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**Re: World Trade Center File Retention**

Dear NYC Employee:

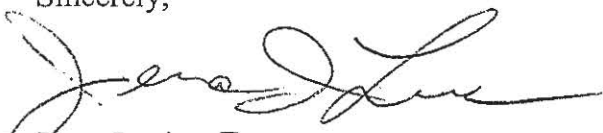
These original World Trade Center documents have been collected and scanned by the New York City Law Department. **DO NOT DISPOSE OF THESE DOCUMENTS**: they must be preserved to serve as evidence in the event future WTC-related legal actions are brought against the City.

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](mailto:jlevine@law.nyc.gov) to inform me of the identity of the new custodian of these documents.

Thank you for your cooperation.

Sincerely,



Jesse Levine, Esq.