

# Administrative Circular

Commonwealth of Pennsylvania  
Governor's Office

12-12  
Number

<b>Subject:</b> Availability – 2012 Commonwealth Telephone Directory	<b>Date:</b> August 24, 2012
<b>By Direction of:</b>  Sheri Phillips, Secretary of General Services	<b>Expiration Date:</b> August 24, 2013
<b>Contact Agency:</b> Department of General Services, Bureau of Publications, Telephone 717.704.1029	

The July 2012 issue of the Commonwealth Telephone Directory is now available. Employees with access to the commonwealth's centralized email system are encouraged to use Microsoft Outlook to obtain up-to-date telephone and address information for commonwealth employees. Additionally, employees who use the directory infrequently and have access to the Internet are encouraged to access the online version available on the Department of General Services' website at [http://www.portal.state.pa.us/portal/server.pt/community/telephone\\_directory/1295](http://www.portal.state.pa.us/portal/server.pt/community/telephone_directory/1295).

Agencies should query their employees to determine actual demand for the printed version of the phonebook prior to placing an order. Agencies should stress that accessing the telephone directory electronically is both fiscally prudent and environmentally friendly. The online version is updated quarterly providing users with the most current information.

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For assistance, please contact the Bureau of Publications at 717.704.1029.

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For additional information, please contact Sue Latin, PHMC at 717.772.2839.

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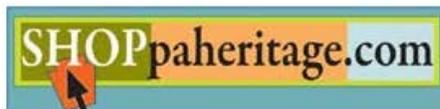
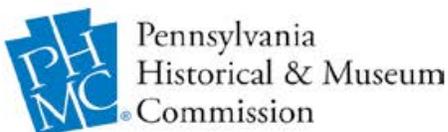
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