

## 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

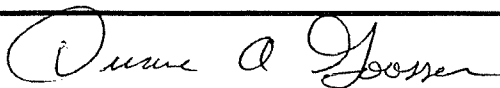
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Duane A. Goossen, Acting Secretary  
Department of Administration

2-1-2019

Date

Effective 08/20/2013  
Revised 01/10/2014  
Revised 01/28/2019