

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

DEPARTMENTAL MEMORANDUM

DATE: April 22, 1974

TO: Borough Superintendents  
FROM: Thomas V. Burke, P.E., Director of Operations  
SUBJECT: Waiver of Fees - Supoena Duces Tecum

Attached herewith are

- (1) Copy of a memorandum from Louis Beck, General Counsel to Commissioner Walsh.
- (2) Notice #292 from Edward Thompson, J.S.C. Administrative Judge.
- (3) Form to be used by the Justice of the Civil Court in requesting department records.

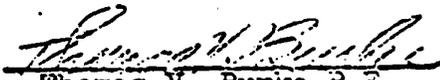
The cashier in each borough office is to keep a record of:

- (a) the number of supoenas served on the department - no fee - poor person
- (b) judicial requests for records - no fees
- (c) total number of all supoenas served requesting records

Record keeping is to start on May 1, 1974, for a period of 6 months and terminate October 31, 1974.

The results of the tally are to be forwarded to this office with a copy to Mr. Beck.

ATTACHMENTS:

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

TVB/LR/sc

cc: Boro Cashiers  
Boro Office Managers  
Exec. staff