

THE CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

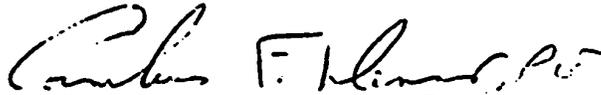
DATE: July 26 1979

TO: Borough Superintendents and  
Borough Managers  
FROM: C. F. Dennis, P. E.  
Asst. Comm. - Operations  
SUBJECT: MONTHLY PERFORMANCE ACTIVITY REPORT  
FORM WP-1A (Rev. 12/69)

Commencing immediately on the "Monthly Performance Activity Report" Form WP-1A (Rev. 12/69) add Item No. 2 as follows:

2. PLAN DESK - Total number of file requests for records \_\_\_\_\_.

This additional activity is to be added, giving the number of file requests for records. This activity should indicate the total requests for application folders as well as for block and lot folders. See the attached copy of Form WP-1A (Rev. 12/69).

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

CFD:WCK:ah

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