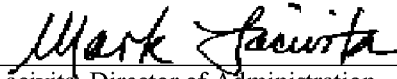


When submitting evidentiary packets for inclusion in the fair hearing file, please avoid the above-mentioned types of documents, submitting photocopies on single-sided 8 1/2" x 11" paper when possible, utilizing paper clips if it is necessary to group documents, or by using no fastener whatsoever--with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



Mark Lacivita, Director of Administration
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