

Internal Memorandum

To: CIO Matthew St. Hubin

CC: Room Judge

From: ctrezevant@halcorp.biz

Date: 1/24/2018

Memo #: Task1

Re: File Share Services

Dear sir,

As per your request, file share services have been configured for the Marketing, HR, Infosec, and Systems Engineering groups. Permissions and users have been configured properly in order to ensure maximum security for file sharing services, as well as to limit risk. Additionally, these shares are accessible via both the FTP and Samba protocols, which ensures maximum compatibility with systems throughout our infrastrusture.

Best regards,

Charlton