

	<p align="center"><b>Department of Human Services</b> <b>Online Directives Information System</b></p>	<p><b>Index:</b> <b>Revised:</b> <b>Next Review:</b></p>	<p><b>POL1905</b> <b>03/25/2020</b> <b>03/25/2022</b></p>
---	---	--	---

**SUBJECT: STORAGE AND PROTECTION OF INTERNAL AUDITS UNIT RECORDS**

**POLICY:**

**Maintenance and Storage**

The policy of the Department of Human Services (DHS) is to ensure that when not in use, all internal audits records, electronic and paper, will be secured in locked cabinets within a controlled access area which will be restricted to authorized Office of Inspector General-Internal Audit (OIG-IA) personnel in the performance of their official duties.

**Destruction of Internal Audit Records**

When OIG-IA records are no longer required, they will be destroyed to preclude access by unauthorized persons. The destruction of records will be coordinated by the OIG-IA Director and will be performed in a secure manner in accordance with any applicable laws.

**Protection of Internal Audit Records during a Natural or Man-Made Disaster**

In the event of a natural or man-made disaster, the OIG-IA Director will be responsible for ensuring that all records maintained by OIG-IA are secured and not in danger of being damaged, destroyed or removed. The OIG-IA Director responsibilities in the event of such disasters include:

- Ensuring that all records maintained by OIG-IA are secured and not in danger of being damaged or destroyed during civil unrest or natural disaster.

- Taking the necessary steps to ensure that all OIG-IA records remain secured on site, or are removed to another location where they can be secured, until such time as the records can be returned and secured within the Office of Inspector General.

- Immediately notifying the Inspector General (IG) and/or Deputy IG of any potential threat to the safety and security of OIG-IA records.

**A. Authority**

[O.C.G.A. § 50-18-90](#) et seq.

**B. References**

Georgia Records Act

**C. Applicability**

This policy is applicable to the Office of Inspector General, Internal Audit.

**D. Responsibilities**

1. The Office of Inspector General, Internal Audit (OIG-IA) Director is responsible for oversight of POL1905.
2. The OIG-IA Director issues and updates procedures to implement this policy.

**E. History**

Replaces POL1905, last reviewed 04/05/19

**F. Evaluation**

The OIG-IA Director evaluates this policy yearly by:

1. Completing an annual assessment of these procedures.