

	<p style="text-align: center;">Department of Human Services Online Directives Information System</p>	<p style="text-align: right;">Index: Revised: Next Review:</p>	<p style="text-align: right;">POL1905 03/01/2022 03/01/2024</p>
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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 audit records, electronic and/or paper, will be secured in locked cabinets within a controlled access area which will be restricted to the 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 securely in accordance with 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's 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 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 continuously by:

1. Completing assessments of these procedures.