

Supreme Court of Florida

500 South Duval Street
Tallahassee, Florida 32399-1925

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CLERK OF COURT

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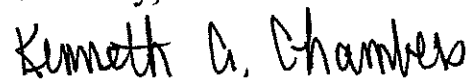
July 6, 2009

Honorable Chief Justice Peggy A. Quince
Florida Supreme Court
500 South Duval Street
Tallahassee, Florida 32399-1925

Dear Chief Justice Quince:

In accordance with Chapter 20.055 (5) (h), Florida Statutes, I have prepared a report on the status of corrective actions taken by the Court regarding the recommendations from the Auditor General's recent audit of Selected State Entities' Surplus Information Technology Property Controls (report number 2009-083). Please let me know if you have any questions about the enclosed report.

Sincerely,



Kenneth A. Chambers
Inspector General

cc: Legislative Auditing Committee
Lisa Goodner

Enclosure

**State Courts System
Office of Inspector General**

Status Report of Corrective Actions Taken

Auditor General Report Number 2009-083

Audit Recommendation:

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:

AWI, DACS, and OSCA should continue enhancing procedures to include the maintenance of logs indicating the computers for which the hard drives were erased, when erased, and by whom erased.

SCS Response on 1/7/09:

As indicated in the audit report finding, the new Media Sanitization Procedures require the use of a "Request for Media Sanitization" form. This form is retained and is used to log the specific information pertaining to what IT asset is involved, who requested the media sanitization, who performed the process, and who verified the process as successful. This form also includes identifying information about the asset and the section accountable for the asset.

All media in the surplus process was reprocessed under this new procedure. All equipment has been tagged with the correct form (Request for Media Sanitization). The procedure requiring separate personnel to perform the sanitizing and verification has been implemented. The segregation of cleaned machines from non-verified machines has been implemented resulting in the elimination of confusion regarding surplus ready equipment versus equipment requiring completion of the sanitization process.

In light of the changes occurring in today's dynamic IT environment, the OSCA will continue to review both policy and procedure addressing the security needs of sanitizing media and IT assets. This will be part of a regular operational review and will be updated as technology or security practices change in order to ensure continued compliance with the requirements to protect sensitive and confidential information from inappropriate release.

Status of Corrective Action:

Request for Media Sanitization form: This procedure was implemented during the Auditor General's review of effectiveness of OSCA's Surplus/Disposal process. The form was developed, reviewed, endorsed, and implemented into documented procedure for disposal of all IT assets that may contain media (Hard Disk Drive, Floppy Disk, CD ROM, DVD, Tape, Flash media, or any other media capable of retaining electronic information) that could potentially house any court information.

Currently, all devices slated for disposal have had this new procedural requirement enforced and a record is maintained permanently. This information includes the Request for Media Sanitization form. In addition to the implementation of the form, steps to ensure that only devices ready for disposal do not intermingle with devices not ready for disposal were put into place. These additional procedures (isolating machines physically from each other, requiring two different people to complete the process - one to perform the sterilization, one to verify compliance to procedure requirements) were also implemented. These enhancements to the sanitization process are applied to all new IT assets entering the disposal process as well as all existing IT assets already in the disposal process.

All IT assets are required to have a completed Request for Media Sanitization form in order to be a candidate for disposal.