

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 382 DM 5	SUBJECT INFORMATION RESOURCES MANAGEMENT Records Operations Secretarial Correspondence	RELEASE NUMBER 4046
FOR FURTHER INFORMATION, CONTACT Office of the Executive Secretariat and Regulatory Affairs		DATE MAR 30 2016

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release updates the policy for preparing and processing Secretarial correspondence within the Department (382 DM 5).

The updates include making minor editorial and grammatical refinements and adding a reference to ELIPS, the Department's electronic library of Interior policies. ELIPS includes the Departmental Manual and related Handbooks, Secretary's Orders, and selected policy directives issued by the Department's policy offices.

Principal Deputy Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:

382 DM 5 (1 sheet)

Insert:

382 DM 5 (1 sheet)