



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

# Memorandum

**To:** Authority Members  
**From:** Hank Anthony  
**Date:** August 30, 2004  
**Re:** Office of Administrative Services (OAS) Report

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The Office of Administrative Services continues to support the day-to-day operations of the Authority with: meeting/conference support (in and out of Authority space), travel arrangements (in-state and out-of-state travel), mail and supply operations, receptionist duties, security monitoring, vehicle maintenance and support, oversight of all telecommunications operations and requirements, oversight and processing of all procurements, establishing contracts for and oversight for the maintenance of all Authority equipment, database management, and resolution of office space concerns.