

MAINE STATE LEGISLATURE

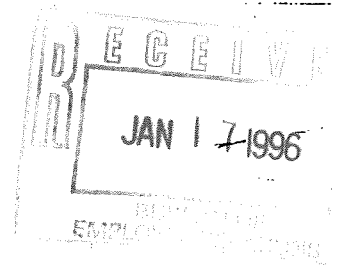
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STATE OF MAINE

Office Of The Governor



Angus S. King, Jr.
Governor

Elizabeth R. Butler
Chief Counsel to the Governor

DATE: July 14, 1995
TO: All Commissioners and Agency Directors
FROM: Elizabeth R. Butler
RE: **Rulemaking Inventory - Electronic Codification**
July 21 Notice Deadline
July 27 1 - 3 p.m. Meeting
CC: Governor Angus S. King, Jr., C. Hewett, S. Millett

Executive Order 6 FY 94/95, "An Order Regarding Administrative Rulemaking" (attached), requires each state agency to undertake an inventory of its administrative rules according to specific criteria, and to make a report on those findings to the Governor no later than December 31, 1995. The Order also requires each state agency to assure that its rules are in an electronic text file data base readily accessible to the public on or before that date, cooperating to the extent possible with the Secretary of State's electronic rule codification efforts.

The Cabinet Subcommittee on Regulatory Reform has been working on the rule inventory project in order to provide uniform implementation guidelines for state departments and agencies in order to assure an efficient project and useful product. The Committee also established a technical working group with the assistance of the Secretary of State's Office and the Bureau of Information Services to devise a coordinated plan to allow the agencies and Secretary of State to compile the electronic text file database with as little disruption as possible. These working groups have finished their preparation and want to share the work product with your agency.

This memo is to request that you provide the name, address and telephone number of the person who will serve as your agency's point of contact on this project to the Governor's Office no later than Friday, July 21, 1995 and that you arrange for the agency team members who will be working on this project to attend a presentation by the Governor's Office and Cabinet Subcommittee on compliance with the Executive Order 6 on Thursday, July 27, 1995 from 1 - 3 p.m. in the State House, Second Floor, Appropriations Hearing Room. Given space limitations, we ask that you limit the team to five or fewer members if possible. We strongly recommend that agencies appoint a team

representing the affected departments and bureaus, as well as the person who will be responsible for converting and/or maintaining the rules in an electronic format. Written materials will be distributed at the meeting.