

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: June 26, 1978

TO: Borough Superintendents

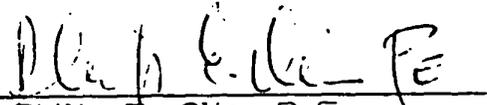
FROM: Acting Director of Operations Philip E. Olin

SUBJECT MAYOR'S CORRESPONDENCE -
RESPONSE TIME

1. THE MAYOR MEANS BUSINESS!

Correspondence addressed to Mayor Koch and referred to your office shall be answered within ten working days of your receiving it. As explained in the February 1, 1978 memorandum "Mayor's Correspondence," it is apparent that this is a high priority item with the Koch administration.

2. Where it is readily apparent that a ten-day response time is not feasible, an interim response shall be sent.


Philip E. Olin, P.E.
Acting Director of Operations

PEO/df
Memo of Mayor Koch dated
6/23/78 "Response Time on
Correspondence" att.

CC: Exec. Staff
Olin (3)

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