



**DEPARTMENT OF
ENVIRONMENTAL
PROTECTION**

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Flushing, New York 11373

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MEMORANDUM

TO: Nellie Martinez
FROM: Mark D. Hoffer *MDH*
DATE: 12/16/04
RE: World Trade Center (WTC) Documents

As you know, the Law Department has been visiting various agencies, collecting documents pertaining to the events of 9/11, and taking them away to be scanned and indexed to assist in the City's defense of 9/11-related litigation. DEP has already been visited several times and has supplied documents from different offices and Bureaus.

Just today, Law returned a carton of WTC documents to me. Some of the contents are files from Legal Affairs, which I have kept. The rest are files kept by Diana Chapin and I am returning those to you herewith.

Please let me know if you have any questions.

MDH:mdh
wtcdocs.wpd
Enc.



DIAL 311 Government Information
and Services for NYC

EVIDENCE RETURN ACKNOWLEDGEMENT FORM

Source Mark Hoffer	Custodian Mark Hoffer	Agency DEP	Date of Return 12/16/04
Document Capture Team Members Present John Philip		Address and Location of Documents in the Building. DEP 59-17 Jet Blvd. (Kew-Forest City)	
Number of Boxes 1	Control ID Numbers DEP 00112; DEP 00113	Other Comments	

NYC Law Person John Philip (Print Name)
John Philip (Sign Name)
12/16/04 (Date)

Agency Source/Custodian Mark Hoffer (Print Name)
Mark Hoffer (Sign Name)
12/16/04 (Date)



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

MICHAEL A. CARDOZO
Corporation Counsel

JESSE LEVINE
Assistant Chief WTC Unit
212 341 3713

RE: World Trade Center Files Retention

Dear NYC Employee:

The World Trade Center-related materials returned with this letter were collected from you and have been processed by the New York City Law Department. If these are original records, you are legally obligated to keep these materials. They may be needed as evidence in WTC-related legal actions against the City. If what we have returned are copies of your original materials, then, you must handle them in accordance with your agency's document retention policy.

All of the documents are now inside Law Department redwelds/boxes. These redwelds/boxes also contain slip sheets printed on colored paper. We ask that you use the slip sheets as dividers to separate any new documents you may add to these files once they have been returned to you.

If you would like to dispose of any of these items, please contact me directly at the New York City Law Department at (212) 341-3713. If I am not available, please contact Brian Lieberman at (212) 788-1678. If appropriate, the Law Department will arrange for the pick up of any materials that you no longer need and are ready to store.

Also, in the event you are planning to leave your current position, please email me at jlevine@law.nyc.gov to inform me of the identity of the new custodian of these documents.

Please sign below and acknowledge return of your files, acceptance of the slip sheets and the procedure regarding their use.

Sincerely,

Jesse Levine, Esq.

Acknowledged on 12/16, 2004

By: June D. Laffer

Print Name: Mark Hoffer

WORKSITE # 157457

EVIDENCE RETURN ACKNOWLEDGEMENT FORM

Source Mark Hoffer	Custodian Mark Hoffer	Agency DEP	Date of Return 12/16/04
Document Capture Team Members Present John Philip		Address and Location of Documents in the Building DEP 59-17 Jet Blvd. (Heckler City)	
Number of Boxes 1	Control ID Numbers DEP 00113	Other Comments	

NYC Law Person John Philip (Print Name)
John Philip (Sign Name)
12/16/04 (Date)

Agency Source/Custodian Mark Hoffer (Print Name)
Mark Hoffer (Sign Name)
12/16/04 (Date)

PRIVILEGED & CONFIDENTIAL

New York City Law Department
WTC Unit Work Order Cover Sheet

Custodian Signature

Max Duff

CONTROL ID# RANGE:

DEP 000110 - 111

Agency Location	<u>DEP 59-17 Jct. Blvd. (LeFrak City) (F1.19)</u>
Vendor	<u>Dupe USA</u>
Pick-up Date	<u>11/29/04</u>
Agency Return Date	<u>12/16/04</u>
Custodian	<u>M. Hoffer</u>
Source	<u>M. Hoffer</u>
LD Contact	

Media Type

☒ Paper

☐ CDs

☐ DVDs

☐ Floppies

☐ Audiotapes

☐ Videotapes

☐ Hard drives

☐ Other

Originals to:

☒ Agency

☐ NYC LD

☐ Agency's Contractor

☐ Electronic Discovery Vendor

☐ Originals Copied at Agency – Return Copies to Law Dept.

Blowbacks to:

☐ Agency

☐ NYC LD

(Internal collections only)

☐ Original Source

☐ LD Source

☐ Blowback Request Form Attached

Oversized Documents (larger than 11x17)			
Scanning Directions		Copying Directions	
☐ Scan in B/W	☐ Scan Full Size	☐ Copy in B/W	☐ Copy Full Size
☐ Scan in 4-Color	☐ Scan in Pieces	☐ Copy in 4-Color	☐ Reduce
	☐ Reduce and scan		☐ Copy in pieces
	☐ Scan legend		

COMMENTS:		☐ Continued on back
SCANNER STANDING ORDERS: ☒ Scan ☒ OCR		SUMMATION DATABASE

Page _____ of _____

SCANNING VENDOR WORK ORDER

Custodian Signature Thos D. Hoff

Paper and Removable Media							Removable Media Only					Vendor
Triage	LD Control ID #	Source	Custodian	Physical Location	Contents	Hot Docs	Original Location	Parent ID#	Password	Media Grouped ?	Media Damage?	Scan Difficulty
PR ARC ARC-TS	10 DEP 000110	M. Hoffer	M. Hoffer	DEP 59- 17 Det. Blud (hefted file)	Corresp. files re: Oversight of DEP							☐ 1 ☐ 2 ☐ 3
PR ARC ARC-TS	DEP 000111	11	11	Fl. 19 11	Contracts re: 9/11 11							☐ 1 ☐ 2 ☐ 3
PR ARC ARC-TS												☐ 1 ☐ 2 ☐ 3
PR ARC ARC-TS												☐ 1 ☐ 2 ☐ 3
PR ARC ARC-TS												☐ 1 ☐ 2 ☐ 3
PR ARC ARC-TS												☐ 1 ☐ 2 ☐ 3

E: Environmental **PP:** Possibly Privileged **R:** Respirators **Rpts:** Reports **S:** Safety Records **PR:** Highest Priority **ARC:** Regular Priority **ARC-TS:** Regular Priority-Timesheets

**NYC Law Department
Privileged and Confidential**

DECLARATION OF CUSTODY OF MATERIALS

I, Mark D. Hoffer declare as follows:

That I am [title] Gen. Counsel and that I am the custodian of records within the Department of DEP that have been placed in the custody of the New York City Law Department, in box(es) identified by the numbers listed below on [date] 11/29/04;

That to the best of my knowledge, following a diligent search, these constitute the entirety of materials in my possession related to the attack on the World Trade Center on 9/11/01 and the rescue and recovery effort thereafter; and

I declare under penalty of perjury that the foregoing is true and correct.

Executed on 11/29, 2004

Mark D. Hoffer
[signature]

Control identification numbers:

DEP 000 110 - 111