

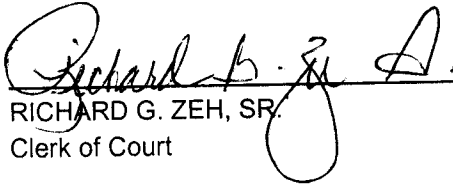
DESIGNATION OF AUTOMATION PROPERTY CUSTODIAL OFFICER

DATE: April 8, 2004

COURT UNIT: United States Bankruptcy Court - NDNY

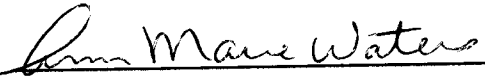
ADDRESS: 445 Broadway
Suite 330
Albany, NY 12207

I hereby designate ANN MARIE WATERS, IT MANAGER to serve as the Automation Property Custodial Officer for the USBC - NDNY. The Custodial Officer is responsible for property management including; securing and storing property, maintaining and reconciling property records, issuing and tracking accountable property items, conducting physical sightings and reconciliations, reporting excess property items to the Disposal Officer, and performing other duties as required. This designation is given provided that the guidelines as set forth in the *Guide to Judiciary Policies and Procedures* are followed.


RICHARD G. ZEH, SR.
Clerk of Court

I have read, understood, and will comply with:

- . The *Guide to Judiciary Policies and Procedures*, Volume I, Chapter V
- . The *Guide to Judiciary Policies and Procedures*, Volume XIII, Chapter XIV
- . The *Guide to Judiciary Policies and Procedures*, Volume XIII, Chapter XV
- . *IRM Bulletins*, current and future


ANN MARIE WATERS
IT Manager

Copy:
Designee's Official Personnel File
Policy & Resource Management Staff - AO (fax: 202-502-1299)