

**RESCINDED BY
BUILDINGS BULLETIN 2023-004**

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

DEPARTMENTAL MEMORANDUM

DATE: April 22, 1974

TO: Borough Superintendents
FROM: Thomas V. Burke, P.E., Director of Operations
SUBJECT: Waiver of Fees - Supoena Duces Tecum

Attached herewith are

- (1) Copy of a memorandum from Louis Beck, General Counsel to Commissioner Walsh.
- (2) Notice #292 from Edward Thompson, J.S.C. Administrative Judge.
- (3) Form to be used by the Justice of the Civil Court in requesting department records.

The cashier in each borough office is to keep a record of:

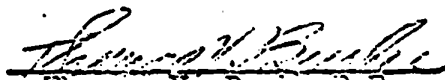
- (a) the number of supoenas served on the department - no fee - poor person
- (b) judicial requests for records - no fees
- (c) total number of all supoenas served requesting records

Record keeping is to start on May 1, 1974, for a period of 6 months and terminate October 31, 1974.

The results of the tally are to be forwarded to this office with a copy to Mr. Beck.

ATTACHMENTS:

TVB/LR/sc


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

cc: Boro Cashiers
Boro Office Managers
Exec. staff

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