Office of Administrative Hearings (OAH)	Transmittal Number: 97-17
Procedures Transmittal	Date: May 22, 1997
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Distribution:	
ALB OAH Staff [x] UPS ALJs/[] Upstate LDSS [] SUP ALJs []	Subject: Filing Procedural Changes in the File Management,
NYC OAH Staff [] NYC ALJs/ [] NYC Agencies [] SUP ALJs []	Litigation, and Intake Units

Several recent meetings have been held to focus on how to make the File Management Unit more efficient in view of increased workload and diminished staffing resources. The following procedures have been implemented and are effective immediately:

Requests for Files Stored in the Menands Warehouse:

File Management Unit staff will go to Menands to retrieve files twice a week, Tuesdays and Thursdays. If you need to have a file retrieved:

- 1. Access the Fair Hearing Information System (FHIS) Inquiry Screen (PFHINQ) and select "01".
- 2. Make a printout of the Inquiry Screen.
- 3. Indicate on the printout what you are requesting (the whole file, a copy of the decision, etc.), and your first and last name.
- 4. Put the printout in the "in-basket" of the Supervisor of the File Management Unit (currently Joe Verrastro).
- 5. Plan on submitting your requests for files from Menands by COB Monday for Tuesday retrieval and by COB Wednesday for Thursday retrieval.

File Retention When a Request for a Transcript/Duplicate Tape has been Made:

When a file has been retrieved for the purpose of making a duplicate tape or transcript, the file will remain in the Transcript Unit for two months. After the two-month retention period, the file will be integrated into the regular file system. This procedure is a change from the previous six-month retention period.

Intake Unit Storage of "Document Retention" Materials:

The Communication Intake Unit will store "document retention" materials (identified in OAH Transmittal 97-10) in five file cabinets located in front of the orange partitions by Dave Szary. The retention period for these materials is three months from the date of approval.

Returning Refiles:

In order to ensure that refiles do not get misplaced, refiles of HEARD cases are to be returned to the "Refile" box that is located by the lektriever. (This does NOT pertain to those files with blue highlighting, which should be returned directly to the attention of the supervisor of the File Management Unit, as advised in OAH Transmittal 97-11).

If you have any questions regarding the above procedures, please contact Sue Fiehl at 473-4779 or via e-mail 90j029.

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Mark Lacivita, Director of Administration Office of Administrative Hearings