



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

Administration & Operations

(212) 312-8001

MEMORANDUM

TO: Distribution

FROM: Stewart O'Brien

DATE: July 21, 1988 7/21/88 SDO

RE: Inquiries From Auditors

This is to remind you that Policy and Procedure Notice #2/87 requires that all requests for information or meetings made by representatives of the City or State Comptrollers or any other auditing agencies must be cleared in advance through Mark Ritze, Director of Program and Management Analysis (312-8025).

It is essential that this policy be adhered to so that we comply with the audit protocol established by the Mayor's Office and so that we control the inevitable disruptions to work schedules caused by Comptroller requests.

A copy of PPN #2/87 is attached for your reference. Kindly insure that you and your staff are familiar with this procedure.