Office of Administrative Hearings (OAH)	Transmittal	
Procedures Transmittal	Number:	01-17 Revised
	Date:	March 23, 2001
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ALB OAH Staff X UPS ALJs X Upstate LDSS X SUP ALJs X	Subject: Digital Taping Implementation	
NYC OAH Staff X NYC ALJs X NYC Agencies X SUP ALJs X		

A centralized digital audio recording system is now fully operational at the 14 Boerum Place, Brooklyn hearing site in the Office of Administrative Hearings. This system provides a verbatim record of each fair hearing held and replaces the recording of hearings via audio cassette and portable cassette recorders. In addition to eliminating the expense of individual tape recorders, the digital system eliminates a number of labor-intensive steps associated with the ordering, labeling, logging, erasing, and retrieving of cassette tape recordings, as well as eliminating the handling of requests for duplicate tapes and maintenance of the tape library. Plans to implement digital taping at other New York City hearing sites and all upstate hearing locations are currently being developed as necessary telephone lines become operational.

The digital system is activated by the Hearing Officer dialing into the central taping device located in Albany and entering, using the telephone touch pad, the seven-digit Fair Hearing Number. The actual recording is accomplished over a speaker phone once the dial-up is complete. The system also allows for the recording of testimony over telephone lines from individuals located off-site. Recordings may be burned to a CD-Rom for distribution to local agencies, appellants, and representatives

Detailed taping instructions have been distributed to all Boerum Place Hearing Officers under separate cover and will be made available at other sites prior to implementation.

Instructions for requesting a copy of a recording (regardless of recording method) are as follows:

Fax request to: Litigation Unit

(518) 486-7553 -Or-

E-mail request to: an0610@dfa.state.ny.us (Pamela Hopkins) -Or-

Write to: Litigation Unit

Office of Administrative hearings

P.O. Box 1930

Albany, N.Y. 12201-1930

Please note the name of the person requesting the recording and the complete mailing address where it should be sent.

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Questions regarding dial-up instructions or any problem situations may be addressed to Victoria Shuster at (718) 923-3308 for all NYC locations or David Szary at (518) 473-8231 for all other locations. If you have any questions regarding this transmittal, please contact Louise Finkell at (518) 473-4969 or via e-mail at 89a064@dfa.state.ny.us.

Mark Lacivita, Director of Administration Office of Administrative Hearings

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