



FLORIDA DEPARTMENT OF STATE

CHARLIE CRIST
Governor

KURT S. BROWNING
Secretary of State

February 1, 2010

Kurt S. Browning, Secretary of State
Florida Department of State
R.A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

RECEIVED
FEB 12 2010

Subject: Status of Corrective Action(s) Report Applicable to OPPAGA (Office of Program Policy Analysis & Government Accountability) Report No. 08-66 titled Agency Electronic Records Management Has Improved, But Statewide Strategic Plan Still Needed.

Dear Secretary Browning:

Pursuant to the requirements of Section 20.055(5)(h), Florida Statutes, the Office of Inspector General conducted a review of the status of corrective action taken with regards to the findings and recommendations contained in the OPPAGA Report referenced above. We have attached a copy of our report for your review.

As required by law, we have published our report on the status of the corrective actions taken by the Department and filed a copy with the Legislative Auditing Committee.

Thank you for your assistance in this matter. Please contact me if you require additional information.

Sincerely,

A handwritten signature in cursive script that reads "Kirby J. Mole".

Kirby J. Mole, Inspector General

Att.

cc. Joint Legislative Auditing Committee.
Dawn K. Roberts, Assistant Secretary of State/Chief of Staff.
Judith Ring, Director, State Library, Archives and Records Services.

**FLORIDA DEPARTMENT OF STATE
STATUS REPORT FOR CORRECTIVE ACTION
FOR
OPPAGA REPORT NO. 08-66
AGENCY ELECTRONIC RECORDS MANAGEMENT HAS IMPROVED,
BUT STATEWIDE STRATEGIC PLAN STILL NEEDED**

January 25, 2010

The purpose of this follow up review is to report on the current status of corrective actions taken by the Department of State (Department) in response to the recommendations made by the Office of Program Policy Analysis and Government Accountability (OPPAGA) in Report No. 08-66 dated December 2008. The OPPAGA progress report describes actions taken by the Department of State and the Legislature to address recommendations made in a 2007 OPPAGA Report regarding agency electronic records management.

OPPAGA Finding: The Department of State has made progress addressing the issues raised in our previous report, including revising administrative rules that govern electronic records, updating its Records Compliance Statement Form, and enhancing training opportunities. However, the department should take additional steps to address other recommendations made in our previous report.

OPPAGA Recommendation No. 1: The Department of State should collect additional information on state agencies' current electronic records management practices.

Department's Statement of Corrective Action(s) Implemented: Not Applicable, OPPAGA did not request a response to Report No. 08-66.

Status of Corrective Actions: The Department of State surveyed state agencies on their electronic records management and distributed an overview of the survey results to state agencies and OPPAGA (via Kara Collins-Gomez) on June 19, 2009.

OPPAGA Recommendation No. 2: The Department of State should use the information collected regarding electronic records management to develop a statewide strategic plan.

Department's Statement of Corrective Action(s) Implemented: Not Applicable, OPPAGA did not request a response to Report No. 08-66.

Status of Corrective Actions: The Department of State has completed or plans the following actions:

- The Department developed a draft strategic plan based on the results of the state agency survey and current trends. The plan was distributed on Sept 24, 2009 to state Records Management Liaison Officers, state Chief Information Officers (CIO) via the CIO Council chair, and Agency Enterprise for Information Technology (AEIT) requested review and comments by Oct 23, 2009 from them.

- The Department spoke at a CIO Council meeting and to the AEIT to inform them of the status of the strategic plan development and that the Department would like their input regarding the plan.
- The Department will received additional input from attendees at the State Historical Records Advisory Board meeting on 11/13/09.
- The Department reviewed any comments received for possible updates to the draft strategic plan.
- The final strategic plan with a cover letter from the Secretary of State was sent to state agencies and OPPAGA on December 21, 2009.