

3  
April 11, 1988

Mayor Vellucci.

ORDERED : That the City Manager be and hereby is requested to instruct the City Solicitor to prepare an amendment to "The Code of the City of Cambridge" establishing standardized letter head and Business Cards to include the City Seal in the left hand corner of each document.



**CITY OF CAMBRIDGE**  
**INTEROFFICE CORRESPONDENCE**

**To** All Departments, Boards, Agencies  
and Commissions

**Date** April 1, 1988

**From** Robert W. Healy, City Manager

**Reference**

**Subject** Letterhead and Business Cards

I have noticed in recent months a proliferation of a variety of letterhead and business cards. Many of these designs have not included the official seal of the City of Cambridge. This is in violation of official policy.

If your agency desires the budgetary support of the taxpayers of Cambridge and you wish to have your agency represented as an official part of the city structure, you must include the City of Cambridge seal on official documents.

The former policy was a standard letter head for all departments. In an effort not to stifle creativity, that policy was changed. However, the City seal must appear. No new order for stationery or cards will be approved unless they include the official seal.

*Creation  
of a  
City Ordinance*

*Al Vallicci*

*Seal in the left hand Corner  
also - standard stationery*



# City of Cambridge

3.

IN CITY COUNCIL

April 11, 1988

MAYOR VELLUCCI

ORDERED: That the City Manager be and hereby is requested to instruct the City Solciitor to prepare an amendment to "The Code of the City of Cambridge" establishing standardized letterhead and business cards to include the City Seal in the left hand corner of each document.

In City Council April 11, 1988.  
Adopted by the affirmative vote of 9 members.  
Attest:- John E. Flynn, Deputy City Clerk.

A true copy;

ATTEST:-

A handwritten signature in black ink that reads "John E. Flynn".

John E. Flynn, Deputy City Clerk.

Order #3 0-22

M. Vellucci order re: that the City Manager be requested to instruct the City Solicitor to prepare an amendment to the Code of the City of Cambridge establishing standardized letter-head & business cards to include the City Seal.

In City Council,

April 11, 1988

4-11-88

M. Vellucci

Order Adopted

9-0-0-0.

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