

DEPARTMENT OF CORRECTIONS
STATE OF NEW HAMPSHIRE
P. O. BOX 1806
CONCORD, NH 03302-1806

INTRA-DEPARTMENT MEMORANDUM
Office of the Commissioner

FROM: Helen E. Hanks
Commissioner

DATE: October 2, 2018

SUBJECT: Policy Clarification

OFFICE: Commissioner's Office
Phone: 271-5603

TO: All Staff

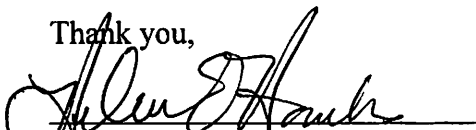
NH DOC PPD 5.26 PUDC Mail Service reads:

G. Legal Mail

9. All legal mail must not be bound. No legal correspondence will be accepted with any type of binding attached to the pages of the document.

The NH DOC does not consider one-single staple to be "Bound". Staff is to remove a single staple and pass the legal mail on to the PUDC.

Thank you,


Helen E. Hanks
Commissioner