

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

DEPARTMENTAL MEMORANDUM

DATE: December 6, 1973

TO: Borough Superintendents

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

SUBJECT: SECURITY OF BUILDINGS DEPARTMENT RECORDS (FORMS 69 and 69A)

SECURITY OF RECORDS AT THE PLAN DESK SHALL BE ESTABLISHED IN THE FOLLOWING MANS:

REQUIRED ACTION:

1. Each person, including Building Department employees who removes or receives any records from the Plan Desk or Block and Lot files shall leave a receipt Form 69 and Form 69A at the desk or Block and Lot files.
 - A. Plan Desk clerks shall pull folders or plans requested and leave Form 69A Cards in their place as charge out. In the case of Block and Lot folders and plans a copy of the Form 69 slip shall be kept at the Plan Desk as a control. When material is returned for which slips are kept at the Plan Desk, the Plan Desk copy is to be destroyed or returned to the person surrendering the record or plan. When clerk returns material to file, he shall remove and reuse Form 69A Cards kept in file as a charge-out.
 - B. At the end of each day, the slips at the Plan Desk shall be screened for follow-up: Those Block and Lot records or plans charged out to anyone but a departmental employce shall be traced for return to the files. If not located by the following day, Plan Clerk shall inform the Borough Manager for immediate referral to the Borough Superintendent for whatever action the Borough Superintendent may deem necessary.

824

REQUIRED ACTION continued

2. Applicants may not remove application folders or other Department Records from the building.
3. Examiners and other departmental staff may remove records from the files for examination at the Plan Desk, but they must fill out a requisition slip and leave same with the Plan Desk clerk if they wish to remove the records from the Plan Desk.
4. Architects, engineers and applicants properly identifying themselves and submitting the proper requisition slips may personally transport a current application to the examiner or other authorized person to transact valid departmental business.
5. No person (except departmental staff) shall be permitted to take block and lot folders or plans or any part thereof, out of the Plan Desk area at any time.

EFFECTIVE DATE: This memorandum shall be effective immediately.

CANCELLATION OF PRIOR PROCEDURES:

Department Procedure No. 8-1967 dated April 24, 1967 is herewith cancelled.

ATTACHMENTS:

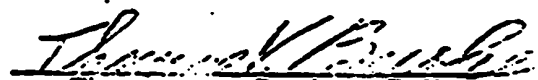
1. Form 69A Card
2. Form 69 slip

Note: Supplies of Form 69A Cards have been sent separately.

TVB/PEO/sc

DISTRIBUTION:

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