memoranda with a goal of cancelling any unnecessary ones and revising any that are out of date. Any suggestions from you concerning this project will be welcome. Also, many of you will be asked for expert assistance on certain memoranda.

Please send your suggestions to me and copy the Special Projects Section, Chief Administrative Office.

KDW/LRF/emk