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JESSICA S. WILLIAMS
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April 9, 2002

VIA FEDERAL EXPRESS

Records Access Officer
Department of Citywide Administrative Service - Division of Real Estate Service
Municipal Building, Room 20535
New York, New York 10007

Re: 7 World Trade Center, Manhattan
Freedom of Information Request

Dear Records Access Officer:

Please treat this letter as a formal request that the Department of Citywide Administrative Service - Division of Real Estate Service ("DRES") provide me with copies of any and all documents referenced below:

1. All correspondence to and/or from DRES, the New York City Fire Department, the Port Authority of New York and New Jersey (the "Port Authority"), and/or Silverstein Properties, Inc. ("Silverstein") concerning the 7 World Trade Center. This would include letters and/or memoranda to/by or from the Fire Department concerning hazards or conditions in raised fuel tanks.
2. All memoranda between DRES, the New York City Fire Department, the Port Authority, and/or Silverstein regarding compliance with codes.
3. All documents that reflect or describe the response to or any action taken because of the attached April 20, 1998 architectural and engineering comments from Executive Director of Space Design Richard J. Ramos (Attachment A), as well as to all earlier architectural and engineering comments from DRES regarding the Mayor's Office of Emergency Management.

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4. All earlier architectural and engineering comments from DRES regarding the Mayor's Office of Emergency Management.
5. The Final Plans submitted by Silverstein for the Mayor's Office of Emergency Management.
7. A copy of all Port Authority Construction Standards Quality Assurance audits of the Mayors Office of Emergency Management project TAA 987134.
8. A set of "as-built" drawings that reflect remodeling and tenant build outs done to the building since its completion.
9. Permits that may have been issued or obtained for the build outs or remodeling work, including every permit to occupy (or similar authorization), for each tenant space in 7 World Trade Center having access to a fuel storage tank for a generator.
10. Fuel storage permits that were issued for the building and/or any tenants, as well as any other permits for the storage of hazardous liquids in the building.
11. All documents and drawings containing information on the location of every electrical generator, day tank, fuel pump, fuel piping, fuel transfer points and fuel storage tank located in the 7 World Trade Center.
12. All memoranda, comments, and correspondence between the Port Authority, DRES and/or Silverstein and the architects, and/or engineers working on the Mayor's Office of Emergency Management referencing in anyway the installation of any electrical generator, day tank, fuel pump, fuel piping, fuel transfer points and/or fuel storage tank.
13. A set of "as-built" drawings of 7 World Trade Center's sprinkler system, and any modifications that may have been made to that system.
14. A copy of the lease, including any subsequent amendments or changes, between the Port Authority and Consolidated Edison relating to the substation in 7 World Trade Center, which was in effect on September 11, 2001.
15. All documents referencing the storage of any potentially dangerous materials in 7 World Trade Center, including without limitation any explosives, missiles or incendiary devices.

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I appreciate your attention to this request. I agree to pay all reasonable reproduction charges. If you have any questions or want to discuss this request, please do not hesitate to call me at 612-349-8469. Please also note that my facsimile number is 612-339-4181.

Thank you.

Sincerely,

ROBINS, KAPLAN, MILLER & CIRESI L.L.P.

A handwritten signature in black ink, appearing to read 'Jessica S. Williams', with a stylized, cursive script.

Jessica S. Williams

JSW/sy
Enclosures

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