

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 1(R)

June 4, 2002

TO: All Departments, Boards, Agencies and Commissions

FROM: Kimberly D. Williamson, Chief Administrative Officer

SUBJECT: NUMBERED SERIES OF POLICY AND CIRCULAR MEMORANDA

I. PURPOSE

Policy and circular memoranda are issued by the Chief Administrative Officer, as authorized by the City Charter. This memorandum is reissued to endorse the policies currently in effect and to incorporate information on circular memoranda.

II. CITATION

Chapter 3, Section 4-302(3) of Home Rule Charter of the City of New Orleans provides that the Chief Administrative Officer shall, "Prescribe accepted standards of administrative practice, to be followed by all offices, departments, and boards."

III. PROCEDURE

- A. Policy statements of permanent duration are issued in a numbered series of memoranda by the Chief Administrative Officer.
- B. Information of a temporary nature will be issued by a numbered series of circular memoranda.
- C. Each agency of City government shall maintain a working file of these directives. They are also maintained on file in the Special Projects section of the Chief Administrative Office.

IV. INQUIRIES

Questions should be addressed to the Chief Administrative Office.