Office of Administrative Hearings (OAH)	Transmittal Number: 00-05
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Distribution:	
ALB OAH Staff [] UPS ALJs/ [] Upstate LDSS [x] SUP ALJs []	Subject: Document Imaging Implementation
NYC OAH Staff [] NYC ALJs/ [] NYC Agencies [x]	(Instructions for Local Agencies)

Starting in December, 1999 staff in the Office of Administrative Hearings File Management Unit have been phasing out the current file storage procedures and have begun to utilize scanning equipment installed to "document image" the contents of all fair hearing files for on-line storage and retrieval. This initiative is the result of an approximate \$1 million budgetary appropriation allocated with the aim of eliminating the need to physically store vast numbers of paper files while making the documents readily accessible on-line. As our evolution continues, we anticipate the hearing file will become a "virtual file" prior to and at the fair hearing. Plans for future enhancements include video hearings and an automated taping system which will interactively connect to the imaging function, thereby creating the capacity for on-line access to all hearing-related documentation.

Although we are in the early stages of these endeavors, we have identified a number of problems with imaging documents contained in our current files due to varying sizes, colors, or types of paper. As a result, we are requesting that districts begin producing notices and any attachments on white paper. In order to assure clear copies and to enable us to expedite the imaging process, it would be helpful if all social services districts and other entities submitting evidence at hearings, to the extent possible, would avoid the following:

Colored documents
Faxed documents
Documents containing "Post-Its"

Legal-size documents Onion-skin documents Illegible documents

Staples

To the extent possible, when submitting evidentiary packets for inclusion in the fair hearing file, please avoid the above-mentioned types of documents, submitting photocopies on 8 1/2" x 11" paper when possible, utilizing paper clips if it is necessary to group documents, or use no fastener whatsoever—with particular attention to avoiding staples. The responsibility for document imaging is being coordinated by Edward McCarthy. If you have any questions as to the impact of document imaging on your office's operations, you may contact Mr. McCarthy at (518) 473-8920 or via email address: LA0088@dfa.state.ny.us.

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