

Office of Administrative Hearings (OAH)	Transmittal Number: 94-24
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Distribution:	
ALB OAH Staff [X]    UPS ALJs/ [X]    Upstate LDSS [ ] SUP ALJs    [X]	Subject: New Procedure 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 especially clearly 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.

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