



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
RUDOLPH J. RINALDI, Commissioner

MARY G. CARR  
Assistant Commissioner  
Administration  
(212) 312-8055

Issuance #326

**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE #15/91**

TO: Distribution  
FROM: ~~Mary G. Carr~~  
DATE: November 12, 1991  
SUBJECT: Folder Retention at the Borough Offices  
(Supersedes Operations PPN #22/89)

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Purpose: To amend the Department's policy with respect to the removal of documents from its premise consistent with the provisions of LL #72/91.

Effective: Immediately

Specifics:

Local Law #72/91 requires the registration of all individuals with the Department who present, submit or seek approval of plans or remove documents from its premises. Such registration is not required to review files while on Department premises. This Policy and Procedure Notice therefore sets forth amended procedures for the review of documents on Department of Buildings' premises.

The Department will permit the removal of documents from its Plan Desk files for review but will not allow the removal of those documents from its premises. In order to gain access to the Department's Plan Desk files, applicants must present an acceptable form of identification along with completed requisition slip(s). Acceptable forms of identification are strictly limited to the following:

- Valid Driver's License (valid Out-of-State Driver's Licenses are acceptable);

- Written authorization from the Borough Manager. Such authorization must be date specific and may not be for more than one day at a time. Borough Managers must retain a copy of any/all written authorizations granted.

When documents are removed from the Plan Desk files or record rooms, the following procedures will apply:

1. Each file (document) must have a separate requisition slip.
2. A yellow charge card is to be inserted in the file(s) to replace removed documents. Each document must be returned at the end of the day.
3. Requisition slip(s) along with the form of identification are to be retained by the Borough. A duplicate slip(s) is to be given to the applicant. If the identification is a Non-Employee ID Card, the card number must also be noted on the requisition slip.
4. A maximum of five (5) folders may be removed by the same person at any one time.
5. Identification will not be returned until a) all documents are returned; and b) duplicate slip(s), are compared to compared to requisition slip(s).

In the event that documents removed from the Plan Desk or record room area are not returned by 3:30 PM, the following procedures apply:

1. At 3:30 PM, all unclaimed forms of identification are to be taken by the Plan Desk Supervisor to the Borough Manager's Office.
2. Borough Managers may hold unclaimed identifications for five (5) business days. If the applicant returns the documents within the five day period in which they were removed, he/she must report to the Borough Manager to obtain their identification. The applicant will be required to sign a Statement of Accountability and Accountability and Acknowledgement of Department of Buildings Plan desk Charge Out Policy. (See attachment 1 - Form OP-7.)

3. All unclaimed identifications, must forwarded to the Investigations/Disciplinary Unit, by noon Monday. Applicants will then be required to appear at the Investigations/Disciplinary Unit, 11 Park Place, 2nd Floor, New York, N.Y. 10007 to claim identifications before folder check out privileges are restored.

A sign is to be posted, in clear view, at the Plan Desk indicating the Department's charge out policy as well as the forms of acceptable identification. (See attachment 2.)

The Department of Buildings will provide a Non-Employee Identification Card (yellow), upon the payment of a processing fee of \$10.00, to anyone with valid identification who makes such a request, (i.e., architects, engineers, etc.). These cards do not permit access to any areas in the Department not currently accessible to the general public. (Non-Employee Identification Cards issued to registrants under LL #72/91 are distinguishable from Non-Employee Identification Cards issued for research purpose by their color -- green.

To obtain a Non-Employee Identification Card, applicants may schedule an appointment by contacting Ms. Ruth Thomas, of the Personnel Division, at 212-312-8024.

/cr

Attachments

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 and may not leave Department of Buildings premises.

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.

Appl. # \_\_\_\_\_ Date \_\_\_\_\_

I am aware 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

1. To obtain folders you must have leave one (1) of the following forms of identification:
  1. Valid 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.