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**Cathy Brown**

**From:** Cathy Brown  
**Sent:** Thursday, May 18, 2018 2:14 PM  
**To:** Cathy Brown  
**Cc:** Kent Adams; Calvin Sibley; Aimee Moncure  
**Subject:** 2018 Inventory of Building/Bureau of Building et al a/k/a Inventory of Building/Capital Facilities Report/LBO Report  
**Attachments:** 1 memo requesting EIS updates 051818.pdf; 2 Add-Delete Form 2018.xls; 2a Instructions for Add-Delete Form.pdf

The following email is being sent from the BoB Real Property Management division – Kent Adams, Director, Aimee Moncure, and Cathy Brown.

This email is going to ALL Institution/Agencies that have submitted their email address to us. The message transmits best when the mass number of email addresses appears in the blind copy cell. Thanks

If we have written someone who is not responsible for this form then please forward to the appropriate person. If we have omitted someone who needs to be included, please let the writer know so the names can be adjusted in our mass email list.

Please see attached the Memo regarding the Inventory of Building (now updated in the EIS System), the Add/Delete Form, and the Instructions for the Add/Delete form.

Due date is August 15, 2018, in order for our office to accumulate, do Index, Summary Sheets, print, and submit, per Code, to LBO.

Add/Delete forms should be returned to [cathy.brown@dfa.ms.gov](mailto:cathy.brown@dfa.ms.gov)

Once the EIS is updated by your Institution/Agency, this office will be able to print and accumulate, as mentioned above.

The attached documents can also be found on our web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-buildinggrounds-and-real-property-management/bob-forms-information-for-institutions-agencies-or-public-entities>

Thank you for your help.

