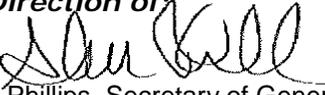


Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

14-12
Number

Subject: Availability - Commonwealth Telephone Directory	Date: August 20, 2014
By Direction of:  Sheri Phillips, Secretary of General Services	Expiration Date: August 20, 2015
Contact Agency: Department of General Services, Bureau of Publication, Telephone 717.704.1029	

The July 2014 issue of the Commonwealth Telephone Directory is now available. Employees utilizing the Commonwealth's centralized exchange email system are encouraged to use Microsoft Outlook to obtain up-to-date telephone and address information regarding Commonwealth employees. Additionally, employees who use the directory infrequently and have access to the Internet are encouraged to access the online version of the directory. The online directory is available on the Department of General Services' [website](#).

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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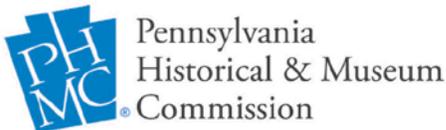
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