



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Ms. Jill Herold, Assistant City Manager
for Human Services

Date June 10, 1981

From Paul E. Healy, City Clerk

Reference

Subject Use of mailing service.

At the City Council meeting of June 8, 1981, the City Council was in receipt of a communication from the Purchasing Agent relative to the misuse of the mailing service, a copy of which is enclosed.

The City Council stated that any correspondence sent to the City Council should be sent through the City Clerk's Office or the City Manager's Office, where appropriate in order to obviate the need for using additional mailing costs.

Your kind attention in this matter will be greatly appreciated by the City Council.



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To All Department Heads
From Richard C. Rossi *R.C.R.*
Purchasing Agent
Subject MISUSE OF MAILING SERVICE

Date May 15, 1981

Reference

Recently, during budget hearings, various members of the City Council raised the issue of the City departments misuse of the mailing service. Their concern rests with failure to use interoffice mail for correspondence being sent to Councilors and other City departments. In the past, several notices have been sent asking department heads to make sure mail is properly sorted.

Please take the steps necessary to insure that all outgoing mail is properly sorted. In the future, interoffice mail should be banded with a color coded band and clearly marked INTEROFFICE MAIL.

Please contact Ron Scotti in the Printing Department for Interoffice bands. Thank you for your anticipated cooperation in this matter.

RCR/dlc



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Date May 15, 1981

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CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

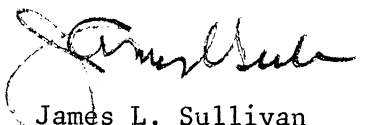
EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

June 1, 1981

To the Honorable, the City Council:

Enclosed for your information is a copy of a memorandum which the Purchasing Agent sent to all Department Heads relative to misuse of mailing service, an issue which was raised during recent budget hearings.

Very truly yours,



James L. Sullivan
City Manager

JLS/mbf
Enc.

Agenda # 3 *5-329*

RE: memo sent by the Purchasing Agent
to all department heads re: misuse of
mailing service.

*letter sent to Dir of
Human Services 6/10/81
(26)*

In City Council,

June 1, 1981

June 8, 1981

6/8/81

- Placed on File.

*Copy to Director
of Human Services
w/ITD/Forwarding letter*