

Office of Administrative Hearings (OAH) Procedures Transmittal			Transmittal Number: 01-09
Distribution:			Date: February 8, 2001
ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input checked="" type="checkbox"/>	Upstate LDSS <input type="checkbox"/>	Page: 1 of 1
	SUP ALJs <input checked="" type="checkbox"/>		Subject:
NYC OAH Staff <input checked="" type="checkbox"/>	NYC ALJs <input checked="" type="checkbox"/>	NYC Agencies <input type="checkbox"/>	Change in Need for Tape Information to be Entered on FHIS
	SUP ALJs <input checked="" type="checkbox"/>		
	MA/OES Only		

There is no longer a need for tape numbers and digits to be entered on the Fair Hearing Information System (FHIS) by staff in the Scheduling Unit at the time the file is "folder received" in Albany. With the inception of the Digital Taping System and the retrievability of tape information from the fair hearing record on the Panagon Web once the file contents are imaged, the need to access FHIS for tape information has been eliminated. This change should significantly reduce the time required for Scheduling Unit staff to input data when "foldering in" files.

The elimination of tape information on FHIS pertains only to heard and issued cases. Tape information will continue to be input on all adjourned cases and appellant withdrawals made on the record since these are not subject to imaging.

Administrative Law Judges should be mindful of the need to record tape information on the face of the file folder to assist in locating this information on the Panagon Web until such time as Digital Taping is implemented statewide. Digital taped hearings are retrieved according to hearing date.

If there are any questions with respect to this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email 90J029@dfa.state.ny.us.



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