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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 95 LCM-104

Date: September 21, 1995

Division: MS&QI

TO: Local District Commissioners

SUBJECT: Paper Reduction/Reports Survey

ATTACHMENTS: None

A Department Paper Reduction Work Group has been working to identify ways to reduce the amount of paper used by the Department and has identified reports produced on the mainframe as having significant potential for reduction. The Department's mainframe printing accounts for approximately 5,000,000 pages per month. Many reports are generated and routinely sent to local districts requiring time to handle, distribute, process and file. Since previous studies have suggested that this printing volume could be reduced by 20% or more, the Department will conduct a survey of each local district to determine which reports are needed, and which can be eliminated. Beginning with reports distributed in October, a notice will accompany each report which can be used to indicate if the recipient wishes to continue to receive the report. A negative response or failure to respond will result in the recipient being eliminated from the distribution list.

We encourage you to take this opportunity to have your staff evaluate each of the reports they receive to determine if they are being utilized. Revised distribution lists will be prepared as a result of the survey.

If you have any suggestions for reports that can be eliminated altogether, or have questions on the above please call Al Manzella (Userid 73U011) or Donald Childs (Userid OBM260) at (518) 473-8644.

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David P. Avenius  
Deputy Commissioner for Management  
Support and Quality Improvement