

# GENERAL ADMINISTRATION 7.0

## Governor Letters -- 7.14

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**Date** December 31, 1998

**Issued:**

**Date Last** March 23, 2011

**Revised:**

**Signature:**



**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
Bureau of Health Services

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### **POLICY**

All letters for the Governor's signature must be drafted within the allocated timeframe and submitted to the Office of the Director of the Bureau of Health Services for approval.

### **APPLICABILITY**

This policy applies to Central Office personnel.

### **PURPOSE**

To ensure timely, consistent and accurate responses to requests from the Governor's Office.

### **PROCEDURE**

Requests for a Governor letter will be forwarded from the Commissioner of Health through the Office of the Director of the Bureau of Health Services to appropriate Central Office staff.

The Bureau Office will maintain a log of such letters to ensure a timely response. The response letter must be reviewed and approved by the Bureau Director designee and returned to the Commissioner's Office within two (2) working days, unless otherwise noted.

Employees who are requested to write a Governor letter should submit the final letter (hardcopy and disk) on Governor's Office letterhead, addressed envelopes for every person receiving a copy of the final letter, the original letter being answered, and any necessary attachments to the Office of the Director of the Bureau of Health Services for approval.

Upon review and approval by the Bureau Director designee, the response letter will be forwarded to the Commissioner's Office for processing with the Governor's Office.

**REFERENCE DOCUMENT:**

Secretarial Support Reference Manual, Department of Health

**OFFICE OF PRIMARY RESPONSIBILITY**

Office of the Director, Bureau of Health Services, (615)741-7305