


ADMINISTRATIVE CIRCULAR

Commonwealth of Pennsylvania Governor's Office

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Subject: Availability - Commonwealth Telephone Directory	Date: December 2, 2020
By Direction of:  Curtis M. Topper, Secretary of General Services	Expiration Date: December 2, 2021
Contact Agency: Department of General Services, Bureau of Publications, Telephone 717.704.1029	

The July 2020 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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For assistance, please contact the Bureau of Publications at 717.704.1029 or send an email to RA-gspubcustservice@pa.gov.

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