LINDA LINGLE
GOVERNOR

RUSS K. SAITO
Comptroller

KATHERINE H. THOMASON
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

February 25, 2004

COMPTROLLER'S MEMORANDUM NO. 2004-07

TO: All Department Heads

ATTN: Telecommunications Coordinators

SUBJECT: Update of Government Section Listings in Verizon's 2004 to 2005 Directory for the Island of Oahu

Verizon Hawaii, Inc. (Verizon) is updating the government section listings for the white pages of the 2004-2005 Verizon telephone directory. Please submit your department's updates to the Telecommunications Services Branch of the Information and Communication Services Division (ICSD) for proper coordination with Verizon.

All updates must be submitted by 4:30 p.m. on March 24, 2004. The ICSD will consolidate the telephone directory updates for State agencies and submit them to Verizon.

Keeping in mind that this is for the Hawaii State Government Section only, please proceed as follows:

1) Review the attached listings (as they appear on the white pages in the Hawaii State Government Section in the 2003-2004 Verizon Hawaii telephone directory) that are appropriate for your department.

2) To delete a telephone number, draw a line through the entire line item and type or print the word DELETE next to the number.

3) To change a line item, draw a line through the affected part(s) of the line item (e.g., agency name, telephone number, etc.) and type or print the change(s) next to the line if it can be done legibly. If it cannot be done legibly, the change must be typed on a separate 8½"x11" paper with clear instructions on where it is to be changed in the directory listing.

4) To add a line item, type or print the new information (e.g., agency name, telephone number, etc.) at the point where it is to be inserted in the directory listing if it can be done legibly. If it cannot be done legibly, type the new line item on a separate 8½"x11" paper with clear instructions on where it is to be inserted in the directory listing.

5) To replace an entire page, retype all telephone listings on a separate 8½"x11" paper incorporating all additions, changes, and deletions. Submit both the replacement page and the replaced (photocopied) page. Type or print REPLACEMENT at the top of the replacement page and REPLACED at the top of the replaced page.

6) If there are no changes, type or print the words NO CHANGES on the photocopied page.

7) Please ensure that all directory update submissions are coordinated through your departmental telecommunications coordinators or designated representative and submitted to:

Department of Accounting and General Services
Information and Communication Services Division
Telecommunications Services Branch
Keoni Ana Building
1177 Alakea Street, Room 201
Honolulu, HI 96813

Attention: Telephone Directory Update

If you have any questions, please call the Telecommunications Services Branch at 586-1930.

RUSS K. SAITO
State Comptroller

Attachments