

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott

Governor

John H. Armstrong, MD, FACS

State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

June 1, 2015

John H. Armstrong, MD, FACS
Surgeon General & Secretary
4052 Bald Cypress Way
Tallahassee, Florida 32399

Dear Dr. Armstrong:

Pursuant to Section 20.055(5)(g), *Florida Statutes*, our office is to update you on the status of corrective actions taken since December 1, 2014 when the Office of the Auditor General published its Report Number 2015-052, *Surplus Computer Hard Drive Disposal Processes at Selected State Agencies*. 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 completed the two corrective actions made in response to recommendations from the Office of the Auditor General.

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

Sincerely,

James D. Boyd, CPA, MBA
Inspector General

JDB/mhb
Enclosure

cc: Michael J. Bennett, CIA, Director of Auditing
Kathy DuBose, Staff Director, Joint Legislative Auditing Committee
Melinda M. Miguel, Chief Inspector General, Office of the Governor
J. Martin Stubblefield, Deputy Secretary for Administration

Florida Department of Health

Office of Inspector General
4052 Bald Cypress Way, Bin A-03 • Tallahassee, FL 32399-1704
PHONE: 850/245-4141 • FAX 850/413-8985

www.FloridaHealth.gov

TWITTER: HealthyFLA
FACEBOOK: FLDepartmentofHealth
YOUTUBE: fldoh
FLICKR: HealthyFla
PINTEREST: HealthyFla

Status of Findings



Report Number 2015-052
Report Title: *Surplus Computer Hard Drive Disposal Processes at Selected State Agencies*
Report Date: December 1, 2014
Six Month Status Update as of June 1, 2015

No.	Finding	Recommendation	Corrective Action Plan	Status of Finding
1	Certain security controls related to surplus computer hard drive disposal processes needed improvement.	The agencies should improve security controls over the surplus computer hard drive disposal processes to ensure the continued protection of confidential and exempt information.	<p>The Office of Information Technology (OIT) will take steps to ensure hard drives awaiting sanitization are secured, and will limit the access to un-sanitized hard drives. OIT performs this function for the majority of the Department of Health (DOH) on the Capital Circle Office Complex campus. A documented operation process will be established for requesting sanitization of surplus or re-purposed equipment to ensure proper controls. The documented process will be shared with units that use OIT for this service. This will be completed by January 30, 2015.</p> <p>DOH policy will be updated to state that all business units performing sanitization must have processes in place that ensure that hard drives awaiting sanitization are secured. This will be completed by February 27, 2015.</p>	<p>Completed.</p> <p>The OIT has taken steps to improve security controls over the surplus computer hard drive disposal process. A documented process has been developed and put in place. The process includes greatly limiting access to a storage location for hard drives awaiting sanitization. The process also includes not separating the hard drives from computer equipment until they are ready to be picked up by the technology group and properly stored for sanitization processing.</p> <p>To further ensure protection of confidential information, equipment sanitization requirements will be further clarified in the on-going revision of the DOH information security policy DOHP 50-10, including properly securing drives awaiting sanitization across the agency.</p>

No.	Finding	Recommendation	Corrective Action Plan	Status of Finding
2	Documentation of surplus computer hard drive sanitization and disposition needed improvement.	Agency management should ensure that documentation of the surplus computer hard drive sanitization and disposition is accurate and complete.	Steps have already been taken to close gaps in the process of properly documenting hard drives and sanitization actions. OIT will establish a clear, documented, internal operational process outlining procedural steps for properly documenting the sanitization and disposition actions of surplus computers and computers to be re-purposed. This will be completed by January 30, 2015.	<p>Completed.</p> <p>Agency management has taken steps to ensure that documentation of the surplus computer hard drive sanitization and disposition is accurate and complete. The OIT has worked closely with the Bureau of General Services in the Division of Administration to modify forms to allow the documentation of hard drive serial numbers as they are removed from computers for sanitization purposes. The recently created process includes ensuring timely documentation of serial numbers, and additional comprehensive documentation in service request tickets involving sanitization.</p>