

AUDIT REPORT TRACKING SYSTEM (ARTS)

SECTION I: SUMMARY INFORMATION			
Audit Title:	The City Should Follow Recommended Practices to Protect Personally Identifiable Information	Audit Release Date:	04/29/2015
Department:	City Manager	Last Report Date:	02/08/2017
Department Director:	Troy Schulte	This Report Date:	08/10/2017
Contact Person/Phone:	Kimiko Gilmore/36558	Expected Presentation Date:	08/23/2017
SECTION II: RECORD OF IMPLEMENTED RECOMMENDATIONS			
1. In Progress 08.10.2017		3. In Progress 08.10.2017	
2. In Progress 08.10.2017		4. In Progress 08.10.2017	
SECTION III: SUMMARY OF IMPLEMENTATION EFFORTS			
Recommendation 1: The city manager should identify all personally identifiable information the city collects and stores and evaluate the confidentiality impact level of the information.			
<i>Status of Recommendation: In Progress</i>			
The City Manager agrees with this recommendation and will ensure that an inventory of all PII is taken by every department. A system will be implemented and the details will be outlined in a new Administrative Regulation will be issued by the end of the 2 nd quarter 2017.			
UPDATE 08.10.2017 The Administrative Regulation referenced is still in progress.			
Recommendation 2: The city manager should periodically review and eliminate the collection of unnecessary personally identifiable information.			
<i>Status of Recommendation: In Progress</i>			
The City Manager agrees with this recommendation. In the process of identifying PII an analysis will be conducted to determine the relevance of PII. PII that has been determined to be irrelevant to current operations will be eliminated when that determination have been made by the appropriate staff as will be outlined in a new Administrative Regulation which will be issued by the end of the 2 nd quarter 2017.			
UPDATE 08.10.2017 The Administrative Regulation referenced is still in progress.			
Recommendation 3: The city manager should develop citywide policies and procedures, including training and other safeguarding controls, for protecting the confidentiality of the personally identifiable information.			
<i>Status of Recommendation: In Progress</i>			
The City Manager agrees with this recommendation. To address this recommendation a new Administrative Regulation will be issued by the end of the 2 nd quarter 2017. The AR will be crafted by City Manager's designee and representatives from Information Technology, Records Management, Finance, City Clerk and Human Resources.			
UPDATE 08.10.2017 The Administrative Regulation referenced is still in progress.			
Recommendation 4: The city manager should develop a response plan for incidents of misuse, unauthorized disclosure or access, or other breaches of personally identifiable information.			
<i>Status of Recommendation: In Progress</i>			
The City Manager agrees with this recommendation. Procedures will be addressed in a new Administrative Regulation will be issued by the end of the 2 nd quarter 2017.			
UPDATE 08.10.2017 The Administrative Regulation referenced is still in progress. The anticipated date of completion has been revised to the end of the 4th quarter 2017.			
SECTION IV: ADDITIONAL OUTCOMES			
The implementation of the AR will ensure the City's ability to adequately protect our citizens' PII. The training aspect may be the most challenging to implement due to adding additional responsibilities on staff.			