

Reclamation Manual

Directives and Standards

Subject:	Correspondence Management
Purpose:	This Directive and Standard provides requirements for the preparation of correspondence throughout the Bureau of Reclamation. The benefits of this Directive and Standard are improvements in quality and timeliness of official correspondence prepared for Department of the Interior or Reclamation signature.
Authority:	41 CFR 201-9.103h; 382 DM 3, Correspondence Management; 382 DM 5, Secretarial Correspondence Handbook
Approving Official:	Director, Information Resources Office
Contact:	Information Management Division, 84-21300

1. Preparation of Correspondence.

- A. Formal correspondence is defined as written communications conducting official government business and requiring the signature of a responsible agency official. Formal correspondence includes letters, memoranda, and facsimiles requiring the retention of an Official File Copy, which is subject to records disposition regulations.
- B. Requirements for preparing formal correspondence are available in the Bureau of Reclamation Correspondence Guide, which can be accessed by employees through Reclamation's Intranet Web site for the Information Management Division. Appropriate departmental directives or supplemental instructions shall be used when preparing correspondence for the signature of the Secretary and Assistant Secretaries of the Department.

Reclamation Manual Transmittal Sheet

Effective Date: _____

Release No. _____

Please ensure that all employees who need this information are forwarded a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

Filing Instructions

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Filed by: _____

Date: _____