

# MAINE STATE LEGISLATURE

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STATE OF MAINE  
OFFICE OF THE GOVERNOR  
AUGUSTA, MAINE 04330

MEMO

To: All Department and Agency Heads.

From: Governor Kenneth M. Curtis 

Re: Agency reporting system

This is to inform you that the present system of filing state agency monthly reports to this office has been terminated.

Partly in response to Executive Department recommendation #11 of the Maine Management and Cost Survey, we are attempting to develop a system for the reporting of more substantive and useful information.

The system would require agencies to regularly inform this office not only of noteworthy departmental activities and accomplishments but of proposed courses of action, policy matters and current and anticipated problems which might require Executive, Legislative or Judicial attention. Such a reporting system should help this office and the agencies to more effectively allocate needed staff, time and resources.

I would appreciate receiving your suggestions on ways you think the reporting system should be improved.

KMC:ld