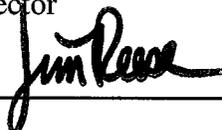


For: County Offices

**Public Information Plan**

Approved By: State Executive Director



**1 Overview**

A

**Background**

County Executive Directors have a responsibility to carry out an effective public information program for their county.

To ensure that an effective information program is carried out, County Executive Directors should annually set information goals and develop a plan of action.

The information plan should set forth what kinds of information will be made available to the public, by what means it will be made available, and how often.

B

**Purpose**

The purpose of this notice is to remind county offices to set goals, develop a public information plan, and provide a copy of the plan to the State Office through the District Director.

**2 Action**

A

**County Office Action**

County Executive Directors shall:

- review Part 4, 1-INFO (Rev. 2)
- set goals and develop a county public information plan
- send a copy of the plan to the State Office through the District Director by January 15, 2003.

**Disposal**

March 1, 2003

**Distribution**

County Offices