

ERVIN and ASSOCIATES INCORPORATED

RE-182704

FAX COVER

To: Ann Aldrich
Fax #: 202/614-8365
From: David Ervin
Phone #: 301/469-3402

Date: 4/7/97
Pages: 2
(includes this cover page)

COMMENTS:

RECEIVED
Apr 8 10 12 AM '97
EXECUTIVE SECRETARIAT

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**ERVIN and
ASSOCIATES**
INCORPORATED

FE-182704

April 8, 1997

Ms. Ann Aldrich
Executive Secretariat
U.S. Department of Housing and Urban Development
451 Seventh Street, SW, Room 10139
Washington, D.C. 20410

VIA FACSIMILE TO 202/619-8365

RECEIVED
APR 8 10 12 AM '97
EXECUTIVE
SECRETARIAT

Re: Freedom of Information Act (FOIA) Request
Instructions Regarding Preservation of Documents

Dear Ms. Aldrich:

In a cc: Mail message from Barton Shapiro dated 2/20/97 to Chris Greer, Sarah Rosen and Annette Hancock regarding Ervin discovery, which was then forwarded to over 100 people on 2/24/97, Mr. Shapiro gave instructions beginning with "In anticipation of potential discovery requests..." He also indicates that he "sent around a similar 'heads-up' to M/F HSG staff about 7 weeks ago."

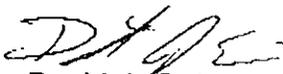
We also understand that on 3/7/97, an additional memo was sent independently by the Inspector General, who is involved in conducting a criminal investigation into the same issues as Ervin's civil suit and who apparently had their own concerns about document destruction.

Under the provisions of the Freedom of Information Act, we request:

- 1) A copy of the "heads-up" sent by Bart Shapiro Multifamily Housing Staff in late December 1996 or early January 1997;
- 2) A copy of the next most recent federal records and personal papers memo to the 12/05/96 memo;
- 3) A copy of any correspondence from the I.G. on document destruction or document preservation, since June of 1996, including the memo dated 3/7/97;
- 4) Any additional HUD memorandum regarding document preservation or document destruction issued since January 1996; and
- 5) Any HUD regulations (or other governmental regulations that apply to HUD) regarding document destruction or preservation, including those pertaining to electronic mail messages, that were not included in the above.

Ervin and Associates agrees to pay up to \$50 for the processing of this request. If the anticipated fees exceed \$50, please call me so I may have the opportunity to alter or cancel the request. I can be reached at (301) 469-3422.

Very truly yours,
ERVIN and ASSOCIATES, INCORPORATED


David J. Ervin

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