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Precedence: ROUTINE

Date: 10/07/1997

To: Personnel

Attn: Elton Thomas
Chester Terry

From: OPCA

Historical and Executive Review Unit, Room 11144

Contact: LuAnn Wilkins, x0673

Approved By: Keeley, Carol *clclmr*Drafted By: Wilkins LuAnn M. *lmw*

Case ID #: 62A-HQ-1029205

Title: SECURITY FOR ROOM 11144

Synopsis: It is requested that OPCA locks be placed on room 11134 and the 3 internal offices within room 11144.

Details: In July 1997, the Historical and Executive Review Unit (HERU) moved into room 11144 (previously CJIS space). The adjacent space, room 11134 (CJIS space until 10/1/97) has been assigned to HERU and the walls will be taken down within the next several months to create one large work area. Until the construction changes can be made it is requested that the lock to room 11134 be changed to OPCA keys rather than CJIS keys.

Additionally, 3 internal offices in room 11144 need their locks changed to OPCA keys.

Three OPCA keys should be made available to Carol Keeley (Acting Unit Chief), Carl Conner (Acting Supervisor) and LuAnn Wilkins (Acting Supervisor).

CC: 1 - Mr. Collingwood, Room 7240
2 - Mr. O'Hanlon
(Attn: Elton Thomas, Room 1358)
(Attn: Chester Terry, Room 1B300)
1 - Mr. Brekke, Room 7230
1 - Mr. Wilkinson, Room 7240
1 - Mr. McCarron, Room 7262
1 - Mrs. Keeley, Room 11144
1 - Mr. Conner, Room 11144
1 - Mrs. Wilkins, Room 11144

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