

MAINE STATE LEGISLATURE

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STATE OF MAINE
OFFICE OF THE GOVERNOR
AUGUSTA, MAINE
04333

JOHN R. MCKERNAN, JR.
GOVERNOR

INSTRUCTIONS FOR DISTRIBUTION OF SIGNED EXECUTIVE ORDERS

1. Whenever someone in this office wishes to have an Executive Order typed up in final form, that person should check the blue binder on Rose's desk to obtain the next available number for the Executive Order. (Please note: if an Executive Order is dated after the end of June and you have one in July, that Executive Order becomes #1 for the next FY. For example: for the first Executive Order we have after the end of June, it will be 1FY 92/93).

2. Once the number has been determined, the Executive Order must be reviewed and approved by Sharon Miller and Derek Langhauser and then is to be typed up in final form by someone in this office.

3. When the Executive Order has been typed up in final form, it then goes into the Governor's box for his review and signature.

4. After signature, the process is as follows:

- a) ²⁰80 copies need to be made of the Executive Order.
- b) copies go to the two lists of people (labels already done) that are in the front of the blue binder. (If you use up the last labeled list, please make more copies of lists on labels). Copies go to each Commissioner -- put Commissioners' copies in their mail trays, one copy to each legislative liaison in our office as well as Willis, Kim, Dave Lackey. Extra copies to be kept at receptionist desk for the public.

5. You then file the original Executive Order in the blue binder and then log the Executive Order # on the list which is located on the left-hand section of the blue binder.

Rose
UPDATED May 14, 1992

