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May 14, 2009

## **KANSAS INTRAOFFICE BULLETIN NO. KS270-9-1**

### **SUBJECT: IRM – Security Alarm System at the State Office and Conference Center**

**Purpose.** To provide instructions to employees about properly operating the alarm system at the state office and conference center

**Expiration Date.** September 30, 2010

Please take a few minutes to review the attached instructions for arming and disarming our alarm system. The same system is installed in both buildings. It is the responsibility of each employee who is assigned a security code for the alarm system to know how to operate the system and when it should be armed.

The security of our buildings is important, and we appreciate your conscientious efforts to help maintain that security.

**Contact:** Jim Krueger, Assistant State Conservationist, at 785-823-4508

*(signed)*

ERIC B. BANKS  
State Conservationist

Attachment

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