

Countywide Questionnaire:

The Internal Audits Division of the Auditor – Controller's office requests your assistance and cooperation in completing the following questionnaire. This questionnaire is being utilized to gather information for benchmarking purposes only. Please return completed questionnaire by December 14, 2007.

Computers:

1. Does your department have any formalized and documented policies or procedures specifically addressing the disposal of computers?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Comments: We send to SURPLUS
2. Is Management approval obtained prior to the disposal process of computers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
3. Is there a designated individual responsible for removing confidential county information from the hard drives of computers prior to being transferred to another employee or County Surplus?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
4. Approximately how many computers does your department have?	Computers - <u>120</u>

Laptops:

1. Does your department have any formalized and documented policies or procedures specifically addressing the use and disposal of laptops?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
2. Is confidential and sensitive information stored on laptops encrypted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Comments:
3. Do the laptops your department utilizes have finger printer readers on them?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Comments:
4. Are hard drives wiped clean prior to being transferred to another employee or to County Surplus?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
5. How many laptops does your department approximately have?	Laptops - <u>8</u>

Mobile devices (includes USB drives, CD's, PDA's, Cell Phones):

1. Does your department have any formalized and documented policies or procedures specifically addressing the use and disposal of mobile devices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Comments:
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2. Does your department adhere to the Information Security Office Policy S05.01 Sensitive Data Protection Policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
3. Does your department maintain a record of mobile devices such as USB drives, CD Burners, PDA's, Cell phones that have been assigned to employees?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
4. Do their duties require a mobile device?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
5. Does your department assign mobile devices to employees on a temporary basis?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Comments:
6. Does your department collect mobile devices from employees upon their termination?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
7. Does your department allow employees to use their own personal USB drives or PDA's for business use?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
8. Has your department ever confiscated any employee's personal USB drive or PDA?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Comments:
9. Does your department have any security measures to prevent information from being inadvertently disclosed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Comments:
10. Is your department looking into ways to monitor any downloading of sensitive information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
11. How many of the following does your department have approximately? a. USB drives b. PDA's c. CD Burners d. Cell Phones	a. USB drives - <u>4</u> b. PDA's - <u>2</u> c. CD Burners - <u>3</u> d. Cell Phones - <u>37</u>

Name (Print): ROY HENDERSON

Signature: *Roy Henderson*

Department: COB/BOIS

Title: NETWORK ADMINISTRATOR

Date: 1-2-08