

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 103-2	REVISED: 1	PAGE <u>1</u> OF <u>1</u>
	SUBJECT: PRESS RELEASES		

1.0 POLICY

This procedure is intended to save time for representatives of the media and to assure them equal accessibility to a news release.

2.0 ORGANIZATION AFFECTED:

All Departments.

3.0 PROCEDURE:

- 3.1 Routine items shall be prepared by the issuing departments using a press release form.
- 3.2 For non-routine affairs such as policy matters which may be of an involve nature, the City Manager is to be conferred with concerning the preparation of the release material.
- 3.3 Distribution of press releases may be by fax, e-mail, regular mail, and/or printed copies placed in the news media boxes outside of the City Manager's Office.
- 3.4 A copy of all press releases shall be given to the City Manager's Office.
- 3.5 If press release is prepared on the computer, a copy should be e-mailed to the City Manager's secretary for inclusion on the City of Winona's website.

DEPARTMENT: CITY MANAGER'S OFFICE	SUPERSEDES: 8-16-95	PREPARED BY: MJO	APPROVED BY: EBS	DATE: 1/4/02 REVIEWED: 11-9-06
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WINONA, MINNESOTA**

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**ADMINISTRATIVE
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