

DEPARTMENT of Administration

# Office Memorandum

6232

TO : Honorable Wendell R. Anderson  
Governor  
State of Minnesota

DATE: April 14, 1972

FROM : Richard L. Brubacher *Richard L. Brubacher*  
Commissioner of Administration

SUBJECT: Reorganization Order No. 12

Attached is a copy of Reorganization Order No. 12 effecting the transfer of Notaries Public function from the Governor's Office to the Department of Commerce. This reorganization order should be filed with Reorganization Order No. 11. The original of this order has been retained in my office.

Enclosure

RLB/sjb

xc: Senator Donald Sinclair  
Representative Richard Fitzsimons  
Rolland Hatfield, State Auditor  
M.R. McDonough, Accounting Director  
Edward J. Driscoll, Chairman of Commerce Commission  
Arlen I. Erdahl, Secretary of State ✓  
John J. Jackson, Director of Civil Service

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

APR 20 1972

*Arlen I. Erdahl*  
Secretary of State

STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
REORGANIZATION ORDER NO. 12

Pursuant to M.S. 16.125, 16.13, and 16.135, the following administrative re-organization is hereby made:

1. The administrative portion of the Notary Public function previously performed in the Governor's Office is hereby transferred to the Department of Commerce, Administrative Services Division, Examination and Licensing Section. This transfer does not effect the constitutional power of the Governor to make the appointments of Notaries Public, but is intended to improve the administrative portion of the appointment process.

The position of a Notarial Clerk, and its present incumbent, Mrs. Cathy A. Koolmo, are hereby transferred from the Governor's Office to the Department of Commerce, Administrative Services Division, Examination and Licensing Section.

The approved complement of the Department of Commerce is hereby increased by one position.

The salaries and supplies expense amounts for the Notarial Clerk are hereby transferred from the Governor's Office (12000:00-100) to the Department of Commerce, Salaries (20100:01-100) and Supply and Expenses (20100:02-100) as follows:

Salaries (including fringe benefits)	\$5,586
Supplies and Expenses	\$3,325
	<u>\$8,911</u>

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
APR 20 1972  
*Arlen J. Erdahl*  
Secretary of State

This Order supersedes Reorganization Order 11, dated March 1, 1972.

This Order is effective March 1, 1972.

4-5-72  
Date

APPROVED:

4-6-72  
Date

*Richard L. Brubacher*  
Richard L. Brubacher  
Commissioner of Administration

*Wendell R. Anderson*  
Wendell R. Anderson  
Governor