**§44. Report provisions**

The report of each agency shall include in summary form but not be limited to: [PL 1973, c. 612, §1 (NEW).]

**1. Date of establishment.**  The date when the agency was established;

[PL 1973, c. 612, §1 (NEW).]

**2. Statutory authority.**  The statutory authority of the agency;

[PL 1973, c. 612, §1 (NEW).]

**3. Agency address.**  The address of the agency's central office;

[PL 1973, c. 612, §1 (NEW).]

**4. Administrative officers.**  The names, titles and telephone numbers of the principal administrative officers;

[PL 1973, c. 612, §1 (NEW).]

**5. Agency chart.**  An organizational chart of the agency;

[PL 1973, c. 612, §1 (NEW).]

**6. Number of employees.**  The average number of full-time employees;

[PL 1973, c. 612, §1 (NEW).]

**7. Authorized employees.**  The number of employees authorized by the previous Legislature and a summary by month of the actual number of employees;

[PL 1973, c. 612, §1 (NEW).]

**8. Recurring operating expenditures.**  Recurring operating expenditures;

[PL 1973, c. 612, §1 (NEW).]

**9. Fund and account identification.**  The identification of all funds and accounts relating to an agency, with their beginning and ending balances; this shall include all federal funds and all funds from any other source;

[PL 1973, c. 612, §1 (NEW).]

**10. Program description.**  A description of each program shall be provided and shall include a summary of major expenditures, goals and objectives and future plans.

[PL 1973, c. 612, §1 (NEW).]

A department made up of several distinct units shall provide overall summary information for the department and summary information for each bureau, division, commission, agency and institutional unit, as appropriate. [PL 1973, c. 612, §1 (NEW).]

SECTION HISTORY

PL 1973, c. 612, §1 (NEW).

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