

From: Pisarik, Holly
To: Haltiwanger, Katherine <KatherineHaltiwanger@gov.sc.gov>
CC: Schimsa, Rebecca <RebeccaSchimsa@gov.sc.gov>
Date: 8/8/2016 11:18:16 AM
Subject: RE: Action Needed

Yes, I think legal needs one, tall lockable file cabinet.

From: Haltiwanger, Katherine
Sent: Monday, August 08, 2016 11:16 AM
To: Pisarik, Holly
Cc: Schimsa, Rebecca
Subject: FW: Action Needed

Holly,

Based on your convo with DOA, do you think the legal office needs lockable storage? If so, what kind?

Thanks,
Katherine

From: Haltiwanger, Katherine
Sent: Wednesday, July 27, 2016 6:55 PM
To: Adams, Chaney; BethWebb@gov.sc.gov; Brian Symmes; Camlin Moore; David Glaccum; Holly Pisarik (hollypisarik@gov.sc.gov); Jones, Sheila; Katie Philpott (katiephilpott@gov.sc.gov); Mottel, Haley; Nicole Priester; Patel, Swati; Peters, Hal; Rob Godfrey; Schimsa, Rebecca; Smith, Austin; Veldran, Katherine; Abby Scott (AbbyScott@gov.sc.gov)
Cc: Kremlick, Lindsey
Subject: Action Needed

All,

Please let me know by **COB Monday, August 8**, if you need to have lockable storage for any sensitive data as our office is complying with DOA's Information Security and Privacy Policy. If you have any important documents or constituent information that is not protected, we need to secure that information. We will do this by adding a lock to one of your desk drawers and/or providing a file cabinet that locks.

I need a response from every employee. I will work with you directly if you need something, just let me know.

Thanks,
Katherine