



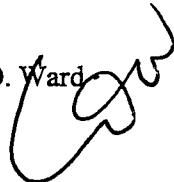
**Department of
Environmental
Protection**

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

**Christopher O. Ward
Commissioner**

WORLD TRADE
CENTER -
DOCUMENT
PRESERVATION

TO: All DEP Employees

FROM: Commissioner Christopher O. Ward 

DATE: September 25, 2003

RE: Preservation of World Trade Center Documents

I had written you earlier this year requesting that any documents relating to the destruction of the World Trade Center and the clean-up activities in Lower Manhattan be retained. I have been asked again by the City of New York's Corporation Counsel to reiterate the requirement that all DEP employees who were involved in the relief and clean-up of Lower Manhattan following September 11, 2001 retain any and all written and electronic records relating to this effort. The City is currently defending more than two thousand claims arising from the

2001 terrorist attacks on the World Trade Center and there is the additional claims to be filed in the future. As a result of this litigation, preserve and protect all documents concerning the attacks and their underlying data in electronic form.

You have also been directed to retain any and all records and data that may be collected concerning the condition of the environment in the areas of Manhattan surrounding the World Trade Center, immediately before and in the wake of the events of September 11. This would include records and data on the condition of the air, water system and sewer system, as well as data relating to sewer discharges to the surrounding receiving waters relating to any sampling done in such waters.

This means you may not delete, erase or otherwise destroy any data relating to the attacks or the City's response from your computers, PDAs, electronic data systems and any personal electronic equipment that you use in connection with your work. If you have any doubt about preservation, you must preserve the data. Specifically,

- Do not delete any e-mails or any documents from your personal computer concerning any aspect of the events of September 11, 2001, or their aftermath.
- Contact Robert Cucinotta, Assistant Commissioner, Information Technology, at (718) 595-7805 before discarding or salvaging any computers or hardware.
- Do not recycle or re-use computer tapes or re-writable disks. Use a new disk if necessary and preserve your older disks with any information already on them.

It is vital that all employees comply with this directive immediately. If you have any questions, please contact Mark Hoffer, DEP's General Counsel at (718) 595-6528. Thank you for your cooperation.



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718) DEP TEL

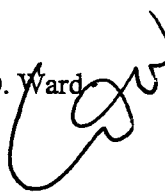


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DEP has also been directed to retain any and all records and data that may have been collected concerning the condition of the environment in the areas of Lower Manhattan surrounding the World Trade Center, immediately before and in the months after the events of September 11. This would include records and data relating to the condition of the air, water system and sewer system, as well as records and data relating to sewer discharges to the surrounding receiving waters and records relating to any sampling done in such waters.

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7/28/03 ELP



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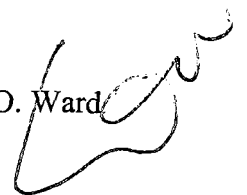


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