

**INTER-OFFICE MEMORANDUM**  
DEPARTMENT OF PUBLIC WORKS

**Date:** September 23, 2009

**To:** Department Heads  
Assistant Department Heads  
Supervisor's Aides

**From:** Farhad Mansourian  
Director

**Re:** County Publication and Website Communication Access Requirements

The County of Marin is committed to inclusion and full participation for people with disabilities in all county programs, services and activities. The Board of Supervisors approved a resolution on February 3, 2009 making the Disability Access Program as one of its top priorities. A key factor in achieving this commitment requires that all information provided to the public through County produced publications and websites is accessible.

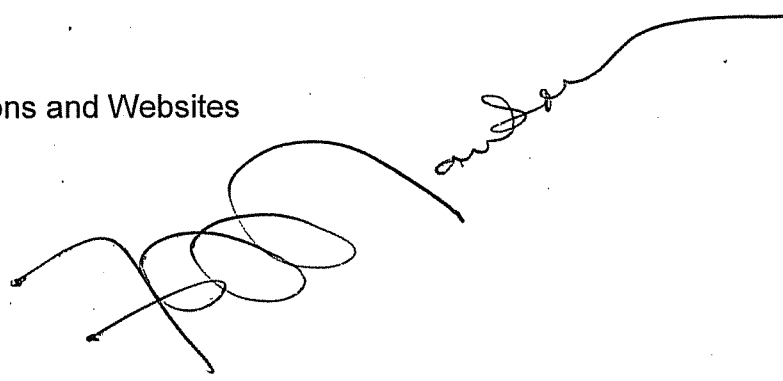
We therefore request all departments and individuals receiving this message to insure that the required notice regarding the availability of information or materials in alternative formats is included in all County publications and websites without exception. Please insure that all administrative and program personnel involved in the production of County publications and/or website content are provided with a copy of this memorandum, and are made aware of these legal program access requirements.

Attached for your use is a recommended standard footer for publications and websites. Please call Bill Campagna, Disability Access Manager at 415-499-6065 if you have any questions.

Thank you for your cooperation in implementing these very important requirements.

Attachment: Standard Footer for Publications and Websites

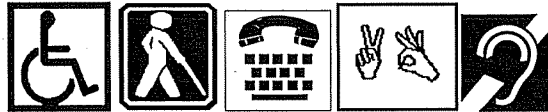
C: Board of Supervisors

A handwritten signature in black ink, appearing to read "Farhad Mansourian", is written across the bottom right of the page. The signature is fluid and cursive, extending from the right edge towards the center.

## Publications

All County produced publications, including but not limited to: reports, newsletters, pamphlets, handbooks, manuals, public meeting announcements, agendas, and announcements for County programs, services or activities must contain a specific notice of the availability of the information provided in an accessible format. We recommend use of the following format:

### Standard Footer for Publications

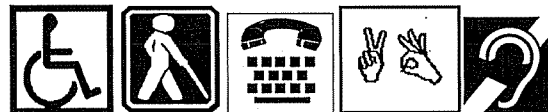


If you are a person with a disability and require this document in an alternate format (example: Braille, Large Print, Audiotape, CD-ROM), you may request an alternate format by calling (add your department contact person, telephone number, TTY number and, if no TTY, add CRS dial 711) or by e-mail at (add department e-mail contact address).

## Websites

All county websites must contain specific accessibility language. We recommend use of the following format:

### Standard Website Statement



If you are a person with a disability and require this document in an alternate format (example: Braille, Large Print, Audiotape, CD-ROM), you may request an alternate format document by using the contact information below. If you require an accommodation (example: ASL Interpreter, reader, note taker) to participate in any county program, service or activity, you may request an accommodation by calling (add your department contact person, telephone number, TTY number and, if no TTY, add CRS dial 711) or by e-mail at (add department e-mail contact address) not less than **four work days** in advance of the event.