

**ENGINEERING DIRECTIVE**

Thomas J. Brennan, P.E.  
CHIEF ENGINEER

**PROJECT FILE NUMBERS**

Effective immediately, all project-related inter-departmental correspondence shall include the assigned six (6) digit Project File No. identification in the correspondence heading. This information will provide valuable assistance to all users of the correspondence in the tracking of the Department's extensive listing of Project Committee approved projects, via the Department's computer database information systems. For more information, please refer to the Projis Policy Directive found in the appendix of the Projis Manual.

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