

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 106(R)

April 20, 2005

TO: All Departments, Boards, Agencies, and Commissions

FROM: Charles L. Rice, Jr., Chief Administrative Officer

**SUBJECT: PROCEDURES FOR REQUEST OF POLICY OR CIRCULAR MEMORANDUMS AND
EXECUTIVE ORDERS**

I. PURPOSE.

This revised memorandum establishes a procedure for departments, agencies and individual employees to request a copy of a specific policy memorandum, circular memorandum or executive order.

II. PROCEDURE.

- A. In order to receive the documents mentioned above, the attached request form must be completed and submitted to the Chief Administrative Office, Special Projects Section, City Hall, Room 9E06 or faxed to (5040) 658-8649.
- B. The Special Projects Section will process all request within 72 hours of the submission date.
- C. Individuals who submit requests for documents may pick them up from the front desk of the Chief Administrative office or receive them via interoffice mail. Please consider that documents forwarded through mailing system may not be received within 72 hour time period.

III. INQUIRIES.

Questions regarding this memorandum should be addressed to the Special Projects Section at 658-8611.

CLR, Jr/RTH/RD/emk