



MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager
Bureau of Communication and Computer Services

DATE: March 29, 2000

SUBJECT: Ameritech Directory Listings

Attached is the publishing schedule for the Ameritech directories for the year 2000. This schedule lists the service order close dates for all directories in the Ameritech service areas.

To allow ample time for processing, please submit a Telephone Service Request (TSR) to CMS at least four weeks prior to the service order close date for all directory requests. A separate TSR must be submitted for each address. The service order close date must be noted in the justification box (#25) on the TSR to ensure the request is processed timely to the vendors.

CMS will continue to send the current individual listings for the Springfield and Chicago directories a couple of months prior to the service order close date. However, we will no longer provide notification on the other directory close dates due to the minimal number of changes made in the past.

The attached schedule can also be found on the Division of Telecommunications intranet site at <http://www.intra.state.il.us/telecom>. Occasionally, Ameritech will make revisions to this schedule. Such changes will be denoted by a "b" on the left hand side of the directory town name. Therefore, you may want to check for changes periodically.

If you have any questions regarding this matter, please contact Theresa Starling at (217) 782-1223.

FC:dw