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 Office of Administrative Hearings (OAH)						Transmittal Number: 94-12
 Procedures Transmittal 					+ 	Subject: New File Folders
Distribution:					+	, +
DISCILIBUCION:					i 	
ALB OAH Staff	+-+	UPS ALJs/	+-+	Upstate LDSS	+-+	Date: February 14, 1994
(Info Only)	+X+	SUP ALJs	+X+		+-+	
NYC OAH Staff (Info Only)				NYC Agencies	+-+	

The new file folders are under revision again, however, one field that was intentionally left off is the checkoff box for DEFAULTS. It is intended that the checkoff box for DEFAULTS only will go on the peel-off file label, thereby, enabling us to recycle those files that are defaulted since they will not have any other extraneous handwriting on the file.

Until the system changes to add a space for defaults on the label is completed, please hand write a "D" on the labels of any files that have a DEFAULT disposition.

Mark Lacivita, Director of Administration Office of Administrative Hearings