

**From:** "Gray, Lacey" </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D42974E1CF4A4B27A1AC0C14  
**Subject:** FW: New Service Request# 1338338 is Received  
**Date:** Aug 13, 2024 at 12:10:00  
**To:** "Judge, Lisa" </o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=31ae3399ab614cdbb7fbc53b799fc82b-JudgeL>

Hi!

I wanted to forward this to you with a note confirming that Tiffany requested I ask for a folder be created inside the HR folder on the G drive called Confidential HR, where you, and Tiffany and Ashley have access. I have put the request into IT.

Also, I originally placed the Org Chart folder and all versions inside your ELT folder, But Tiffany wanted it moved to the HR folder. Kanisha does not have access to this folder per Tiffany's instructions.

Thank you,

**Lacey Gray (she/her)**  
**Data & Records Manager**  
**Mobile 206-867-8095**



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**From:** 4-HELP\_ITRequest <4-HELP\_ITRequest@seattle.gov>  
**Sent:** Monday, August 12, 2024 4:25 PM  
**To:** Judge, Lisa <Lisa.Judge@seattle.gov>  
**Cc:** Gray, Lacey <Lacey.Gray@seattle.gov>  
**Subject:** New Service Request# 1338338 is Received

*Please do not change the subject line of this email if you reply so that the Service Request will be updated correctly.*

Thank you for requesting assistance from Seattle IT. This automated email is to confirm that the Service Request you (or someone on your behalf) submitted has been logged and forwarded to the appropriate support team. Please reference the Service Request number when communicating with Seattle IT concerning this request.

#### Request Details

**Service Request #:** 1338338  
**Request Offering Title:** Network Folder Permissions  
**Summary:** Please add a Confidential HR Folder inside the Human Resources folder that is on our G drive  
**Description:** None Provided  
**Status:** Active  
**Fulfill request before:** 8/19/2024 4:25 PM

#### Client/Requester Details

**Name:** Lisa Judge  
**Department:** Office of Inspector General  
**Phone:** 206-256-6250  
**Alt. Phone:** None Provided  
**Location:**  
Building: SEATTLE MUNICIPAL TOWER (SMT)  
Floor: SMT FLOOR 62  
Space: 6240-A

Click the link [Open Service Request in Self Service](#) to view the record online.

If you need immediate assistance, please contact the Seattle IT Service Desk at 206-684-4357 (4-HELP) option 1. Or if not urgent, log into [Seattle IT Service Hub Self Service](#).

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SR.A.COS - Client Notification for New Service Request