

The Board of County Commissioners, County of Grand, State of Colorado
(Board)

RESOLUTION NO. 2022-07-07
Date of Action: July 12, 2022

APPROVING AND ADOPTING A BUSINESS CORRESPONDENCE POLICY

Findings and Conclusions:

- The Board was presented with a proposed policy by which correspondence between Grand County and other parties must contain certain contact information and signature structure.
- The Board reviewed the proposed policy, a draft copy of which is appended hereto and incorporated herein by reference, and has determined that adopting the Business Correspondence Policy is in the best interest of Grand County.

Resolution: The Board resolves that the Business Correspondence Policy be and is hereby approved and adopted, effective July 12, 2022.

Upon motion duly made the foregoing resolution was adopted by a majority vote of the Board of County Commissioners, County of Grand, State of Colorado on July 12, 2022.



Merrit S. Linke, Commissioner Chair Aye



Richard D. Cimino, Commissioner Aye



Randy F. George, Commissioner Aye



Grand County

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Business Correspondence Policy

Business correspondence is any written document between Grand County and other parties as a necessary means of conducting daily business. Business correspondence includes printed and electronic documents such as newsletters, emails, letters, etc.

All Grand County communications and documents are subject to the Colorado Open Records Act, per C.R.S. § 24-72-201 to 206.

Business correspondence from County employees should include the following information:

- Name
- Title (& Department)
- Contact information, including addresses

Email signatures must be set up using the template provided through the Communications Director, approved by the County Manager.

Instructions for creating an email signature block, which automatically adds employees' business information to emails, is stored on the online Help Desk at <https://helpdesk.co.grand.co.us/AddSolution.do?submitaction=viewsolution&fromListView=true&solutionID=158>, use your County login/password to access. Once the email signature has been created using the template, copy and paste it into the signature block.

Email signatures may not include links to external websites that are not relevant to the direct business function of Grand County and the department. Links to the Grand County website and County department pages are encouraged.

Employees and departments are encouraged to utilize the Grand County logo on all business correspondence, including email signature blocks. Some departments have specialized logos, those logos may be used if they pertain to the direct business function of the department, see examples. No other logos, insignias, pictures, quotes or statements may be included in Grand County business correspondence. All printed letters must be on official County letterhead.

Full Name (Source Sans Pro, 12 pt, Bold)

Title (Source Sans Pro, 11 pt)

Office: 10-digit number (Source Sans Pro, 10 pt)

Mobile: (optional) (Source Sans Pro, 10 pt)

Physical, Mailing Address (Source Sans Pro, 10 pt)

City, State, ZIP (Source Sans Pro, 10 pt)

Christine Travis

Communications Director

Office: 970-725-3136

Mobile: 970-406-1998

308 Byers Ave., P.O. Box 264

Hot Sulphur Springs, CO 80451



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Robert Good

EMS Chief

Office: 970-887-2732

Mobile: 970-406-1998

81 W. Agate, P.O. Box 1457

Granby, CO 80446



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