

10-19

Mrs. McCullough / Mrs. Joyce

MEMORANDUM

TO: All Supervisors
SUBJECT: Annual Reports for FY 1969
FROM: Dr. Girard (C-7)
DATE: July 18, 1969

The Annual Report of the Division of Diagnostic Laboratories for FY 1969 is due in the Commissioner's office on August 27, 1969. (Cf attached memo). In order to write this report I will need from each of you the usual yearly statistical data on tests etc., plus a summary of perhaps 250-300 words regarding your own operation using the same five general guidelines listed in the Commissioner's memo.

Please submit your reports to Mrs. Walsh no later than August 8. This is to allow enough time for me to write up the Diagnostic Report from information received and forward it to Dr. Edsall for inclusion in the Report of the State Laboratory Institute.

KFG/nw

CC: Dr. Edsall
Mr. Hoyer

rec'd
JUL 17 1969

Dr. Kiare

MEMORANDUM

Subject: 1969 Annual Report

To: Division Directors
Section Heads
Hospital Superintendents
Regional and District
Health Officers

From: Dr. Frechette

Date: July 17, 1969

1969 Annual Reports, in duplicate, are due in my office no later than Wednesday, August 27, 1969. In addition, I would like -- also in duplicate -- a 700-800 word summary from each Division Director, Section Head, Superintendent, and Regional Health Officer. This should be an outline of what you consider to be the outstanding activities of your unit during the year. Do not use dates and figures unless necessary.

As you know, the material submitted by each unit is combined to make up the Department's official report which is submitted to the Secretary of State and the Legislature. In order to reach some unit of style and approach, the following guidelines should be followed.

1. Purpose
2. Activities
3. Progress toward goals
4. Future plans
5. Significant needs and administrative problems.

If time permits, the edited copy of your report will be returned to you for approval prior to final typing.