

Office of Administrative Hearings (OAH) Procedures Transmittal		Transmittal Number: 07-01	
		Date: January 22, 2007	
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Distribution:		Subject: Reissued Document Imaging Instructions for Local Agencies	
ALB OAH Staff <input type="checkbox"/>	UPS ALJs <input type="checkbox"/>		Upstate LDSS <input checked="" type="checkbox"/>
	SUP ALJs <input type="checkbox"/>		
NYC OAH Staff <input type="checkbox"/>	NYC ALJs <input type="checkbox"/>		NYC Agencies <input checked="" type="checkbox"/>
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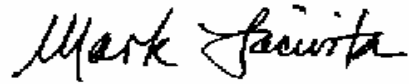
Since 1999, staff in the Office of Administrative Hearings Administrative Support Unit has been utilizing the Panagon document imaging system for on-line storage and retrieval of all documents entered into evidence at administrative hearings. The OAH Transmittal 00-05 was issued on February 9, 2000 to announce this. This transmittal updates and supersedes the one previously issued.

Use of the Panagon document imaging system has replaced the need to physically store vast numbers of paper files while making the documents readily accessible on-line. As the success of OAH's document storage and retrieval is based on image quality, we have established certain criteria for document submission that are essential to achieving good quality images. We have identified a number of problems associated with poor imaging quality based on variations in sizes, colors, or types of paper. As a result, we had requested that districts continue producing notices and any attachments on white paper. In order to assure clear copies and to enable us to expedite the imaging process, it remains helpful if all social services districts and other entities submitting evidence at hearings, to the extent possible, would avoid the following:

- Colored documents
- Legal-size documents
- Faxed documents
- Onion-skin documents
- Documents containing "Post-Its"
- Illegible documents
- Stapled documents

When submitting evidentiary packets for inclusion in the fair hearing file, please avoid the above-mentioned types of documents, submitting photocopies on single-sided 8 1/2" x 11" paper when possible, utilizing paper clips if it is necessary to group documents, or by using no fastener whatsoever--with particular attention to avoiding staples.

The responsibility for document imaging is being coordinated by Vicki Buchanan under the direction of Audrey Maurer. If you have any questions as to the impact of document imaging on your office's operations, you may contact Ms. Buchanan at (518) 473-8920 or Ms. Maurer at (518) 474-3265 or via email addresses: Vicki.Buchanan@otda.state.ny.us or Audrey.Maurer@otda.state.ny.us.



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Office of Administrative Hearings