



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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CHARLES M. SMITH, Jr., R.A., Commissioner
248-8811

M E M O R A N D U M

TO: Executive Staff

FROM: Charles M. Smith, Jr. 

DATE: October 21, 1985

RE: Briefing Memos

Whenever you meet with representatives of outside organizations, please furnish me with a memorandum briefly summarizing your discussions so that I may be kept abreast of their concerns and your responses.