

	<p align="center">Department of Human Services Online Directives Information System</p>	<p align="center">Index: Revised: Next Review:</p>	<p align="center">POLS 1905 04/08/2019 04/01/2021</p>
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STORAGE AND PROTECTION OF INTERNAL AUDITS UNIT RECORDS

Maintenance and Storage

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 Internal Audits Unit (IAU) personnel in the performance of their official duties.

Destruction of Internal Audits Unit Records

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

Protection of Internal Audits Unit Records during a Natural or Man-Made Disaster

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

- Ensuring that all records maintained by IAU 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 IAU 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 (OIG).

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

If possible, an authorized staff member of the OIG will guard the records until further instructions are received from the IG or Deputy IG.