
OFFICE OF THE GOVERNOR INTEROFFICE MEMORANDUM

TO: JANE BUTTROSS
FROM: ARMERITA TELL
SUBJECT: LEGAL ADVICE FOR CITIZEN & COMMUNITY SERVICES
DATE: 6/5/2000

The Citizen and Community Services department deals with constituent's complaints and inquiries on a daily basis. Often these complaints and inquiries involve legal questions. Since no one in the CCS department has a legal degree, we often need to seek your advice on how to respond to these complaints and inquiries.

When the CCS staff sends you a memo or email asking for advice or assistance, we do not want you to do the work for us. We are only asking for your guidance on how to respond on the Governor's behalf. Thanks.