

## EXHIBIT 10

OFFICE OF THE VICAR FOR ADMINISTRATION

FROM THE DESK OF:

JUN 24 1994

REVEREND MONSIGNOR JAMES E. MOLLOY

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TO: Most Reverend Edward P. Cullen

DATE: 24 June 1994

ITEM: Security considerations

RE: Reassignment of Monsignor Molloy

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In light of my upcoming departure from the Office of the Vicar for Administration, I offer for your consideration the following:

A. For your information

1. As you know there are two file cabinets in the Records Room of the Office of the Vicar for Administration which are restricted for storage of "file 3" materials. Over the past year or so, numerous files from these two cabinets have been signed out by staff of the Office for Clergy and are, as a result, in the custody of that office on the tenth floor. Subsequently, I have stored newer material on certain individuals in folders in these cabinets marked "JEM supplemental file" if the original file has been signed out. This parallel filing will resolve itself once there is in place an approved schema for categorization and custody of the "file 3" materials.

2. The "file 3" cabinets, as you recall, are secured by locking bars with programmable combination locks. There are available in the key cabinet some pins which make it possible to release the programmed combination number of these locks for the purpose of changing the combination to a new number.

3. With the possible exception of one or two partial files now stored in the small safe in Father Cistone's office, there are no "file 3" materials stored anywhere except in the two "file 3 cabinets" or in the custody of the Office for Clergy. I have no such materials, either in original copy or in duplicate copy, in my possession or custody. I have taken care to erase all electronic files of this nature by means of the "Norton Utilities" program known as "wipefile" which overwrites existing

data. A 3-pass overwrite was performed using an overwrite character other than that suggested by the program's default configuration.

4. There may be a diskette containing some electronic versions of "file 3" information. This diskette, if it still exists, is locked in the safe.

5. There are, as of this writing, some two or three back-up tape cartridges (Maynard drive) which include a small number of electronic files containing "file 3" data. Nearly all of these files are password-protected. Nevertheless, I shall see to it personally, prior to 01 July 1994, and in the presence of Father Joseph R. Cistone, that all of these tapes be thoroughly degaussed.

B. I recommend (for implementation as soon as advisable following my departure on 01 July 1994):

1. Re-programming of the combination locks on the two "file 3" cabinet locking bars.

2. Re-programming of the electronic key pad to the right of the entrance door to the Records Room. (This key pad arms and disarms the entrance door alarm bell).

3. Re-program the combination lock on the entrance door to the Records Room.

4. Re-set the combination lock on the door of the large safe inside the Records Room.

5. Re-set the key operated pin lock on the door of the larger safe in the Records Room.

Some of these recommendations may be rendered moot, in time, by plans being pursued by Brother Joseph Willard for installation of a new entry system (magnetic stripe operated) for the Records Room. However, I do not know with certainty that this system will be in place prior to my departure. I believe it is important to address the professional and personal dimensions of the security issues involved when personnel changes occur. Hence, I submit the above recommendations so that you might have opportunity to implement the adjustments you consider necessary to maintain the integrity of the security mechanisms which you consider appropriate.

dds

cc: Brother Joseph J. Willard, F.S.C.  
Reverend Joseph R. Cistone  
Reverend William J. Lynn

## MEMORANDUM

**TO:** Reverend Joseph R. Cistone  
Associate to the Vicar for Administration

**FROM:** Reverend Monsignor James E. Molloy *JEM*  
Assistant Vicar for Administration

**DATE:** 01 July 1994

**ITEM:** Surrender of office articles

**RE:** Outprocessing of Monsignor Molloy for new assignment

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The following items are attached so that you might take custody of them and arrange for secured storage or other appropriate disposition as needed:

1. Key (one) #GEK402 - for large key cabinet in records room.
2. Key (one) #85534 - for large safe in records room.
3. Key (one) unnumbered "Medeco" - master key for Archdiocesan Office Center.
4. Key (one) unnumbered - lobby entrance door for Archdiocesan Office Center.
5. Key (one) unnumbered - office door for Room 1210. This is a master key for "Arrow" locks and also opens telephone closet inside room 1204.
6. Parking lot access gate card. *AB0031*
7. One (1) American Express Corporate Credit Card #3782-636454-13020 (expires 02-96) in the name of JAMES E. MOLLOY.
8. One (1) Visa Credit Card [CoreStates] #4159-0820-0753-1014 (expires 04-95) in the name of JAMES E. MOLLOY, ARCHDIOCESE OF PHILADELPHIA.

9. One (1) U.S. Fibercom (telephone) credit card #7-506-063-8441-7255 (no expire date) in the name of MSGR. JAMES E. MOLLOY.
10. One (1) Texaco (gas) credit card #13-580-26993-65003 (expires 04-95) in the name of VICAR FOR ADMINISTRATION.
11. One (1) Sunoco (gas) corporate credit card #4015-4872325-0003 (expires 10-96) in the name of VICAR FOR ADMINISTRATION (sic).
12. One (1) Gulf (gas) credit card #095-327-060-0-00003 (expires 04-96) in the name of ARCHDIOCESE/PHILA.
13. One (1) photo ID badge - Archdiocese of Philadelphia - Office of the Vicar for Administration.
14. One (1) key for desk and lateral file in room 1210.
15. One (1) key for men's room, Archdiocesan Office Center.

I have retained, temporarily, the Hayes 9600 Baud modem which I have been using at the rectory for remote communication with the Office Center LAN. It is my plan to return this modem as soon as I can purchase a replacement for it at the seminary.

I am fairly certain that the list above is complete and accurate. Should I discover that something has been omitted from this list I shall bring it to your attention promptly. If you become aware yourself of any items which had been issued to me and are still unaccounted please feel free to bring them to my attention for clarification.

Thank you for your assistance with this.

\* \* \*

This is to acknowledge receipt from Rev. Msgr. James E. Molloy of the items listed above in their entirety.

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Date

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Reverend Joseph R. Cistone  
Associate to the Vicar for Administration

dds

cc: Most Reverend Edward P. Cullen