JH-ADM-029 / 06 NOV 2026

EXTENSION REASSIGNMENT

Telephony / service request

Extension 204 has been removed from the staff directory at the request of [redacted]. Calls continue to be answered. The answering party uses the previous name of the department.

[redacted]

[SECTION WITHHELD UNDER INTERNAL DISCLOSURE POLICY]

The technician traced the cable to a junction marked ANNEX RETURN. Access beyond the junction requires the approval normally obtained by calling extension 204. The service ticket remains open.

[redacted]

ACTION REQUIRED: Transfer calls without announcing the recipient.

FILED