



City of New York Department of Design and Construction

Office of the General Counsel

Memo

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DATE: May 7, 2003

TO: Jay Cohen, Deputy Chief
Law Department World Trade Center Unit

FROM: David J. Varoli 

SUBJECT: WTC: Litigation – 7 WTC

Attached please find the following documents, which were requested during our April 30th meeting.

1. Documents from DDC's ACCO on the list of contractors that worked on the first OEM headquarters. The City's VENDEX system had information on only three of the vendors:
 - Swanke Hayden Connell
 - Ambassador Construction Co., Inc.
 - Cosentini Associates
2. E-mail from Bob Adams to me, dated May 2, 2003.
3. An Inter-office memorandum from Bob Adams to me, dated May 6, 2003.

It is my understanding that the field reports, which were requested by Gene and Mark, were maintained at 59 Maiden Lane. It is also my understanding that the Law Department's document retention team has already taken these documents for scanning. Accordingly, the Law Department has the field records for Building No. 7.

Please call me at 718-391-1721 if you have any questions.