

# Change Page

## Section 7.15 -- Legislator Letters

REVISION DATE	CHANGE NUMBER	CHANGE
3/23/11	1	<a href="#">Click here for red letter edition</a>
12/29/1999	1	<b>POLICY:</b> Change "the Director of the Bureau of Health Services" to "the Office of the Director of the Bureau of Health Services"
12/29/1999	2	<b>PROCEDURE, 1st paragraph, 1st sentence:</b> Change "the Director of the Bureau of Health Services" to "the Office of the Director of the Bureau of Health Services"
12/29/1999	3	<b>PROCEDURE, 2nd paragraph, 2nd sentence:</b> Change "Bureau Director" to "Bureau Director designee"
12/29/1999	4	<b>PROCEDURE, 3rd paragraph, last sentence:</b> Change "In either case, the response letter is always signed by the Commissioner of Health." to "In either case, the response letter is signed by the Commissioner of Health, unless otherwise noted."
12/29/1999	5	<b>PROCEDURE, 4th paragraph:</b> Change "Employees who are requested to write to a legislator should submit the final letter typed on Commissioner's gold seal letterhead, addressed envelopes for every person receiving a copy of the final letter, the original letter being answered, and any necessary attachments to the Director of the Bureau of Health Services for approval." to "Employees who are requested to write to a legislator should submit the final letter (hardcopy and disk) typed on Commissioner's gold seal 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."
12/29/1999	6	<b>PROCEDURE, 5th paragraph, 1st sentence:</b> Change "Bureau Director," to "Bureau Director designee,"