



Administrative Circular

Commonwealth of Pennsylvania

Governor's Office

Administrative Circular 23-12 – Commonwealth Telephone Directory

Date: May 15, 2023

By Direction of:

A handwritten signature in blue ink, appearing to read "RBM II".

Reginald B. McNeil II, Acting Secretary of General Services

Contact Agency: Department of General Services
Bureau of Publications
Telephone 717.704.1029

The 2023 edition 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 telephone directory 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.

STATE AGENCIES AND INSTITUTIONS

Agencies must order the 2023 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.

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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