

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 16 (R)

June 14, 1994

TO: All Departments, Boards, Agencies and Commissions

FROM: Marlin N. Gusman, Chief Administrative Officer

SUBJECT: CORRESPONDENCE PREPARED FOR THE MAYOR'S SIGNATURE

I. PURPOSE.

This memorandum revises the procedure for identifying and routing correspondence prepared for the Mayor's signature.

II. PROCEDURE.

A. Correspondence prepared by an agency or department for the Mayor's signature shall be routed to the Mayor's Office, Attn: Executive Secretary and personally delivered to the Mayor's Executive Secretary with all of the necessary file copies and the original correspondence which is being answered by the proposed letter submitted for the Mayor's signature.

B. The Mayor's reading file copy shall contain the following phrases typed on the last page:

1. Composed by _____
2. Approved by _____
3. Reviewed by _____
4. To Be Mailed by the Mayor's Office _____
5. To Be Returned for Mailing by _____

C. An explanation of the phrases listed in paragraph 2B of this memorandum is as follows:

1. "Composed by _____"
The name of the person who wrote or directed the letter should be put here.
2. "Approved by _____"
Typed name of the department head should be put here. The department head should initial to indicate approval.

3. "Reviewed by _____"
For use by Mayor's Office.
4. "To Be Mailed by the Mayor's Office _____"
Fill in "yes" or "no".
5. "To Be Returned for Mailing by _____"
Fill in name if initiating department is to mail.

III. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Management Audit & Special Projects Division, Chief Administrative Office or the Mayor's Office.

Marlin N. Gusman
Chief Administrative Officer

MNG/LRF/itb

Attachment: Sample letter