-----+ | Transmittal Office of Administrative Hearings (OAH) Number: 98-34 +-----| Procedures Transmittal | Date: September 8, 1998 | | Page: 1 of 1 +----! |Distribution: |ALB OAH Staff [x] UPS ALJs/ [] Upstate LDSS []| Subject: SUP ALJS [ ] | New Sign-out Procedure | for Tracking Heard NYC OAH Staff [x] NYC ALJs/ [] NYC Agencies []| Fair Hearing Files SUP ALJS [ ] +-----+

Effective immediately, staff in the File Management Unit will utilize a new sign-out procedure for tracking requests for heard files. When a heard case is signed out of the unit, the requestor's name and date of signout will appear in the Message Field on the Fair Hearing Information System (FHIS).

Returned files should continue to be placed in the refile box situated in the File Management Unit.

If you have any questions regarding this transmittal, please contact Sue Fiehl at (518) 473-4779 or via e-mail 90j029.

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Mark Lacivita, Director of Administration Office of Administrative Hearings