



**Department of
Environmental
Protection**

59-17 Junction Boulevard
Flushing, New York
11373-5108

**Christopher O. Ward
Commissioner**

**Mark D. Hoffer
General Counsel**

**Bureau of Legal
Affairs**

Tel (718) 595-6555
Fax (718) 595-6543
www.ci.nyc.ny.us/dep

MEMORANDUM

TO: Robert
Deputy

Douglas
Deputy

Stuart
Agency

Joseph
Assista

FROM: Mark E.
General Counsel

SUBJECT: World Trade Center (WTC)-Related FOIL Requests

DATE: May 31, 2002

6/3/02
Robin -
FVI.
Marie
Work
Files
Card

Larry Kahn of the N.Y.C. Law Department has advised us that he wants a copy of all WTC-related FOIL requests. Should any of these requests come to you directly from a member of the public, please immediately forward them to Marie Dooley of my staff who will process them, send a copy to Larry Kahn, and return them to you or your bureau's records officer for disposition.

You can presume that any WTC-related FOIL requests that are directed to you from Marie have already been copied by her and sent to Larry Kahn

In addition, please send Marie copies of your responses to the WTC-related FOILS, so as she can forward these to Larry Kahn, as well.

Also, in compliance with Larry Kahn's directive, please have your bureau retain all WTC-related documents in a manner that will enable the Law Department to fully access and image the documents at some later point.

With respect to oral contacts made to you or your employees by people outside of the agency seeking information or documents that appear to be related to WTC-related litigation, please refer the caller to Marie Dooley at 595-6530.

Thank you for your assistance in this matter.



www.nyc.gov/dep

(718) DEP-HELP



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MEMORANDUM

TO: Robert Avaltroni
Deputy Commissioner

Douglas Greeley
Deputy Commissioner

Stuart Erdfarb
Agency Chief Contracting Officer

Joseph Ketas
Assistant Commissioner

FROM: Mark Hoffer 
General Counsel

SUBJECT: World Trade Center (WTC)-Related FOIL Requests

DATE: May 31, 2002

Larry Kahn of the N.Y.C. Law Department has advised us that he wants a copy of all WTC-related FOIL requests. Should any of these requests come to you directly from a member of the public, please immediately forward them to Marie Dooley of my staff who will process them, send a copy to Larry Kahn, and return them to you or your bureau's records officer for disposition.

You can presume that any WTC-related FOIL requests that are directed to you from Marie have already been copied by her and sent to Larry Kahn

In addition, please send Marie copies of your responses to the WTC-related FOILS, so as she can forward these to Larry Kahn, as well.

Also, in compliance with Larry Kahn's directive, please have your bureau retain all WTC-related documents in a manner that will enable the Law Department to fully access and image the documents at some later point.

With respect to oral contacts made to you or your employees by people outside of the agency seeking information or documents that appear to be related to WTC-related litigation, please refer the caller to Marie Dooley at 595-6530.

Thank you for your assistance in this matter.



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(718) DEP-HELP

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

LOG NO. _____

RETURN BY _____

TO: Mari

- ☐ 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

Remarks: Please draft a memo
for MH's sig as described in the
attached y/c's to FSE
myself. Thanks

C. MH

Robin M. Levine
Deputy General Counsel
(718) 595-6586

DATE SENT: 5/24/02

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

cc to
Bureau
Trade
Center

LOG NO. _____

RETURN BY _____

TO: ~~FRANK S~~ ~~MARIE D~~ ~~ROBIN L~~ ~~MAH TO~~ ~~ROBIN L~~

- ☐ 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: Has someone advised the
bureaus of this?

NO - Please order Marie to advise
Sto, Jack, Doug, Al + Bob Av by memo
(I don't think the other
Bureaus will be involved,
do you?
also Ward/Dina chair/Charlie S. / Tazzi
Mark D. Hoffer
General Counsel

DATE SENT: 5/22/02



MICHAEL A. CARDOZO
Corporation Counsel

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

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

MEMORANDUM

Page 1 of 1

Hoffer, Mark

From: Kahn, Lawrence [lkahn@law.nyc.gov]
Sent: Friday, April 26, 2002 5:33 PM
To: 'BAZELJR@FDNY.NYC.GOV'; 'SHAMMER@GW.NYPD.ORG'; 'VAROLID@DDC.NYC.GOV';
 'SHAFITM@HPD.NYC.GOV'; 'OHALLORANr@HRA.NYC.GOV'; 'WILLSRE@MSN.COM';
 'ACONGEMI@DOITT.NYC.GOV'; 'MLANDA@DOI.NYC.GOV'; 'MLLERF@DOB.NYC.GOV';
 'Lfinkelm@dcas.Nyc.gov'; 'DKARNOV@PLANNING.NYC.GOV';
 'ELIZABETH.LOCONSOLO@DOC.NYC.GOV'; 'LAISUNYEE@OEM.NYC.GOV';
 'MARKH@DEP.NYC.GOV'; 'HENNINGM@OMB.NYC.GOV'; 'WMARTIN@DMH.NYC.GOV';
 'LALLAN@DOS.NYC.GOV'; 'PDAMASHEK@DOT.NYC.GOV'; 'AVILESA@NYCHHC.ORG'
Cc: Cardozo, Michael; 'MBEST@CITYHALL.NYC.GOV'
Subject: WTC FOIL Requests

TO - MARIE D.
 PLS COMPLY
 WITH LARRY'S
 REQUEST
 mm

MEMORANDUM

TO: AGENCY GENERAL COUNSEL
FROM: LAWRENCE S. KAHN
 CHIEF LITIGATING ASSISTANT CORPORATION COUNSEL
DATE: APRIL 26, 2002
SUBJECT: WTC RELATED FOIL REQUESTS

2002 APR 30 P 2 13

RECEIVED
 OFFICE OF THE
 CORPORATION COUNSEL
 MAY 1 2002

To ensure that the Law Department is able to properly represent the City's interests in connection with the events of September 11th, please send us copies of all World Trade Center-related FOIL requests made of your agency. The FOIL request should be faxed upon receipt to my attention at (212) 788-1664. Once the request has been substantively addressed by your Agency, please send me a complete copy of the response (via inter-office mail if too voluminous to fax).

I would also appreciate it if you would send me copies of any such FOIL requests received to date, and of your agency's responses.

Thank you very much for your cooperation and assistance.

4/29/2002