



# Office of the Secretary of State

Mary Herrera  
Secretary of State

## MEMORANDUM

Date: June 23, 2009 <sup>24th</sup> <sup>46</sup> <sup>-AS</sup>

To: Brad Allen, IT Database Administrator


From: AJ Salazar, BOE Director <sup>-AS</sup> <sup>- 11:50 a.m.</sup>

Re: Administrative Paid Leave

cc: Mary Herrera, Secretary of State  
Don Francisco Trujillo II, Deputy Secretary of State  
Dianne Brown, Chief Financial Officer/HR Director  
Deanna Fresquez, HR Administrator

Pursuant to the issues pertaining to the Campaign Finance Information System, the Office of the Secretary of State has contracted a firm to complete the mandated security assessment. This is being done in order to obtain certification of this project. Since you are the developer of the CFIS Project, your administration of the project and of the Secretary of State network is the main area of focus in order to complete this certification for Department of Information Technology. As of today, June 24, 2009, you will be placed on paid administrative leave until your assistance is required. Please contact me daily at 8:30 a.m. on my cellular phone, 505-795-5702 to determine if your presence is needed to complete the assessment.

This action is in no way intended as a disciplinary matter against you. Your cooperation in this matter is greatly appreciated.

Received by:  Date: 6/24/2009  
Brad Allen, IT Database Administrator

Witnessed by:  Date: 6/24/09  
Deanna Fresquez, HR Administrator