

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: November 20, 1979

TO: Borough Superintendents  
FROM: Cornelius F. Dennis, P. E.,  
Asst. Comm.-Operations  
SUBJECT:

DOCKET SHEETS - REVISION NO. 3.

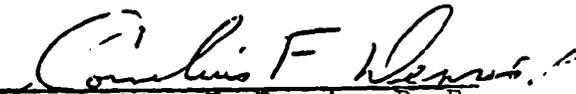
On November 13, 1978, a departmental memorandum was issued indicating the "Distribution of Borough Office Docket Sheets".

On December 1, 1978, Revision No. 1 was issued to add Item 15 to Chart No. 1.

On January 22, 1979, Revision No. 2 was issued, applicable only to Staten Island, not requiring transmittal of any docket sheets to the Broough Maintenance Engineer of the Division of Highways of the Department of Transportation.

This revision (No. 3) is made to Chart No. 1 which is applicable to all boroughs to add the Director of Community Boards of the Office of the Borough President to the list of Agencies to receive copies of the docket sheets. It is important that the docket sheets be sent regularly on weekly basis to them. It is expected that they will then make the docket sheets available to Community Boards within their Borough.

Revised Chart No. 1 dated November 20, 1979 (3 sheets) and Revised Chart No. 2 dated November 20, 1979 (1 sheet) are enclosed herewith incorporating Revisions No. 1, 2 and 3.

  
Cornelius F. Dennis, P. E.  
Asst. Commissioner-Operations

CFD/WCK/ah

Attachments  
(Chart No. 1 & Chart No. 2)

cc: Commissioners: Fruchtman, Minkin, Parascandola  
Borough Office Managers  
Director of Community Boards,  
Office of Borough Presidents  
Messrs. Kupfer, Polsky

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