



FLORIDA DEPARTMENT of

# management SERVICES

We serve those who serve Florida

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Rick Scott, Governor

Craig J. Nichols, Agency Secretary

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,



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

### Audit Status Report Update Form

Status Date	Report No.	Report Title	
9/30/2014	AG_2014-187	Information Technology Operational Audit Surplus Computer Hard Drive Disposal Process	
Contact Person	Program/Process	Phone No.	
Keith Jones, CIO	DMS Departmental Information Technology	(850) 413-9169	
Activity	Accountability	Schedule	
	Responsible Unit	Repeat Finding	Anticipated Completion Date
	DMS Departmental Information Technology	No	4/1/2014
Finding			
No.	2	Surplus Computer Hard Drive Sanitization Documentation	
Date	4/1/2014		
Recommendation	DMS should document, in accordance with established policy, the sanitization of surplus computer hard drives before disposal of the computers.		
Original Response	<p>DMS has updated its property disposal form to document and track the sanitization of surplus computer hard drives by including the following information:</p> <ul style="list-style-type: none"> <li>a) Date sanitization occurred</li> <li>b) Name (technician who removed the hard drive)</li> <li>c) Method of sanitization</li> </ul> <p>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)</p>		
Status Update-6mo	<input type="checkbox"/> Open <input type="checkbox"/> Management assumes risk <input type="checkbox"/> Partially Complete <input type="checkbox"/> Complete pending <input checked="" type="checkbox"/> Complete		
	<b><i>Office of Inspector General Position:</i></b> <i>We recommend the finding be closed.</i>		