



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

June 26, 2009

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General
4052 Bald Cypress Way
Tallahassee, Florida 32399

Dear Dr. Viamonte Ros:

Pursuant to Section 20.055(5)(g), *Florida Statutes*, our office is required to update you on the status of corrective actions taken since July 7, 2008 when the Auditor General published its Report Number 09-083, *Selected State Entities' Surplus Information Technology Property Controls – Audit Period 08/2008-10/2008*. Management's assessment of the current status of corrective actions is included in the enclosed document.

At six months after publication, management reports they have addressed all corrective action plans made in response to recommendations from the Auditor General's report. The corrective action plans are complete.

If I may answer any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "James D. Boyd".

James D. Boyd, C.P.A., M.B.A.
Inspector General

JDB/kir
Attachment
cc: Kathy DuBose, Staff Director
Joint Legislative Auditing Committee
Michael J. Bennett, C.I.A.
Director of Auditing

OFFICE OF THE INSPECTOR GENERAL

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Status of Findings

09-083 Selected State Entities' Surplus Information Technology Property Controls
Audit Period 08/2008 - 10/2008

Number	Finding	Recommendation	Corrective Action Plan	Status of Finding
1	<p>At certain entities, some computer hard drives in surplus computers ready for disposal were not completely erased. In addition, some surplus computer hard drives contained confidential or inappropriate data.</p>	<p>To reduce the possibility of improper disclosure, the entities should, as applicable, either enhance the monitoring of surplus computer hard drive erasure procedures performed or enhance erasure methods to ensure that all sensitive and confidential information is removed from surplus Information Technology (IT) property prior to its disposal.</p>	<p>The Agency will review a variety of strategies to increase awareness to established policy and procedures. One action will be to implement quarterly emails to all users of our Asset Management System (AMS) in regard to proper sanitization procedures.</p>	<p>Complete. The Agency has used the AMS administrator to send emails out to AMS users. The AMS administrator sent an email regarding sanitization to the various entities on the importance of this process. We will continue to educate through our security newsletter, administrative conference calls and various training sessions. This is an ongoing process.</p>
2	<p>The entities included in our audit either lacked adequate written procedures or performed inadequate procedures with regard to the disposal of surplus IT property.</p>	<p>To prevent access to sensitive information and software from computers, disks, or other property or media being surplus or disposed of, the aforementioned entities should improve their procedures or practices for the disposal of IT property as follows: Department of Health should ensure that Certification of State Surplus Property Forms are prepared and appropriately signed by employees certifying that computer hard drives were sanitized.</p>	<p>Division of Information Technology will initiate measures to bring awareness to other entities of these procedures to increase compliance. Awareness and training will be initiated through quarterly emails to all users of the Assets Management System and through various training sessions.</p>	<p>Complete. Awareness training was provided to DOH System Administrators at a recent Disaster Recovery Training event at Camp Wewa. This and other awareness efforts will be performed on an ongoing basis.</p>