

## Department of Administration

### Policy on Content for E-Mail Signatures

The Kansas Department of Administration endorses the following policy:

1. All state-owned computers and state issued e-mail accounts are provided for and used for official state business only.
2. No person utilizing a state-issued e-mail account shall include a personalized e-mail tagline in any portion of a business-related e-mail, including the signature block.
3. All employees shall include an e-mail signature block in outgoing e-mail messages (including replies). The e-mail signature may be abbreviated to name and phone number for message replies.
4. The e-mail signature block shall be in substantially the following form, including using Arial 10 pt. font. If you do not have access to the agency logo or have other questions, please contact your office website coordinator for assistance.

#### Acceptable Department of Administration E-Mail Signature Block


Samir Arif  
Director of Public Affairs | Office of the Secretary

Kansas Department of Administration  
1000 SW Jackson, Suite 500 | Topeka, KS 66612  
785-296-3011  
[Samir.Arif@ks.gov](mailto:Samir.Arif@ks.gov) | [www.admin.ks.gov](http://www.admin.ks.gov)  
Follow Us: [facebook.com/KSDofA](https://www.facebook.com/KSDofA) | [twitter.com/KSDofA](https://twitter.com/KSDofA)



#### CONFIDENTIALITY AND PRIVILEGE NOTICE

This email message, including attachments, if any, is intended for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any unauthorized review, use or disclosure is prohibited. If you are not the intended recipient, please contact the sender and destroy the original message, including all copies.

  
DeAngela Burns-Wallace, Secretary  
Department of Administration

Date 2/18/2020