

Subject: Recommended Secretarial-Clerical Reference Materials	Number: 6-10
	Date Issued: December 1, 1998 Date Revised:
Responsible Department: City Manager	Approved:

Purpose

To establish a recommended City-wide standard and uniform reference book for all secretarial and clerical employees.

Procedures

1. The primary reference book shall be the latest edition of the “How” series (A Handbook for Office Workers) by Clark & Clark.
2. Each department shall purchase a reference book for each secretarial/clerical employee where needed. One copy may be used by several employees, and employees physically separated from departmental offices may either be provided a reference book or request reference information from the department office.