



ROBERT C. AVALTRONI, DEPUTY COMMISSIONER
BUREAU OF AIR, NOISE, & HAZARDOUS MATERIALS

59-17 Junction Blvd., 11th floor
 Corona, New York 11368-5107
 (718) 595-4418
 FAX (718) 595-4544

Date: 6/4/02

Log: _____

To: Distribution

Re: WTC-related FOIL Requests

- | | |
|---|--|
| ☐ Urgent | ☐ Per our conversation |
| ☐ For your information | ☐ Draft response for my signature |
| ☐ For appropriate action | ☐ Draft response for the Commissioner's signature |
| ☐ For comment | ☐ Respond/copy me |

Comments: Distribution:

G. Kelpin, K. Radhakrishnan, M. Fawzy

V. Smyth, B. Raffo, R. Marabetti

M. Needle
D. Wong



MEMORANDUM

Department of Environmental Protection

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

Christopher O. Ward
Commissioner

Mark D. Hoffer
General Counsel

**Bureau of Legal
Affairs**

Tel (718) 595-6555
Fax (718) 595-6543
www.ci.nyc.ny.us/dep

TO: Robert Avaltroni
Deputy Commissioner

Douglas Greeley
Deputy Commissioner

Stuart Erdfarb
Agency Chief Contracting Officer

Joseph Ketas
Assistant Commissioner

FROM: Mark Hoffer 
General Counsel

SUBJECT: World Trade Center (WTC)-Related FOIL Requests

DATE: May 31, 2002

Larry Kahn of the N.Y.C. Law Department has advised us that he wants a copy of all WTC-related FOIL requests. Should any of these requests come to you directly from a member of the public, please immediately forward them to Marie Dooley of my staff who will process them, send a copy to Larry Kahn, and return them to you or your bureau's records officer for disposition.

You can presume that any WTC-related FOIL requests that are directed to you from Marie have already been copied by her and sent to Larry Kahn

In addition, please send Marie copies of your responses to the WTC-related FOILS, so as she can forward these to Larry Kahn, as well.

Also, in compliance with Larry Kahn's directive, please have your bureau retain all WTC-related documents in a manner that will enable the Law Department to fully access and image the documents at some later point.

With respect to oral contacts made to you or your employees by people outside of the agency seeking information or documents that appear to be related to WTC-related litigation, please refer the caller to Marie Dooley at 595-6530.

Thank you for your assistance in this matter.



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(718) DEP-HELP