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

Transmittal No: 93 LCM-103

Date: August 16, 1993

Division: System Support and
Information Services

TO: Local District Commissioners

SUBJECT: Elimination of Reports

ATTACHMENTS: NONE

During the last year the Department has undertaken various projects, the goals of which were to identify those paper outputs which are no longer of value to the various users of the Department's computer center.

The results of these efforts have been dramatic in that more than 3,000,000 pages of print have been eliminated. Various methods were utilized to identify where this elimination could occur. One of these, the subject of this letter, was to simply ask if our end-users still wished to continue to receive their various reports.

This was accomplished via a questionnaire attached to each copy of each report that was sent to your district. This questionnaire was to be returned indicating whether or not the report was still needed. Action has been taken to address the wishes of the people who replied. A non-reply resulted in a second and a third notice. These subsequent notices clearly stated that a non-reply to the questionnaire would be considered as an elimination response. In this regard I want to bring to your attention that in the near future we will be eliminating, on a district specific basis, all copies of those reports for which a response was not received.

This letter is being written to inform you of this action and to assure you that, in the event a non-reply was inadvertent, the computer center is taking steps to insure the ability to reproduce and supply copies of any reports that are eliminated. Questions concerning the above may be directed to Ron Frey, User ID SS0020 (telephone: 518/474-9664).

John J. DiPalermo
Deputy Commissioner
System Support and Information Services