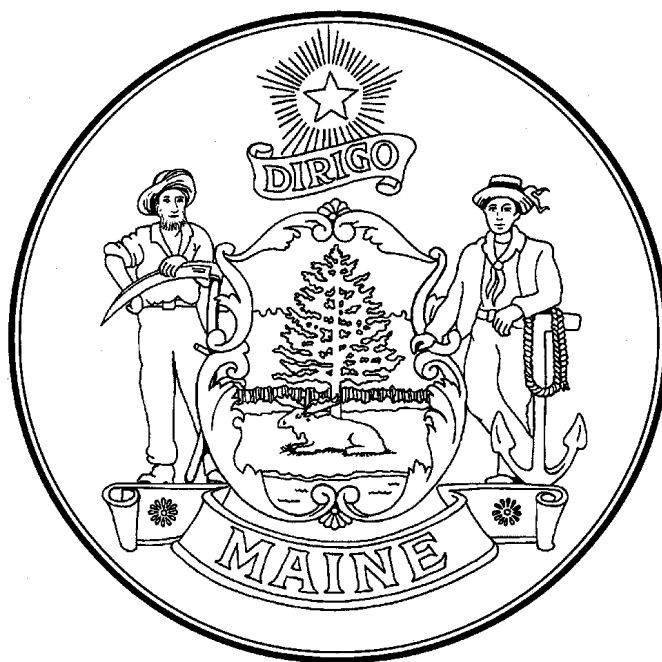


# MAINE STATE LEGISLATURE

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EXECUTIVE ORDER

by the  
Governor of Maine

March 5, 1968

This office is in constant receipt of complaints, letters of inquiry, requests for informational material and other types of mail which cannot be readily answered by the Executive Department.

Each individual department will continue to receive from time to time letters pertaining to the correspondence dealing with the subject matter of your department.

In many cases these letters require a general reply and in other cases a more intensive investigation is necessary.

In the case of a general reply for my signature, it would be very much appreciated if you would return the drafted letter to the Executive Department within seventy-two (72) hours from the date received in your department.

In the event the correspondence needs a more intensive reply, a letter of acknowledgement should be drafted and returned to the Executive Department, in which is stated that we are currently looking into the situation and will report our findings in the near future.

This procedure will greatly assist the Executive Office in the most efficient and prompt handling possible of public correspondence.

Your continued cooperation is greatly appreciated.

Respectfully,

Kenneth M. Curtis  
Governor

  
KMC/hmc