



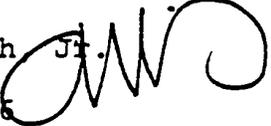
DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
120 WALL STREET, NEW YORK, N.Y. 10005

CHARLES M. SMITH, Jr., R.A., Commissioner
248-8811

M E M O R A N D U M

TO: Executive Staff

FROM: Charles M. Smith, Jr. 

DATE: October 21, 1985

RE: Briefing Memos

Whenever you meet with representatives of outside organizations, please furnish me with a memorandum briefly summarizing your discussions so that I may be kept abreast of their concerns and your responses.