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

Transmittal No: 95 LCM-137

Date: December 27, 1995

Division: MS&QI

TO: Local District Commissioners

SUBJECT: Reports Survey Update re: 95 LCM-104

ATTACHMENTS: None

October's weekly and monthly reports printed on the Department's mainframe printers were distributed with notices requiring the recipients to indicate if they wished to continue to receive the reports. In January, 1996 a second round of notices will go out with monthly, quarterly and annual reports

The results of the initial notices were as follows:

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| 5,760 | Notices sent out |
| 723 | Recipients responded Yes they wanted to continue to receive the reports. |
| 91 | Recipients responded No they did not want to continue to receive the reports. |
| 4,946 | Recipients failed to respond to the notices. |

There are some reports which you receive that do not have notices attached. There are two reasons that this may occur:

- ° The report is not printed on the Department's mainframe printers, or
- ° The report is printed on the mainframe printer, sent to another location for distribution, and the area responsible for distribution completes the notice for all recipients.

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Once again we encourage you to take this opportunity to have your staff evaluate each of the reports they receive with notices to determine if the reports are being utilized. A negative response or failure to respond will result in recipients being eliminated from distribution lists.

If you have any questions on the above please call Al Manzella (Userid 73u011) at (518) 473-5109 or Donald Childs (Userid OBM260) at (518) 473-8644.

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