



Since colored paper creates imaging problems, we would like to reduce its use. The use of "greensheets" should be discontinued immediately. Any remaining stock of the green-colored supply of the OTDA-1962 should be destroyed and only white photocopies of this form should be used until we can ascertain a scannable colored substitute. Please do not write in the margins of any forms or on the inside file jacket since such information may not be scannable or scannable only with a considerable amount of effort. A preferred method of including additional information that does not fit on existing forms is to insert an 8 1/2-inch by 11-inch sheet of white paper with such information plainly written and identified as to what it is. Please try to limit information handwritten on the exterior of the file jacket to those items that are required to be filled in such as Tape Numbers/Digits; Disposition Outcomes; Adjournment Codes; ALJ Number; Representative, etc.

While we can't control what documents are provided by appellants, representatives, and agency staff, keep in mind that the following kinds of documents are difficult, if not impossible, to scan:

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

Therefore, if a document of one of the above types is submitted by a walk-in appellant, representative, or agency representative for inclusion in the file and if a photocopy must be made of the document, whenever possible, the photocopy should be retained with the file and the original "hard-to-scan" document should be returned to the individual submitting it.

For any staff who have occasion to handle perforated green-bar printouts from either the WMS, PDS, or BICS system or perforated printouts from the FHIS system, it would be helpful, whenever possible, if these pages could be torn apart at the perforations rather than being inserted in the files as one continuous document.

A separate transmittal (OAH 00-05) has been forwarded to local agency staff to request their cooperation in avoiding the submission of the above-mentioned types of difficult-to-scan documents as part of their evidentiary packets. Thank you for your anticipated cooperation as the document imaging project phases move forward. If you have any questions as to the impact of document imaging on office operations, you may contact Mr. McCarthy at (518) 473-8920 or via email LA0088.

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Office of Administrative Hearings