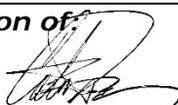


ADMINISTRATIVE CIRCULAR

Commonwealth of Pennsylvania Governor's Office

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| | |
|---|--|
| Subject: Availability - Commonwealth Telephone Directory | Date: November 26, 2019 |
| By Direction of:  Curtis M. Topper, Secretary of General Services | Expiration Date: November 26, 2020 |
| Contact Agency: Department of General Services, Bureau of Publications, Telephone 717.704.1029 | |

The July 2019 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.

This edition of the directory is printed on recycled paper. Recipients should recycle prior editions in accordance with the Commonwealth's Recycling Policy.

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Agencies must order the 2019 Commonwealth Telephone Directory through PA Publisher at <http://www.papublisher.state.pa.us/dsf>.

If you do not have access to PA Publisher, you can register for an account at the web address listed above. After registration is completed, you will be given access to the site where you can place your order through the Commonwealth Catalog in PA Publisher.

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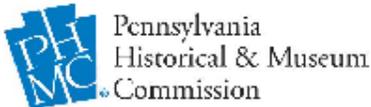
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