

## MEMORANDUM

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**Hoffer, Mark**

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**From:** Mannino, Carmen  
**Sent:** Wednesday, November 17, 2004 10:03 AM  
**To:** Campbell, Zoeann; McMaster, Cecil; Fenves, Carol; Durig, Roy; Egan, Michael; Friedman, Richard; Greeley, Douglas; Grob, Shauna; Kurtz, Warren; Kulikowski, Robert; Kusterbeck, William; Lanaghan, Mark; Licata, Angela; Lopez, Alfonso; McCoy, Gerould; Kantor, John; Principe, Mike; Richardson, Denise; Ritze, Mark; Singleton, Joseph; Sturcken, Charles; Tweedy, David; Subasic, Rosemarie; Merckling, Nick; Reed, Dana  
**Cc:** Hoffer, Mark; Schiano, Frank  
**Subject:** Law Department World Trade Center Unit

Ⓟ WORLD TRADE CENTER -  
PRESERVATION OF EVIDENCE

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**TO:** SENIOR STAFF  
**FROM:** MARK HOFFER  
**DATE:** NOVEMBER 17, 2004  
**SUBJECT:** LAW DEPARTMENT WTC  
QUESTIONNAIRE

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A couple of weeks ago, on November 3, 2004, we forwarded to all senior staff a short evidence questionnaire from the Law Department regarding the WTC Evidence Collection Project. WTC Assistant Unit Chief Jesse Levine also provided an overview of this project at the Commissioner's October 19, 2004 senior staff meeting. Some senior staff, however, have not yet completed and returned their questionnaires. We understand that everyone is very busy, but the Law Department needs to review questionnaires from our senior staff and, if necessary, conduct interviews with you before they can decide which DEP bureaus require further interviews and from which paper documents and electronic data need to be collected. The WTC Evidence Collection Project is extremely important to the Law Department's ability to prepare for and defend the City's interest in pending and threatened litigation related to the September 11, 2001 terrorist attacks against the WTC. Accordingly, if you have not already completed and returned the questionnaire, please do so and e-mail it to [jphilip@law.nyc.gov](mailto:jphilip@law.nyc.gov) by tomorrow.

11/17/2004

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