

Hoffer, Mark

From: Mannino, Carmen
Sent: Wednesday, November 03, 2004 3:25 PM
To: Campbell, Zoeann; McMaster, Cecil; Fennes, 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 Evidence Collection Project

TO: Senior Staff
FROM: Mark Hoffer
RE: Law Department World Trade Center Unit

⑤ WORLD TRADE
 CENTER -
 PRESERVATION OF
 EVIDENCE

The World Trade Center (WTC) Unit at the New York City Law Department is responsible for collecting and preserving World Trade Center related materials created as the result of the terrorist attacks, the resulting rescue, recovery and cleanup efforts, from all City agencies. The Law Department will ensure that it has all the information it needs to protect the City's interest in pending or potential litigation and other matters associated with the World Trade Center attacks and the recovery effort. The law requires that this information be properly preserved as potential evidence in WTC-related litigation, so DEP's cooperation in this effort is essential. A group of WTC Unit attorneys and paralegals will be collecting WTC-related materials, both paper and electronic, from DEP over the next two months.

The WTC Unit needs you to fill out the attached questionnaire regarding your WTC-related activities and information. Based upon your response, members of the WTC Unit may contact you to schedule an interview to ascertain what documents and electronic data you have and where they are located. Most interviews will not exceed one hour.

The interviews will not be recorded in any way and you will not be required to retrieve or review documents. The WTC Unit intends to collect all important documentation and electronic information with the least possible interference to anyone's work schedule.

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TO: Senior Staff
FROM: Mark Hoffer
RE: Law Department World Trade Center Unit Evidence Collection Project.

The World Trade Center (WTC) Unit at the New York City Law Department must collect all World Trade Center related materials created as the result of the terrorist attacks of September 11, 2001, and the resulting rescue, recovery and cleanup efforts, from all City agencies. The Law Department must do this to ensure that it has all the information it needs to protect the City's interest in pending or potential litigation and other matters associated with the World Trade Center attacks and the recovery effort. The law requires that this information be properly preserved as potential evidence in WTC-related litigation, so DEP's cooperation in this effort is essential. A group of WTC Unit attorneys and paralegals will be collecting WTC-related materials, both paper and electronic, from DEP over the next two months.

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Please complete and return the attached questionnaire to John Philip, the WTC Unit's "DEP Task Force Liaison" no later than **Tuesday, November 9, 2004**, at **jphilip@law.nyc.gov** **<<mailto:jphilip@law.nyc.gov>>**. A representative of the WTC Unit will contact you by shortly if they need to schedule an interview. Thank you again for your cooperation in this endeavor.

You can direct any questions to WTC Assistant Unit Chief Jesse Levine or Assistant Corporation Counsel Brian D. Lieberman at the WTC Unit using the following contact information.

Jesse Levine:
(212) 341-3713
jlevine@law.nyc.gov **<<mailto:jlevine@law.nyc.gov>>**

Brian D. Lieberman
(212) 788-1678
blieberm@law.nyc.gov **<<mailto:blieberm@law.nyc.gov>>**



questionnaire.DOC

**Attorney Client Communication
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BASIC EVIDENCE QUESTIONNAIRE (Rev.4)

The following questions are meant to assist the World Trade Center Unit of the NYC Law Department in its efforts to collect material related to the City's response to the terrorist attacks on the World Trade Center on September 11, 2001.

Type your responses into the gray boxes. Move to next box with the TAB key.

First Name:
Last Name:
Phone Number:
Email:
Agency:

1. What is your current job title?

1a. Please describe your duties:

2. Did you hold a different job title in a New York City Agency on September 11, 2001?

Yes ☐ No ☐ *(Please check the appropriate box with the mouse or spacebar)*

If you answered Yes to Question 2, please answer Questions 2a through 2d below.

If you answered No, please skip to Question 3.

2a. What was your job title on September 11, 2001? Please include your agency, bureau, division, and unit (if applicable).

2b. What were your duties at that time?

2c. When did you leave this position?

2d. Who replaced you?

3. When you started your current job, did you inherit anyone's documents (whether in paper or electronic form) relating to the attacks of September 11, 2001, and/or the subsequent rescue, recovery or cleanup efforts? (if you are unsure, select Yes and describe below)

Yes ☐ No ☐

3a. If yes, please describe those documents, their source, contents, and location.

4. Did you do any work relating to the attacks of September 11, 2001, the collapse of the World Trade Center, the Frozen Zone, or any type of recovery from the aftermath of these events? (if you are unsure, select Yes and describe below) Yes ☐ No ☐

4a. If you answered Yes, please describe what work you did.

5. Did you ever generate, create, receive, or distribute documents relating to the attacks of September 11, 2001, and/or the subsequent rescue, recovery, or cleanup efforts? (if you are unsure, select Yes and describe below) Yes ☐ No ☐

5a. If you answered Yes, please describe those documents, their contents, location, and name of current custodian.

6. Did you generate, create, receive, or distribute documents in electronic form relating to the attacks of September 11, 2001, and/or the subsequent rescue, recovery, or cleanup efforts? (For example, E-mail, Word Documents, Spreadsheets, Databases) (if you are unsure, select Yes and describe below) Yes ☐ No ☐

6a. If you answered Yes, please describe those electronic documents, their contents, location, name of current custodian, and whether they were saved on a hard-drive, shared drive (server), CD, DVD, floppy disc, or other media?

6b. Did you use any device other than your work desktop computer (such as a blackberry, PDA, laptop, home computer) to generate or receive any of these electronic documents? Yes ☐ No ☐

7. Please identify anyone you worked with or supervised who may possess documents or information relating to the attacks of September 11, 2001, and/or the subsequent rescue, recovery, or cleanup efforts.

Law Department personnel comments (for internal use only):

Interview: Yes ☐ No ☐

E-Interview: Yes ☐ No ☐

Interview Date: (mm/dd/yy)

Other follow-up:

Notes from interview:

Reviewer:

Date reviewed: (mm/dd/yy)