

# GENERAL ADMINISTRATION MANUAL GUIDELINE

## VOLUME 1: CORPORATE POLICIES - GENERAL

### TITLE: USE OF MINISTERIAL LETTERHEAD

EFFECTIVE: 95 02 23

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#### *Objective*

These guidelines are intended to assist staff in deciding on the use of various forms of Ministerial letterhead in various situations.

#### *Definitions*

**GOLD LEAF:** Gold leaf letterhead has the Yukon wordmark in large gold letters with a coloured Coat of Arms and black lettered address block.

**RECYCLED:** Recycled letterhead has the wordmark, Coat of Arms and address block in black bold faced type.

#### *Policy*

**Gold leaf letterhead** should be used for correspondence addressed to other governments, including federal government, municipal governments, international governments and First Nations governments. Gold leaf letterhead may also be used for ceremonial occasions, such as letters of recognition to members of the public.

**Recycled letterhead** should be used for all correspondence other than that for which gold leaf should be used. For example, internal memorandums and letters to the general public would be written on recycled letterhead.