

A-33

CORR: cor0076166

LTR: ltr0089913

TRAN: trn0071208

AGENCY/DEPT. SENT TO: Resources

ROUTER DATE ROUTED

OFFICE OF
THE GOVERNOR

07/05/1995

Correspondence

*** DUE DATE: 07/26/1995

INSTRUCTIONS:

Reply Direct cc:

NAME AND ADDRESS OF CORRESPONDENT

DATE OF INCOMING: 06/07/1995

Mr. David E. Southern
President, Board of Directors
Nevada Irrigation District
P.O. Box 1019
Grass Valley, CA 95945-1019

SUBJECT(S)

Miscellaneous

re: Cal-Fed Bay-Delta Advisory Council

CALFED


RECEIVED BY
Office of the Secretary

JUL 10 1995

RESOURCES AGENCY OF CALIFORNIA

AGENCY OFFICE USE

INSTRUCTIONS TO DEPARTMENT

TAKE WHATEVER ACTION YOU CONSIDER APPROPRIATE & NOTIFY GOV. OFC. & AGENCY (COPIES IF ANSWERED)

FURNISH GOV. OFC. & AGENCY WITH COPIES.

HANDLE AS INDICATED ABOVE (Return all suggested replies via agency office)

REPLY DIRECT

PREPARE REPLY FOR SIGNATURE OF _____ AND RETURN WITH THE ATTACHED

COORDINATE REPLY WITH _____

FROM: KH

DATE OF TRANSMITTAL: 8/4/95

AGENCY OFFICE: 7/26/95

DUE DATE: 8/18/95

DEPARTMENT USE

INSTRUCTIONS TO

HANDLE AS INDICATED ABOVE (Return all suggested replies via dept. office)

REPLY DIRECT

FURNISH DEPARTMENT HEAD WITH A COPY

SPECIAL INSTRUCTIONS _____

PREPARED BY _____ TELEPHONE _____

AGENCY APPROVAL BY

FROM

DATE OF TRANSMITTAL

DEPARTMENT DUE DATE

DEPARTMENTAL APPROVAL BY

KEEP WITH CORRESPONDENCE

INSTRUCTIONS FOR USE OF THE TRANSMITTAL OF CORRESPONDENCE

The Governor's Office initiates Std. Form 100A as a route slip to Agencies and an instruction sheet for responding to incoming correspondence. The multicolored form provides color coding related to each office for maintaining records concerning the disposition of correspondence, and to serve as a tickler system. The various colors are associated with different files as follows:

- Goldenrod - This is the top copy of the multicopy form and will stay with the original incoming letter until returned to the Governor's Office. When action has been completed the goldenrod will be returned attached to a suggested reply, copy of a direct reply, or a notice of other action.
- Pink - Is the Agency's copy.
- Blue - Is the Department's copy.

All transmittal forms are routed to the appropriate Agency before being sent to the specified department, except in those cases where there is no supervising Agency.

- The Agency will check instructions to the designated department as appropriate and will utilize the pink copy for mail control purposes. The blue copy of the transmittal form is used by the department for record keeping.
- The instructions to Agencies and departments are explained as follows:

- "TAKE WHATEVER ACTION YOU CONSIDER APPROPRIATE" instructs the department, board, commission, etc., to determine the disposition of the correspondence. Options include preparing a suggested reply, direct reply, responding by telephone, or no response necessary.
- "REPLY DIRECT" instructs the department, board, commission, etc., to respond to the correspondent on behalf of the Governor. The goldenrod and a copy of the response are then returned to the Governor's Office via the Agency with any copies of the response as required by the Agency. The original correspondence should be filed in the department, board, commission, etc., where it was handled.
- "PREPARE SUGGESTED REPLY AND RETURN WITH THE ATTACHED" instructs the department, board, commission, etc., to prepare a draft response to be returned to the Governor's Office with the goldenrod and the original correspondence. Suggested replies should be double-spaced and any enclosures should be provided. All suggested replies must be routed through the Agency for approval before forwarding to the Governor's Office utilizing the goldenrod and the correspondence cover sheet. Copies of the final response are returned by the Governor's Office to the Agency, department, board, or commission, that prepared the original suggested response.

Under certain circumstances, an Agency Secretary or Department official will request a suggested reply for their signature. In those instances, suggested replies should be prepared according to instructions established by the individual Agency.

- "PREPARE SUGGESTED REPLY TO BE USED AS FORM RESPONSE" indicates that the Governor's Office is holding other letters to be answered by the suggested reply.
- "COORDINATE REPLY WITH _____" instructs the department, board, commission, etc., to contact another department for input into the response.

- Unless noted otherwise, normal due dates allow ten working days for suggested replies and 15 working days for direct replies.
- Correspondence may be responded to by telephone when appropriate. A brief memo to that effect may be returned to the Governor's Office along with the goldenrod via the Agency in lieu of a direct reply copy.
- If correspondence has been incorrectly routed, it should be referred to the Agency for return to the Governor's Office with suggestions for correct routing.
- Questions or suggestions concerning the handling of individual correspondence should be referred to the Agency, the Director of Constituent Affairs, or Correspondence Supervisor in the Governor's Office as appropriate.