

DEPARTMENT OF ENVIRONMENTAL PROTECTION
59-17 Junction Boulevard
Corona, New York 11368-5107

CC TO
⑤ WORLD
TRADE
CENTER

LOG NO. _____

RETURN BY _____

TO: ROBIN L
FRANK S
MARIE D

- ☐ For Immediate Action/Urgent
- ☐ For Appropriate Action
- ☐ Draft response for my signature
- ☐ Draft response for Commissioner's signature and return to me
- ☐ Discuss with me
- ☒ For your comments
- ☒ For your information
- ☐ File under _____

Remarks: _____

Mark D. Hoffer
General Counsel

DATE SENT: 5/20/02

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**THE CITY OF NEW YORK
LAW DEPARTMENT**
100 CHURCH STREET
NEW YORK, NY 10007

MICHAEL A. CARDOZO
Corporation Counsel

LAWRENCE S. KAHN
(212) 788-0600
lkahn@law.nyc.gov

MEMORANDUM

TO: AGENCY GENERAL COUNSEL
FROM: LAWRENCE S. KAHN
DATE: MAY 17, 2002
SUBJECT: WTC-RELATED LITIGATION

1. Thank you for your cooperation in sending me copies of all World Trade Center-related FOIL requests made of your agency. I ask that you continue sending me the requests as soon as they are received and your responses as you send them out. To those of you who haven't yet provided me with past FOIL requests and responses, please treat this as a reminder to do so.

2. In addition, as discussed at the agency counsel meetings held at the Law Department's offices in late March, please make sure that your agency retains all WTC-related documents in a manner that will enable the Law Department to fully access and image the documents at some later point (which we hope will be fairly soon).

3. Finally, please advise your agency's managers and other employees that if they are contacted by someone outside of the agency and asked for information or documents that appear to be related to WTC-related litigation, they should refer the caller to you or an attorney who reports to you. Please advise me in turn of any such request.

Thank you very much for your continued assistance.

Lawrence S. Kahn
Chief Litigating Assistant
NYC Law Department
100 Church Street
New York, NY 10007
Phone: (212) 788-0600
Fax: (212) -788-1664