



**Department of
Environmental
Protection**

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**Christopher O. Ward
Commissioner**

To: All DEP Employees

From: Commissioner Chris Ward 

Date: July 21, 2003

Subject: Preservation of World Trade Center-Related Documents
and Data

Copy: Michael A. Cardozo, Mark Hoffer

I have been asked by the City of New York's Corporation Counsel to require that all DEP employees who were involved in the clean-up of Lower Manhattan following September 11th do all in their power to 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 September 11, 2001 terrorist attacks on the World Trade Center and there is the potential for additional claims to be filed in the future. As a result of this litigation, the City must preserve all documents concerning the attacks and their aftermath, including data in electronic form.

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, agency electronic data systems and any personal electronic equipment that you use in conjunction with your work. It is impossible to describe every type of electronic data that you must preserve. However, in general terms, if data may concern any aspect of the events of September 11, 2001, or their aftermath, it must be preserved. If you have any doubt about preservation, you must preserve the data.

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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