



MICHAEL A. CARDOZO
Corporation Counsel

THE CITY OF NEW YORK
LAW DEPARTMENT
100 CHURCH STREET
NEW YORK, NY 10007

JESSE LEVINE
Assistant Chief WTC Unit
212 341 3713

Re: World Trade Center File Retention

Dear NYC Employee:

These original World Trade Center documents have been collected and scanned by the New York City Law Department. **DO NOT DISPOSE OF THESE DOCUMENTS**; they must be preserved to serve as evidence in the event future WTC-related legal actions are brought against the City.

If you would like to dispose of any of these documents, contact me directly at the New York City Law Department at (212) 341-3713. If I am not available, please contact Carlos Dennis at (212) 788-8696. If appropriate, the Law Department will arrange for the pick up of any documents that you no longer need.

Also, in the event you are planning to leave your current position, please email me at jlevine@law.nyc.gov to inform me of the identity of the new custodian of these documents.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Jesse Levine".

Jesse Levine, Esq.