

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

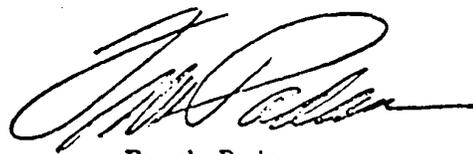
DEPARTMENTAL MEMORANDUM

DATE: September 25, 1970

TO: Mr. Thomas V. Burke, Director of Operations  
FROM: Frank Padavan, Acting Deputy Commissioner  
SUBJECT: Standardized Format for Procedures and Directives

To implement a suggestion adopted by the Suggestion Committee and approved by Commissioner Ferro, in the future all Directives and Procedures will contain, in their lead paragraphs or as headings, the following information:

- A. All Directives and Procedures will bear authorized numbers.
- B. Other Directives and Procedures relating to the same subject which are already in existence.
- C. Prior Directives and Procedures concerning the same subject, either to be continued in full force and effect or which are to be amended or superseded by the new Directive or Procedure.
- D. Sample attached.



Frank Padavan  
Acting Deputy Commissioner

FP:MSL:kl  
Attachment

cc: D. Healy  
M. Lynch