October 6, 2014

Craig Nichols
Agency Secretary
Department of Management Services
4050 Esplanade Way
Tallahassee, FL 32399-0950

Dear Mr. Nichols:

In accordance with section 20.055, Florida Statutes, the attached document represents our explanation of the six-month status of findings and recommendations included in the AG published Report No. 2014-187, Information Technology Operational Audit-Surplus Computer Hard Drive Disposal Processes.

The findings and recommendations in this summary appear in the same order as they appeared in the report.

If you have any questions, please call either Yolanda Lockett, Audit Director, at (850) 487-9746 or me.

Sincerely,

[Signature]
Walter Sachs
Inspector General

WS:wr

Attachment

cc: David W. Martin, Auditor General
    Joint Legislative Auditing Committee
    Melinda Miguel, Chief Inspector General
    Keith Jones, Chief Information Officer
    Linda Allbritton, Data Processing Manager
    Yolanda Lockett, Audit Director
<table>
<thead>
<tr>
<th>Finding No.</th>
<th>Surplus Computer Hard Drive Sanitization Documentation</th>
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<tr>
<td>Date</td>
<td>4/1/2014</td>
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**Recommendation**

DMS should document, in accordance with established policy, the sanitization of surplus computer hard drives before disposal of the computers.

**Original Response**

DMS has updated its property disposal form to document and track the sanitization of surplus computer hard drives by including the following information:

a) Date sanitization occurred
b) Name (technician who removed the hard drive)
c) Method of sanitization

Prior to the conclusion of this audit DMS provided AG auditors a copy of the updated property disposal form (PAM-4-Disposal_Form-03-13-14)

**Status Update-6mo**

- [ ] Open
- [ ] Management assumes risk
- [ ] Partially Complete
- [ ] Complete pending
- [ ] Complete

*Office of Inspector General Position:*

*We recommend the finding be closed.*