1. **Purpose.** This operating procedure assigns numerical prefixes to the general subject areas in which departmental administrative publications are issued.


3. **General Subject Area Titles:**

   a. **Publications Management** ................................................................. 5
      (includes all matters dealing with the management of the department’s administrative publications system, informational materials, and related topics)

   b. **Administration** (this subject category is no longer used) .................. 10

   c. **Documentation Management** ......................................................... 15
      (includes correspondence, records, forms management, and related topics)

   d. **Information** (no new publications will be assigned to this subject category) ...... 25

   e. **Legal** .................................................................................................. 30
      (includes all matters pertaining to the legal responsibilities, functions and services of the department, and related topics)

   f. **Travel and Transportation** ............................................................... 40
      (includes all matters pertaining to state-owned and commercial transportation, travel, travel allowances and travel reimbursement, and related topics)

   g. **Supply Management** (this subject category is no longer used) .............. 45

   h. **Systems Management** ..................................................................... 50
      (includes information systems, computer services, data base administration, and related topics)

   i. **Financial Management** ................................................................... 55
      (includes financial planning, accounting, grants management, budgeting, and related topics)

   j. **Personnel** ............................................................................................ 60
      (includes personnel management, classification and employer/employee relations, civil rights and related personnel topics)

   k. **Food Service** (this subject category is no longer used) ....................... 65
BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

MELISSA P. JAACKS
Assistant Secretary for Administration

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL
This operating procedure has been updated to reflect the subject areas currently in use for administrative publications, and to conform to the plain language initiative.