

Hoffer, Mark

From: Schiano, Frank
Sent: Monday, November 01, 2004 1:52 PM
To: Hoffer, Mark
Subject: FW: WTC Evidence Collection

How do you want to proceed?

-----Original Message-----

From: Lieberman, Brian [mailto:BLieberm@law.nyc.gov]
Sent: Monday, November 01, 2004 12:30 PM
To: 'fschiano@dep.nyc.gov'
Cc: Philip, John
Subject: WTC Evidence Collection

<<166079_1.DOC>>

ATTORNEY CLIENT COMMUNICATION
PRIVILEGED AND CONFIDENTIAL

Frank: Just to make sure, I'm sending you the most recent version of the WTC Evidence Questionnaire as an attachment. Can you have whoever at General Counsel will be handling the dissemination send it to all the names on the senior staff sheet you provided us with, except for Bob Avaltroni and Mike Gilsenan, since BEC has started the process already. As we discussed, feel free to use either the sample explanatory cover memo I forwarded or your own version.

Could you put the explanatory memo on either the Acting Commissioner's or Mark Hoffer's letterhead, with the questionnaire as an attachment. Also, please put in next Monday, November 8, as the deadline for returning it to us at the jphilip@law.nyc.gov e-mail address. Call me with any comments or questions.

Thanks as always, Brian

① WORLD TRADE
CENTER -
PRESERVATION OF
EVIDENCE

11/4/2004

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**Attorney Client Communication
Privileged & Confidential
Property of NYC Law Dept.**

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)