

1.28	<b>Division Publications</b>	Page 1 of 1
Issue date: 12/99	Revision date: n/a	Division Staff
Form(s): n/a		

## Procedure

1. Any publication of **Division** services for distribution within and beyond local offices, region offices, the **Utah State Developmental Center**, and/or state offices should utilize People First language and the most current descriptions of **Division** services.
2. Publications may include:
  - a. reports
  - b. brochures
  - c. manuals
  - d. flyers
  - e. announcements, etc.
3. Division publications employees should be reviewed by the **Division's** Technical Writer and/or the Division Director prior to publication and distribution. (See **Division** Directive 1.25 regarding "Media Contacts" for current names and phone numbers.)