

From: Dan Miller

Sent: Wednesday, February 26, 2003 4:29 PM

Subject: Highway Name on Cover Sheet

It has become apparent that there has been some inconsistency concerning the above matter, where the highway name is listed on the top center portion of the cover sheet. Some cover sheets did not have the word "highway", some had the word "highway" spelled out, while others had it abbreviated as "hwy". Effective immediately, the policy concerning the label of the highway on the cover sheet is that the word "highway" (or "route" for business routes) will be on the sheet and spelled out - e.g. "Kingman - Ash Fork Highway", or "Benson Business Route". Abbreviations should be used for other words, like "Jct", "Tl", or "Rd".