

THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: September 1, 1970

TO: Borough Superintendents  
FROM: Thomas V. Burke, Director of Operations  
SUBJECT: Directives and Memorandums 1968-1969

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A publication has been compiled and is being issued to provide the employees of the Department of Buildings with an official indexed set of directives and memorandums issued for the years 1968-1969 and which were in effect as of January 1, 1970.

Each copy has been numbered and the receipts, which appear at the front of the publication, must be obtained and returned promptly.

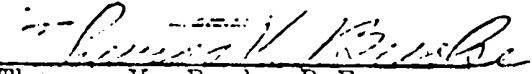
Each recipient of this publication is to be informed that he is responsible for and must update this publication as of January 1, 1970, with the directives and memorandums subsequently issued.

The following employees shall receive the publication in the order listed:

1. Borough Superintendent
2. Deputy Borough Superintendent
3. Chief Engineer-Engineering
4. Chief Engineer-Construction
5. Borough Office Manager
6. Related Agencies Division - one copy
7. Plan Examiners (All permanent employees engaged in plan examination except trainees)
8. Construction Inspectors (All permanent employees engaged in construction inspection including the Borough Chief Construction Inspector, Area Field Supervising Construction Inspectors and Construction Inspectors - all specialties)
9. Borough Chief Elevator Inspector
10. Borough Chief Plumbing Inspector
11. Elevator and Plumbing Inspectors to receive the remainder

Your borough has been assigned \_\_\_\_\_ publications  
numbered \_\_\_\_\_ through \_\_\_\_\_.

Separate arrangements will be made for you to receive  
these copies.

  
Thomas V. Burke, P.E.  
Director of Operations

TVB/WCK/sl

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DATE: \_\_\_\_\_

I have received \_\_\_\_\_ copies of the publication  
noted above.

Signed: \_\_\_\_\_