

Administrative Memo

Date: November 13, 2015
To: School Administrators
From: Ron Lankford, Deputy Commissioner
Subject: FAS-15-009 – Summary of Local Government and Court Audit Findings

On October 29, 2015 Missouri State Auditor Nicole R. Galloway, issued a *Summary of Local Government and Court Audit Findings – Information for Security Controls*. The purpose of this report was to examine local government and court compliance with some of the most basic data security practices. The State Auditor's Office examined audits released in fiscal year 2015 and identified the five most common cyber security issues.

The report was based upon the audit of local government and court systems, three of which were local school districts. The Department's intent for this memo is to share the following significant recommendations to better ensure awareness that appropriate security controls are in place:

- Ensure an inactivity control is implemented to lock a computer or system after a certain period of inactivity.
- Ensure a security control is implemented to lock access to a computer or system after multiple unsuccessful logon attempts.
- Ensure backup data is stored in a secure off-site location.
- Ensure backup data is tested on a regular, predefined basis.
- Ensure student attendance data is accurately recorded and reported, including restricting the time frame during which changes can be made and ensure an audit trail of changes made to attendance data be prepared and reviewed for accuracy.
- Develop a comprehensive disaster recovery plan and periodically test and evaluate the plan.

The entire audit is available at: <http://www.auditor.mo.gov/Repository/Press/2015097555116.pdf>