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MEMORANDUM

TO: Management Team

FROM: Larry D. Groth, P.E., City Manager

DATE: November 6, 2006

SUBJECT: Cancellation of City Policy

The following policy has been cancelled:

DTG-4 Employee Privacy Protection

- Effective date of cancellation: 11-06-06
- The contents of this policy have been incorporated into GP&P-2, which has been re-titled Employee Personnel Records and Privacy Protection

Please make all the employees in your department aware of this change.

This signed memo needs to be placed at the front of each Personnel Policy Manual.

Larry D. Groth, P.E., City Manager
November 6, 2006