

## **Policy Statement**

**TITLE**

County Logo

**CODE**

505

**REFERENCE**

NA

**PERSONNEL RESPONSIBLE**

County Employees, Elected Officials

**EFFECTIVE**

2-12-08

**POLICY**

**504.100 Policy Statement** – The county has developed a logo for all county departments and employees to use. The purpose of the logo is to create a professional graphic representation of Yellow Medicine County that county departments can use in conducting county government operations and services.

**504.200 Official Logo** – The attached logo is the official county logo for Yellow Medicine County.

**504.300 Use**

- All county departments shall use the official county logo whenever a logo is used.
- At a minimum, all departments shall use the official logo on business cards and letterhead. For all other items, department heads shall be given the latitude to decide what they would like to use a logo on.
- If departments are currently using another logo, that logo should be replaced with the official county logo when current supplies of an item run out, when items are replaced or when it's practical to make such a change.
- The official county logo shall not be altered without Board approval and amendment of this policy.

**AUTHORED BY:** County Administrator

**DATE:** 2-5-08

**APPROVED BY:** County Board

**DATE:** 2-12-08

