

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

ICSD 06.0024

September 30, 2005

COMPTROLLER'S MEMORANDUM NO. 2005-25

TO: All Department Heads

ATTN: Telecommunications Coordinators

SUBJECT: Update of Government Section Listings in Hawaiian Telcom 2005 to 2006
Directory for the Islands of Hawaii and Kauai

Hawaiian Telcom is updating the government section listings for the white pages of the 2005-2006 Hawaiian Telcom telephone directory. Please submit your department's updates to the Telecommunications Services Branch of the Information and Communication Services Division (ICSD) by 4:30 p.m. on October 14, 2005.

The ICSD will consolidate the telephone directory updates for State agencies and submit them to Hawaiian Telcom.

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 2004-2005 Verizon Hawaii telephone directory) that are appropriate for your department.
- 2) Delete a telephone number by drawing a line through the entire line item and typing or printing the word DELETE next to the number.
- 3) Change a line item by drawing a line through the affected part(s) of the line item (e.g., agency name, telephone number, etc.) and typing or printing the change(s) next to the line if it can be done legibly. If it cannot be done legibly, type the change on a separate 8½"x11" paper with clear instructions on where it is to be changed in the directory listing.

- 4) Add a line item by typing or printing 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) Replace an entire page by retyping 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.

Please coordinate all directory update submissions through your departmental telecommunications coordinator or designated representative and submit them 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