



Issuance #204

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

60 HUDSON STREET, NEW YORK, N. Y. 10013

CHARLES M. SMITH, Jr., R.A. *Commissioner*

STEWART D. O'BRIEN
Deputy Commissioner
Operations, Management
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(212) 312-8001

OPERATIONS
POLICY AND PROCEDURE # 22/89

TO: Distribution

FROM: Stewart D. O'Brien

DATE: October 24, 1989

SUBJECT: Folder Retention at the Borough Offices

The following previously established procedures with respect to removal of plans and folders from the Department's Plan Desk files are reaffirmed.

1. Applicants must leave an acceptable form of I.D. (described below) with a completed set of requisition slips.

Acceptable forms of identification are strictly limited to the following:

- a. Valid New York State Driver's License (out of state driver's licenses and architect/engineer I.D. are not acceptable.)
 - b. City Employee Photo I.D. Card
 - c. Non-City Employee Photo I.D. Card, issued by the Department of Buildings
 - d. Written Authorization from the Borough Manager. Such authorization must be date specific and may not be for more than one day at a time. A copy of any/all written authorizations to remove folders must be sent to the Investigation/Disciplinary Unit.
2. A yellow charge card is to be inserted in the files in place of each removed folder.

3. A requisition slip with the I.D. is to be retained and enclosed in a plastic bag and a supplementary slip, filled out identically, is to be given to the applicant.
4. A maximum of five folders may be removed by the same person. The I.D. must be retained until the last folder is returned.
5. When a folder is returned, the applicant's requisition slip is compared to the slip and I.D. in the bag. If the information is identical, the requisition slip is then stamped with a special Department of Buildings stamp.
6. At 4:30 p.m. all unclaimed I.D.'s are to be taken by the supervisor of the Plans Desk to the Borough Manager's Office.
7. The Borough Manager may hold unclaimed I.D. until Friday of the work week in which they were originally submitted. If the applicant returns the folder within the work week it was originally checked out, he or she must go to the Borough Manager to obtain the return of the I.D. Before returning the I.D. to the applicant, the Borough Manager shall have him/her sign the attached Statement of Accountability and Acknowledgement of DOB Plan Desk Charge Out Policy. (See Attachment 1 - Form OP-7.)
8. All unclaimed I.D. for the work week, including I.D. left on Friday, must be delivered to the Investigation/Disciplinary Unit by noon Monday. Applicants will then be required to appear at the I.D.U., 11 Park Place, 2nd Floor, New York, N.Y. 10007 to claim the I.D. before folder check out privileges are restored.

A sign is to be posted, in clear view, at the Plan Desk indicating the forms of acceptable identification and DOB charge out policy (see Attachment 2).

The Department of Buildings will provide a Non-Employee I.D. Card, upon payment of a processing fee of \$10.00, to anyone with valid identification who requests it (i.e., architects, engineers and expeditors, etc.). These cards will reflect "Non-Employee" status and will be marked with a large F (for folders only). These cards do not permit access to any areas in the Department not currently accessible to the general public.

To obtain a Non-Employee I.D. Card, the individual must make an appointment by telephoning Ms. Ruth Badillo in the Personnel Division at (212) 312-8024.

Attachments



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312-8100

STATEMENT OF ACCOUNTABILITY
AND ACKNOWLEDGEMENT OF DOB
PLAN DESK CHARGE OUT POLICY

1. A maximum of five folders may be checked out.
2. Acceptable ID must be surrendered at the time of check out. The ID will be retained by the Plan Desk until all folders are returned.
3. All folders must be returned by 4:30 p.m. on the day they are checked out. Folders may not be retained overnight.

I have read and agree to observe the conditions noted above with respect to folder charge out. I acknowledge that I did not return folder/plan _____ on _____ as required. I am aware
Appl. # _____ Date _____
that failure to comply with DOB procedures may result in the suspension/withdrawal of charge out privileges at the Plan Desk.

Signed: _____
Applicant Date

Print Applicant Name

Witness: _____
Borough Manager Date

Distribution:

Original - I.D.U.
Copy - Applicant
Copy - Borough Files

EXAMPLE OF SIGN TO BE POSTED AT PLAN DESK

OPFN22/89

ATTACHMENT 2

1. To obtain folders you must leave one (1) of the following forms of identification:
 1. Valid NYS Driver's License
 2. City Employee Photo ID Card
 3. A DOB Issued non-City Employee Photo ID Card
 4. Written Authorization from Borough Manager
2. No more than five (5) folders may be checked out.
3. ID will not be returned until all folders are returned.
4. All folders must be returned by 4:30 p.m. on the day they are checked out.

Failure to comply with the foregoing conditions may result in suspension/withdrawal of charge out privileges.