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**Date:** 7/27/2016 6:55:14 PM  
**Subject:** Action Needed

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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