

---

---

**OFFICE OF GOVERNOR RONNIE MUSGROVE**  
**INTEROFFICE MEMORANDUM**

---

---

**TO:** GOVERNOR MUSGROVE  
**FROM:** HOWARD  
**SUBJECT:** WOOLFOLK BUILDING  
**DATE:** 9/1/2000  
**CC:** JOHN GILBERT

---

Governor,

ITS has started planning the move of the phone and data lines from the Governor's Office in Sillers to the Woolfolk Building. Some information is needed from this office to complete this task.

ITS needs the floor plan and the physical placement of each individual staff member for Woolfolk. Bill Campbell can provide the current floor plan. However, only you can provide the staff member's placement.

The information is needed by the beginning of next week.

Thank you.