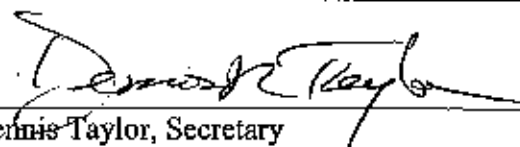


Department of Administration
Policy on Content for E-Mail Signatures and Taglines

The Kansas Department of Administration endorses the following policy:

1. All state-owned computers and state-issued e-mail accounts are provided for and to be used for official state business only.
2. No person utilizing a state-issued e-mail account shall include a personalized e-mail tagline in any portion of a business-related e-mail, including the e-mail signature block, unless it is included in the list of the business-related tag lines authorized by the Secretary. Taglines and e-mail signatures shall be related to official business and done in a professional manner as identified herein. Suggestions for additions to the authorized list of taglines shall be submitted to division directors for consideration by the Secretary.
3. An e-mail signature block, if utilized, shall be in substantially the following form.

Subject Matter	Example
Name of Employee	John. N. Employee
Classification or Working Title of Employee	Senior Administrative Specialist
Department of Employee	Department of Administration
Division of Employee	Division of Personnel Services
State Office Building Where Employee Works	Landon State Office Building
Address of State Office Building Where Employee Works	900 SW Jackson, Room 251-S Topeka, Kansas 66612
Telephone Number for Employee	TEL: (785) 296-4278
Fax Number for Employee	FAX: (785) 296-6793
State-Issued E-Mail Address for Employee	John.Employee@da.ks.gov
Notice of Change of E-mail Addresses (If needed)	Please notice my e-mail Address has changed to John.Employee@da.ks.gov .
Disclaimer for Each E-Mail Message	This e-mail message, including attachments, if any, is intended for the person or entity to which it is addressed and may contain confidential or privileged information. Any unauthorized review, use, or disclosure is prohibited. If you are not the intended recipient, please contact the sender and destroy the original message, including all copies. Thank you.


 Dennis Taylor, Secretary

1-21-2011
 Date

AUTHORIZED E-MAIL TAGLINES

Our Vision:

The Department of Administration will lead the enterprise toward a shared service organization by modeling innovation, teamwork, efficient business practices, and quality customer service.

Our Mission:

Provide quality services - Responsibly

Our Values:

Communication, Character, Credibility and Commitment.

Please consider the environment before printing this e-mail.

Website links to Department of Administration pages.