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

Transmittal No: 91 LCM-31

Date: March 1, 1991

Division: Commissioner's  
Office

TO: Local District Commissioners

SUBJECT: Administrative Directive Survey

ATTACHMENTS: 1991 Administrative Directive Survey Form  
(not available on line)

As part of our continuing efforts to improve the written communications of Department policies and procedures to local districts, we are seeking your input on the format and content of Administrative Directives. Our objective in conducting this survey is to identify ways in which ADMs can be improved to facilitate implementation of policies and procedures in the local districts. We are particularly interested in determining if the Department can lessen or eliminate the need for districts to reformat releases or seek additional information and clarification of ADMs.

The enclosed survey form is designed to give us detailed information on the various processes districts use to implement policy and procedures and the distribution of the information within the local districts.

I ask that you and your Senior Staff responsible for implementation and dissemination of policy and procedures each complete a survey form and return it by March 25, 1991 to:

Michael J. McNaughton  
Director, Local District  
Policy Communications  
40 N. Pearl Street  
Albany, NY 12243-0001

After staff have analyzed the responses they may find it necessary to follow-up on selected districts responses. We will share results of the

Date March 1, 1991

Trans. No. 91 LCM-31

Page No. 2

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survey and resulting recommendations with you prior to making any changes.

If you or your staff have any questions, please contact Michael McNaughton at (518) 473-6369.

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Gregory M. Kaladjian  
Executive Deputy Commissioner