| Transmittal Office of Administrative Hearings (OAH) | Number: 94-24 +-----| | Date: June 9, 1995 Procedures Transmittal +-----| |Distribution: ALB OAH Staff [X] UPS ALJS/ [X] Upstate LDSS [] Subject: New Procedure SUP ALJS [X] for Recording Tape Numbers and Digits NYC OAH Staff [X] NYC ALJS/ [X] NYC Agencies [] SUP ALJS [X] +-----+

Effective June 12, 1995, tape numbers and digits no longer need to be entered by ALJ staff on Report Number FH-018, Fair Hearing Calendar, for data entry by Albany OAH staff. Rather, tape numbers and digits should continue to be entered by the ALJs on the DSS-1962, Fair Hearing Questionnaire ("Green Sheet"), and <u>especially</u> <u>clearly</u> on the white file folder label for heard cases and appellant withdrawals on the record.

Since the information will be input from the file folder label at the time of folder receipt in Albany, it is important that numbers be written as legibly as possible--numbers that are not clear are unable to be input, thereafter, creating difficulties in retrieving taped records. This new procedure should serve to streamline the daily record-keeping responsibilities of the ALJs. If you have any questions, please contact Sue Fiehl at 518-473-4779 or via e-mail at 90j029.

Mark Lacivita, Director of Administration Office of Administrative Hearings An Office of Administrative Hearings (OAH) Procedures Transmittal dated June 9, 1995 regarding new procedures for recording tape numbers and digits was issued with an incorrect reference number of 94-24.

The correct reference number for this transmittal is **95**-24. Due to the paper shortage that this Department is currently facing, this transmittal will not be reissued. Please make a pen and ink correction to your copy. Thank you.