

MEMORANDUM No. 15

TO: Kentucky School Architects

FROM: Greg Dunbar, greg.dunbar@education.ky.gov
Construction Branch Manager, Division of Facilities Management

DATE: March 30, 2010

RE: Governor Beshear's "Smart Government" Initiative

In an effort to reduce costs, conserve resources and improve efficiency, the Kentucky Department of Education - Office of District Support Services has pledged to the Governor's Office that outgoing KDE correspondence be "paperless" effective April 1, 2010.

To achieve this goal, our administration of KDE correspondence will be as follows:

- A hard copy of KDE correspondence with an original signature will continue to be sent to the District/Owner to satisfy contractual and legal obligations.
- All other interested parties, including District Personnel, A/E and Construction Managers, etc., will receive PDF copies via email.
- At this time, we request that Construction Documents and Correspondence to KDE continue to be submitted in hard copy form unless an electronic submittal is specifically requested by KDE.
- Also, we prefer that half-size Schematic Designs, Design Development, and Final Plans and Specifications be submitted to KDE from this point forward.

Please submit current contact information; particularly email addresses, for your staff to Kim Grote (Kimberly.grote@education.ky.gov) and Eileen Hardy (Eileen.hardy@education.ky.gov).

Thank you for your assistance. If you have any questions, please contact me at 502-564-4326.