

Gilsenan, Michael

From: Pecunies, Russ [NYCDEP/QUEENS/RUSSP]
Sent: Tuesday, April 02, 2002 2:17 PM
To: Gilsenan, Michael; Radhakrishnan, Krish; Fawzy, Moustafa; Greeley, Douglas
Subject: FW: WTC related Agency documents

Please advise ASAP regarding quantity of WTC-related documents in your unit.

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

From: Hoffer, Mark
Sent: Monday, April 01, 2002 5:16 PM
To: Pecunies, Russ
Subject: FW: WTC related Agency documents

Can you talk to BANHM (Mike and Krish) and get an estimate of the amount of 9/11-related documents they have? Also, please check with Doug Greeley, as BWSO was also working (on restoring infratructure) down near WTC after 9/11. I don't think any of the other Bureaus had large-scale involvement. Please convey this info. ditrectly to Ms. Barillas, cc to me. Thanks.

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

From: Wilfredo Lopez [<mailto:wlopez@health.nyc.gov>] <[mailto:\[mailto:wlopez@health.nyc.gov\]](mailto:[mailto:wlopez@health.nyc.gov])>
Sent: Friday, March 29, 2002 3:22 PM
To: MARKH@dep.nyc.gov; GABRIELT@DOB.NYC.GOV;
ELIZABETH.LOCONSOLO@DOC.NYC.GOV; LALLAN@DOS.NYC.GOV;
PDAMASHEK@DOT.NYC.GOV; BAZELJR@FDNY.NYC.GOV; SHAMMER@GW.NYPD.ORG;
SHAFITM@HPD.NYC.GOV; tbarilla@law.nyc.gov; LAISUNYEE@oem.nyc.gov;
BLACKCLOUD@PARKS.NYC.GOV
Cc: dsantoro@law.nyc.gov; lyee@oem.nyc.gov
Subject: Re: WTC related Agency documents

Note Lai Sun Yee's e-mail address at OEM is "lyee@oem.nyc.gov <<mailto:lyee@oem.nyc.gov>>".

"Barillas, Teresa" <tbarilla@law.nyc.gov <<mailto:tbarilla@law.nyc.gov>>> 03/29/02 01:14PM >>>

In preparation of the defense of the more than 1300 potential lawsuits against the City of New York, relating to the events of September 11 and the aftermath, the Law Department is in the process of putting together an RFP, part of which involves the procurement of a system for handling all of the City documents related thereto. In that regard, we are reaching out to each of you as General Counsel for your respective agencies and ask that you provide us with information necessary to define this portion of the proposal. Specifically, we need you to determine the approximate linear footage of documents maintained by your agency that are related to 9/11 and the aftermath. In putting together this information, we request that you keep in mind all documents related to:

- 1) FEMA or FEMA reimbursable matters
- 2) Assignment of agency operations, personnel & equipment
- 3) Communications by the Agency to the general public
- 4) Inter-agency communication, Intra-agency communication and inter-governmental communication

In calculating the footage, please be cognizant of anything maintained in the file cabinets, boxes, archives, etc. If you have documents in cabinets, measure the width and multiply by the number of shelves. e.g. One five drawer lateral, 36 inches wide, with 3 shelves of WTC documents, will be 9 linear feet of space (3 x 36 in = 9 ft) Also, one archive box, might be 2 linear feet of space, etc

This information is needed by close of business on WEDNESDAY APRIL 3, 2002.

Thank you for your anticipated cooperation. If you have any questions, please do not hesitate to contact me at the numbers below

TERESSA M. BARILLAS
(212) 232-0893
(917) 826-6595