

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

March 9, 1977

PERSONNEL MEMORANDUM 12-77

TO: All Agency/Department Heads

SUBJECT: Returning Applications Received for Classes Closed to Recruitment

In the past, the Department of Personnel has had a policy of retaining on file all applications received for classes not open to examination. These applications have been processed when the classes to which they relate do open. However, it has become apparent that retaining applications until the class opens is not practical; months or years may pass before any action can be taken. As a result, the information on the application is frequently outdated or otherwise invalid. Considering the storage space and handling necessary to accommodate these applications, it becomes quite evident that the problems created do not justify the service rendered.

Accordingly, as of March 9, 1977, all applications received for classes closed to examination will be returned to the applicant with a card explaining the class is closed. For the present time, applications on file for classes closed to examination will continue to be processed in a manner consistent with past policy.

ROBERT J. STOLT  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS