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# Update of the Maine Management and Cost Survey Report : January 4, 1978

Kathryn M. Longley

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MAINE MANAGEMENT AND COST SURVEY COMMISSION

TO: Mark Gartley, Secretary of State      DATE: January 4, 1978  
FROM: Kathryn M. Longley *KML*  
SUBJECT: Update of the Maine Management and Cost Survey Report

During the past few months, the Maine Management and Cost Survey has been preparing for its sponsors an updated status report of the Commission's past recommendations. The objective of this report is not to re-introduce or implement past recommendation of the Commission, but rather to examine the accomplishments of the Commission's recommendations in light of what direction and involvement future partnerships with the business community, if any, should undertake.

In order to make this 'Update Report' as complete as possible, I would appreciate your assistance in providing information pertaining to the recommendations relative to your office.

Attached you will find the recommendations separated into five sections according to their status when the 1974 Status Report was written. Although there are questions particular to each section, we are generally interested in determining the following: any changes or additional comments regarding the recommendations in the 'Implemented' section; the present status of recommendations in the 'In Process' or 'Requiring Study' sections; and, changes and/or future possibilities of the recommendations in the 'Rejected' or deemed 'Impossible' sections. The comments appearing next to each recommendation are those that appeared in the 1974 Report and, consequently, may be outdated or need revisions.

Please note that beneath each recommendation, space has been provided to allow for your response to the questions in each section. Let me emphasize that the responses should be brief so as to prevent complicated explanation and lengthy detail which is both time-consuming for you and unnecessary for the Report.

Kindly keep in mind that the Commission's prime objective in this Report is to determine:

- (1) What was accomplished on the recommendations?
- (2) Whether what was not accomplished should be followed-up?
- (3) How future efforts of the business community can be best utilized?

I sincerely appreciate your assistance and readiness to cooperate with this effort. Should questions arise, or further explanation become necessary, please do not hesitate to call me at extension 3138.

Thank you.

MAINE MANAGEMENT AND COST SURVEY COMMISSION

SECRETARY OF STATE'S OFFICE

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RECOMMENDATIONS 'IMPLEMENTED'	\$ SAVINGS EXPECTED BY THE MMCS	COMMENTS:
2. Preaddress, machine stuff, and stamp the annual form mailed to corporations in the State. (Executive)	\$ 4,400 AS	Savings estimate accepted pending any further determinations.
3. Amend the statute concerning a \$25 fine to be recovered by the Attorney General through civil action for late filing of a corporation's annual report to a \$25 fine assessable by the Secretary of State. (Legislative)	42,000 AI	This was implemented according to the Public Laws of 1974, Chapter 693.
4. Repeal the present corporate franchise tax and recover revenue losses by an adjustment in the proposed annual report fee. (Legislative)	200,000 AI	This was implemented according to the Public Laws of 1974, Chapter 730. The annual income (AI) figure was accepted pending any further determinations.
5. Institute prepackaging of ballots. (Executive)	9,300 AS	This was implemented for the June, 1974 primary, and the Department was reviewing the problems encountered and additional costs v. the benefits.

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SECRETARY OF STATE'S OFFICE

RECOMMENDATIONS 'IMPLEMENTED'	\$ SAVINGS EXPECTED BY THE MMCS	COMMENTS:
Motor Vehicle Division		
8. Schedule driver examinations to make maximum use of field examiners. (Executive)	\$55,000 AS 10,000 OS	This was implemented by July of 1974. The Division recognized an annual savings figure of \$22,800.
9. Stagger the expiration date for motor vehicle registrations. (Legislative)	12,000 AS	This was implemented, although the Division reported there would be a one-time cost of \$138,000.
12. Validate registration plates issued to municipalities by certificate so they will be good for a six-year period. (Legislative)	7,500 AS	The MMCS annual savings estimate was accepted pending any further determination.
20. Restudy the feasibility of automating the motor vehicle licensing records system. (Executive)		This was implemented by July of 1974.
Maine State Archives		
24. Institute a program with temporary or contractual help to dispose of records in the records center. (Executive)	150,000 OC	The Department proceeded to implement this recommendation without additional funds. A new figure was being developed by the Dept. Ongoing retention schedules administered by Maine State Archives are preventing any further build-up of unnecessary records in State agencies and in the Records Center

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RECOMMENDATIONS 'IMPLEMENTED'	\$ SAVINGS EXPECTED BY THE MMCS	COMMENTS:
25. Accept only material which must be retained. (Executive)	-	This procedure was implemented by July of 1974. Policy still in effect as of January 1978.
27. Establish a schedule of laboratory fees based on cost of service. (Executive)	-	Implemented by July of 1974. Practice still in effect as of January 1978. Schedules have been revised as appropriate.

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SECRETARY OF STATE'S OFFICE

RECOMMENDATIONS 'IN PROCESS'

\$ SAVINGS EXPECTED  
BY THE MMCS

COMMENTS: (Has the recommendation been completely implemented? If not, what is the current status? Other comments?)

1. Permit the Secretary of State to issue renewal commissions to notaries and justices without approval from the Governor and Council.

\$4,000 AS

This was implemented by a constitutional resolution passed by the 106th Special Session. Savings figure accepted.

Motor Vehicle Division

10. Place the Division's copy of operator licenses in a bulk file for storage after it has been entered into the computer. (Executive)

4,900 AS

Intended to eliminate the duplication.

