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| OCFS LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 98 OCFS LCM-1

Date: August 13, 1998

Division: Public Information
Office

TO: Local District Commissioners

SUBJECT: New Electronic OCFS File Drawer

ATTACHMENTS: None

The purpose of this memorandum is to introduce Ofislink users, especially local social services districts, to a new file drawer in the Electronic Library. The new file drawer will contain all Office of Children and Family Services (OCFS) releases, i.e., LCMs, INFs, and ADMs.

Since the January 8, 1998 DSS/DFY merger, all OCFS releases have been filed electronically in ELIB in LDPC02. Although the two offices have come together in concept and cooperation under the Department of Family Assistance, they are operating independently which necessitates the formation of separate ELIB file drawers for official office releases. Therefore, from this date forward, OCFS releases will be found in PCOCFS. Please note that neither the format nor the vehicles themselves have changed. The only change on the face page of the OCFS releases is the addition of "OCFS" in the release title, e.g., "OCFS Administrative Directive".

If you have any questions about the new ELIB file drawer, please contact me at (518) 473-6369.

Kevin Kelley
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