

## Duffy, Daniel

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**From:** rebuild@twintowersalliance.com  
**Sent:** Wednesday, April 13, 2011 4:47 PM  
**To:** Van Duyne, Sheree  
**Cc:** Torres Rojas, Genara; Duffy, Daniel  
**Subject:** Freedom of Information Online Request Form

### Information:

First Name: Margaret  
Last Name: Donovan  
Company: The Twin Towers Alliance  
Mailing Address 1: 186 Pinehurst Avenue  
Mailing Address 2: 6E  
City: New York  
State: NY  
Zip Code: 10033  
Email Address: [rebuild@twintowersalliance.com](mailto:rebuild@twintowersalliance.com)  
Phone: 212-568-0207  
Required copies of the records: Yes

### List of specific record(s):

Restatement of FOI 12249- Please provide a copy of the form letters that were sent out to members of the public who contacted the Port Authority with comments or questions regarding rebuilding the World Trade Center since 9/11/2001 by those responsible for maintaining those replies. Please note: According to the Rules and Regulations of the State of New York NYCRR – 21 NYCRR Part 1401.2b: “The records access officer is responsible for assuring that agency personnel: ... 2 Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.” We therefore request that you write or call if this request is unclear, so that we can arrive at a sufficiently clear request, instead of closing the matter. The LMDC recently dealt with the same situation this way, which seems to reflect the regulation: “However, LMDC finds yo

**THE PORT AUTHORITY** OF NY & NJ

Daniel D. Duffy  
FOI Administrator

October 20, 2011

Ms. Margaret Donovan  
The Twin Towers Alliance  
186 Pinchurst Avenue 6E  
New York, NY 10033

Re: Freedom of Information Reference No. 12273

Dear Ms. Donovan:

This is a response to your April 13, 2011 request, which has been processed under the Port Authority's Freedom of Information Policy for form letters that were sent out to members of the public who contacted the Port Authority regarding rebuilding the World Trade Center.

Please be advised that we have searched our files and found no documents responsive to the request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Sincerely,



Daniel D. Duffy  
FOI Administrator

Enclosure

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