13. Assess a fee of \$25 for investigating an application for new car or used car dealer plates and loaner or equipment plates. (Legislative)

5,900 AI

Legislature approved a \$20.00 fee. MMCS annual income estimate accepted by the Division.

17. Initiate records retention schedules and purge files of all unused, unnecessary, and duplicate records. (Executive)

-

Intended to dispose of useless files and release valuable space.

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RECOMMENDATIONS 'REQUIRING STUDY'

\$ SAVINGS EXPECTED  
BY THE MMCS

COMMENTS: (What has been done/decided with regard to these recommendations? Other comments?)

Motor Vehicle Division

- |   |                        |   |
|---|------------------------|---|
| 11. Increase the fees for driver's examinations to recover costs. (Legislative)                                   | \$445,000 AI           | The Division believed a more realistic formula would have to be derived.  |
| 15. Conduct a work measurement study to develop standards of performance and optimum staffing levels. (Executive) | 50,000 AS<br>25,000 OC | This recommendation was referred to the 107th Legislature. The Division did agree with the annual savings figure as well as with the one-time cost. |
| 16. Establish fee schedules which recover the costs of services. (Legislative)                                    | -                      | Was referred to the 107th Legislature.  |
| 14. Charge for reserved numbered registration plates. (Legislative)   | 52,500 AI              | The Division believed this income would occur every six years. The recommendation is being studied.   |

# MAINE MANAGEMENT AND COST SURVEY COMMISSION

## SECRETARY OF STATE'S OFFICE

### RECOMMENDATIONS 'REJECTED'

#### Motor Vehicle Division

7. Transfer the registration of airplanes to the Motor Vehicle Division. (Legislative)

COMMENTS: (Has there been any change in the status of these recommendations? What is your opinion of these recommendations, and why were they rejected? Should there be any follow-up?)

Was rejected by the Legislature in 1974.

#### Maine State Archives

21. Review the law regarding the destruction of records. (Legislative)

Was rejected by the 106th Legislature in L.D. 2434. The recommendation was intended to ease the restrictions and encourage the development of a more realistic retention schedule. The law is under continuing review with respect to State-wide record-keeping and disposition practices that can be improved by legislative action.

22. Establish an internal records management service. (Executive)

Was rejected by the 106th Legislature in L.D. 2434. Intended to assist agencies in establishing retention schedules and developing record disposal procedures.

The Maine State Archives is assisting all State agencies and the courts, counties and municipalities in establishing schedules and disposal procedures as part of a continuing program service.

23. Abandon the program of providing a half-way house for records on the way to destruction or the Archives. (Executive)

Was rejected by the 106th Legislature in L.D. 2434. Related to recommendation #22.

There remains a need to provide low-cost storage for records that need to be retained for a specified time, but which should not be maintained in prime office space or equipment. This service is provided by the Maine State Archives Records Center.



MAINE MANAGEMENT AND COST SURVEY COMMISSION

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RECOMMENDATIONS 'REJECTED'

COMMENTS: (Has there been any change in the status of these recommendations? What is your opinion of these recommendations, and why were they rejected? Should there be any follow-up?)

26. Transfer responsibilities and personnel of the Bureau of Archives Services to the Maine State Library Bureau. (Legislative)

Was rejected by the 106th Legislature in L.D. 2434. Intended to provide administrative economies. There is general agreement that the specialized professional functions of the Maine State Archives cannot be effectively administered by the Library; and that the program responsibilities of the Maine State Archives to all branches of government are not within the mandate of the Maine State Library.

28. Transfer microfilming equipment and operating personnel to the proposed Bureau of Central Management Services. (Executive)

Was rejected by the 106th Legislature in L.D. 2434. Recommendation related to #7 under the Executive Branch which called for the reorganization of the Executive Branch.

The need for on-site microfilming equipment and operating personnel is regarded as essential in meeting the program requirements of the agency, including providing reference copies of documents in its custody to the government and the

29. Abolish the Bureau of Administrative Services. (Executive)  
public; ensuring the protection of valuable records against possible deterioration from use; preserving the informational content of records against deterioration and eventual loss. The Maine State Archives provides centralized photoduplication services to other State agencies at cost.

Although the savings figure of \$39,400 was accepted by the agency, the recommendation was rejected by the 106th in L.D. 2434. These savings would have been realized through the salaries of the State Archivist, the Business Manager and one clerical. These positions are critical to the operation of the agency.

30. Abolish the Maine State Archives as an organizational entity. (Legislative)

Rejected in L.D. 2434 by the 106 th.

There is general agreement that the Maine State Archives and its programs are providing efficient, economical and worthwhile services to all branches and levels of government and to the public.

MAINE MANAGEMENT AND COST SURVEY COMMISSION

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RECOMMENDATIONS DEEMED 'IMPOSSIBLE'

COMMENTS: (Has there been any change in this status? Are the remarks provided still valid? What is your opinion of these recommendations? Should there be any follow-up?)

6. Mechanize municipal clerk information filing and addressing. (Executive)

The Secretary of State believed that this would be more work with less efficiency resulting for full-time employees.

Motor Vehicle Division

18. Discontinue receiving and filing teletype information regarding stolen cars. (Executive)

The procedure must be continued under provisions of the new Title Law.

19. Transfer the activities of six investigators to other departments and eliminate the vacated positions. (Executive)

The Secretary of State believed that the recommendation was not practical.