

IVGID Email Best Practices

To ensure that IVGID is referred to correctly and consistently in email signatures, the following standards should be applied to your email body and signature files.

Detailed signature

Use a detailed signature when sending messages to new contacts.

<p>First Last, Appropriate Professional Credential Title Appropriate Department Name <i>(see chart below)</i> Department Address, Incline Village NV 89451 P: 775-832-1111 F: 775-832-2222 M: 775-832-3333 <i>(if appropriate)</i> threeinitials@domain.org http://mostrelevantdomain.org</p> <div style="display: flex; align-items: center; gap: 10px;"> <i>(if appropriate)</i> </div>	<div style="margin-bottom: 20px;"> <p>Calibri 11pt, Bold</p> </div> <div style="margin-bottom: 20px;"> <p>Calibri 10pt</p> </div> <div> <p>Social media icons should link to appropriate social media page that is relevant to your job position and/or department</p> </div>
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Appropriate Department Names:

Work Area	Department Name
Administration	Incline Village General Improvement District
Public Works	Incline Village General Improvement District
Diamond Peak	Diamond Peak Ski Resort
Golf	The Golf Courses at Incline Village
Parks & Recreation	Incline Village Parks & Recreation Department
Facilities	Incline Village Facilities & Events Office

Samples:

Joseph J. Pomroy P.E.
 Interim General Manager/Director of Public Works
 Incline Village General Improvement District
 1220 Sweetwater Rd, Incline Village, NV 89451
 P: 775-832-1269
 F: 775-832-1331
 M: 775-233-7069
jjp@ivgid.org
<http://ivgidpublicworks.com>

Mike Bandelin
 Interim General Manager
 Diamond Peak Ski Resort
 1210 Ski Way, Incline Village NV 89451
 P: 775-832-1125
 F: 775-832-1281
 M: 775-830-1179
mlb@diamondpeak.com
<http://diamondpeak.com>

Additional Samples:

Indra Winquest
Parks & Recreation Director
Incline Village Parks & Recreation Department
980 Incline Way, Incline Village NV 89451
P: 775-832-1323
F: 775-832-1380
M: 775-298-2056
isw@ivgid.org
<http://inclinerecreation.com>


Susan A. Herron, CMC
Executive Assistant/Clerk to the Board of Trustees
Incline Village General Improvement District
893 Southwood Boulevard, Incline Village, NV 89451
P: 775-832-1207
F: 775-832-1122
M: 775-846-6158
sah@ivgid.org
<http://ivgid.org>

Brief signature (optional)

Use a brief information signature when sending messages to internal and regular contacts.

First Last, Appropriate Professional Credential → Calibri 11pt, Bold
Title
Appropriate Department Name
775-111-1111
email@domain.com

→ Calibri 10pt

Samples:

Joseph J. Pomroy P.E.
Interim General Manager/Director of Public Works
Incline Village General Improvement District
775-832-1269
jip@ivgid.org

Mike Bandelin
Interim General Manager
Diamond Peak Ski Resort
775-832-1125
mlb@diamondpeak.com

E-mail signature best practices

- Use Calibri font type as specified with no colored text.
- A signature shall be included on all email communications, both internal and external.
- Use the shortest form of URL possible. At IVGID, it is not necessary to include "www." or to end the URL with a backslash "/". Be sure to test the URL to ensure it is correct.
- Do not include:
 - Quotations: The quote may not represent IVGID, and you risk offending business associates.
 - Other non-work related information such as your personal Twitter, IM or Skype details

Images, logos and attachments in signatures

- IVGID and affiliated department names should be represented in text, not in logo format.
- Do not create the signature as a graphic image. Many email clients store images as attachments. If you present your signature as an image, your correspondents will have a hard time knowing when you have sent a genuine attachment.
- Do not include a vCard in your standard message, although you may consider attaching it for first-time correspondence.

Email body best practices

- Do not use images and backgrounds in email messages unless relevant to the message content.
- Use Calibri 11pt font type with no colored text.

Use of Reply All

- The practice of replying to all recipients on an email message should be used only when the reply is relevant to all recipients. Use discretion when replying to all recipients, especially when the recipient list is a "Group" list.

Assistance & Resources

- For assistance setting up your signature, contact the IT Help Desk at x2901 or reference the following online resources:

Outlook 2007:

<http://office.microsoft.com/en-us/outlook-help/create-and-add-an-e-mail-message-signature-HA010102351.aspx>

Outlook 2010:

<http://office.microsoft.com/en-us/outlook-help/create-and-add-an-email-message-signature-HA010352514.aspx>

These best practices are subject to revision.

NRS 239.010 Public books and public records open to inspection; confidential information in public books and records; copyrighted books and records; copies to be provided in medium requested.

1. Except as otherwise provided in subsection 3, all public books and public records of a governmental entity, the contents of which are not otherwise declared by law to be confidential, must be open at all times during office hours to inspection by any person, and may be fully copied or an abstract or memorandum may be prepared from those public books and public records. Any such copies, abstracts or memoranda may be used to supply the general public with copies, abstracts or memoranda of the records or may be used in any other way to the advantage of the governmental entity or of the general public. This section does not supersede or in any manner affect the federal laws governing copyrights or enlarge, diminish or affect in any other manner the rights of a person in any written book or record which is copyrighted pursuant to federal law.

2. A governmental entity may not reject a book or record which is copyrighted solely because it is copyrighted.

3. A governmental entity that has legal custody or control of a public book or record shall not deny a request made pursuant to subsection 1 to inspect or copy a public book or record on the basis that the requested public book or record contains information that is confidential if the

governmental entity can redact, delete, conceal or separate the confidential information from the information included in the public book or record that is not otherwise confidential.

4. A person may request a copy of a public record in any medium in which the public record is readily available. An officer, employee or agent of a governmental entity who has legal custody or control of a public record shall not refuse to provide a copy of that public record in a readily available medium because the officer, employee or agent has already prepared or would prefer to provide the copy in a different medium.

[1:149:1911; RL § 3232; NCL § 5620]—(NRS A 1963, 26; 1965, 69; 1993, 1230, 2307, 2623; 1995, 503, 716; 1997, 2386; 1999, 1210; 2007, 2062)