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Avaltroni, Robert

From: Pecunies, Russ
Sent: Friday, February 28, 2003 2:44 PM
To: Avaltroni, Robert; Gilsenan, Michael; Fawzy, Moustafa; Radhakrishnan, Krish; Kelpin, Gerry
Subject: FW: WTC documents

Please note the following from the Law Dept regarding retention of WTC-related documents.
Russ

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

From: Hoffer, Mark
Sent: Friday, February 28, 2003 9:26 AM
To: Schiano, Frank; Pecunies, Russ
Subject: FW: WTC documents

pls note and pass this along to Bob Avaltroni and his folks.

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

From: Kahn, Lawrence [mailto:lkahn@law.nyc.gov]
Sent: Thursday, February 27, 2003 3:26 PM
To: 'BazelJ@FDNY.NYC.GOV'; 'Shammer@GW.NYPD.ORG'; 'VaroliD@DDC.NYC.GOV';
'ShafitM@HPD.NYC.GOV'; 'HalloranR@HRA.NYC.GOV';
'Acongemi@DOITT.NYC.GOV'; 'Mlanda@DOI.NYC.GOV'; 'MillerF@DOB.NYC.AGOV';
'LFinkelman@DCAS.NYC.GOV'; 'DKarnov@PLANNING.NYC.GOV';
'Elizabeth.Loconsolo@DOC.NYC.GOV'; 'Laisunyee@OEM.NYC.GOV';
'MarkH@DEP.NYC.GOV'; 'HENNINGM@OMB.NYC.GOV'; 'WMARTIN@DMH.NYC.GOV';
'LALLAN@DOS.NYC.GOV'; 'PDAMASHEK@DOT.NYC.GOV'; 'AvilesA@nychhc.org';
Debbie Zoland (E-mail); Wilfredo Lopez (E-mail)
Cc: Cardozo, Michael; Leoussis, Fay; Becker, Kenneth
Subject: WTC documents

As we have previously advised agencies, because of pending and threatened litigation against the City, it is important that agencies retain all World Trade Center-related documents, whether in paper or electronic form. I am writing now because it appears that a number of City agencies may not have not taken adequate steps to preserve documents stored in electronic form. I understand that the preservation of documents in electronic form may be inconvenient and costly, but it must be accomplished nonetheless. The failure to retain documents could result in severe sanctions against the City in the lawsuits. Therefore, it is essential that immediate steps be taken at every agency to preserve all electronic evidence that may in any way concern the World Trade Center. The materials to be preserved include e-mail, word processing files, spreadsheets and other information contained on backup tapes, floppy discs, hard drives, servers and any other electronic media.

If you have any questions, please do not hesitate to contact me at (212) 788-0600 or Ken Becker, Chief of the Law Department's WTC Unit, at (212) 788-0514.

Thank you very much for your cooperation

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Avaltroni, Robert

From: Schiano, Frank
Sent: Friday, February 28, 2003 10:51 AM
To: Avaltroni, Robert
Subject: Fw: WTC documents

Sent from my BlackBerry Wireless Handheld

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

From: Hoffer, Mark <mhoffer@dep.nyc.gov>
To: Schiano, Frank <fschiano@dep.nyc.gov>; Pecunies, Russ <rpecunies@dep.nyc.gov>
Sent: Fri Feb 28 09:25:57 2003
Subject: FW: WTC documents

pls note and pass this along to Bob Avaltroni and his folks.

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

From: Kahn, Lawrence [mailto:lkahn@law.nyc.gov]
Sent: Thursday, February 27, 2003 3:26 PM
To: 'BazelJ@FDNY.NYC.GOV'; 'Shammer@GW.NYPD.ORG'; 'VaroliD@DDC.NYC.GOV';
'ShafitM@HPD.NYC.GOV'; 'HalloranR@HRA.NYC.GOV';
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'LFinkelman@DCAS.NYC.GOV'; 'DKarnov@PLANNING.NYC.GOV';
'Elizabeth.Loconsolo@DOC.NYC.GOV'; 'Laisunye@OEM.NYC.GOV';
'MarkH@DEP.NYC.GOV'; 'HENNINGM@OMB.NYC.GOV'; 'WMARTIN@DMH.NYC.GOV';
'LALLAN@DOS.NYC.GOV'; 'PDAMASHEK@DOT.NYC.GOV'; 'AvilesA@nychhc.org';
Debbie Zoland (E-mail); Wilfredo Lopez (E-mail)
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