



**OFFICE OF AUDITOR OF STATE
STATE OF IOWA**

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NEWS RELEASE

FOR RELEASE _____

July 8, 2003

Contact: Andy Nielsen
515/281-5515

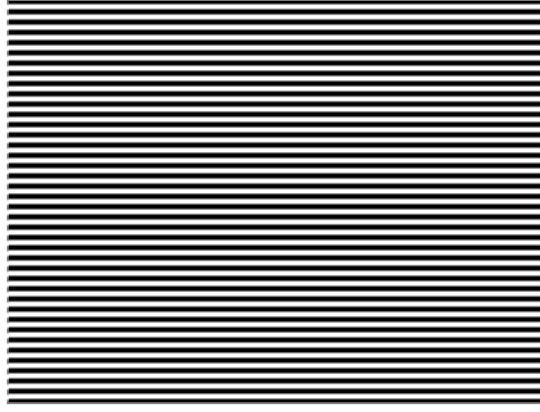
Auditor of State David A. Vaudt today released a report on the Iowa Civil Rights Commission for the year ended June 30, 2002.

The Iowa Civil Rights Commission is charged with investigating, holding hearings and rendering decisions on any complaints of unfair or discriminatory practices in public accommodations, employment, credit, housing, apprenticeship programs, on-the-job training programs and vocational schools on the basis of age, race, creed, color, sex, religion, national origin or disability; and with planning and conducting programs designed to eliminate racial, religious, cultural and intergroup tensions.

Vaudt recommended the Commission develop written information system policies.

A copy of the report is available for review at the Iowa Civil Rights Commission or the Office of Auditor of State.

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**REPORT OF RECOMMENDATIONS TO THE
IOWA CIVIL RIGHTS COMMISSION**

JUNE 30, 2002

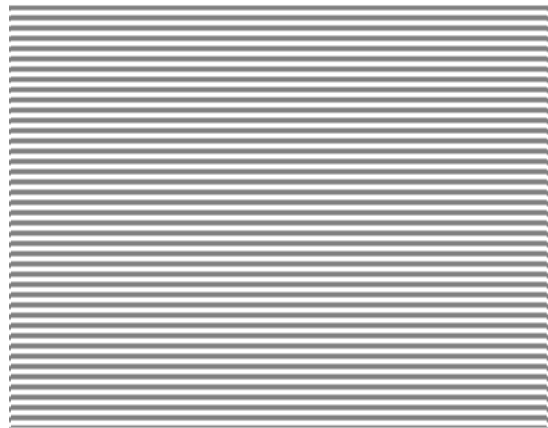
Office of

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State Capitol Building • Des Moines, Iowa



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June 30, 2003

To Corlis Moody, Executive Director of the
Iowa Civil Rights Commission:

The Iowa Civil Rights Commission is a part of the State of Iowa and, as such, has been included in our audits of the State's Comprehensive Annual Financial Report (CAFR) and the State's Single Audit Report for the year ended June 30, 2002.

In conducting our audits, we became aware of an aspect concerning the Commission's operations for which we believe corrective action is necessary. As a result, we have developed a recommendation which is reported on the following page. The recommendation pertains to the Commission's internal control which we believe you should be aware of. This recommendation has been discussed with Commission personnel, and their response to this recommendation is included in this report.

This report, a public record by law, is intended solely for the information and use of the officials and employees of the Iowa Civil Rights Commission, citizens of the State of Iowa and other parties to whom the Iowa Civil Rights Commission may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Commission during the course of our audits. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience. Individuals who participated in our audits of the Commission are listed on page 4 and they are available to discuss these matters with you.

DAVID A. VAUDT, CPA
Auditor of State

WARREN G. JENKINS, CPA
Chief Deputy Auditor of State

cc: Honorable Thomas J. Vilsack, Governor
Cynthia P. Eisenhauer, Director, Department of Management
Dennis C. Prouty, Director, Legislative Services Agency

Report of Recommendations to the Iowa Civil Rights Commission

June 30, 2002

Findings Reported in the State's Single Audit Report:

No matters were reported.

Finding Related to Internal Control:

Information Systems – The Iowa Civil Rights Commission does not have written policies for password privacy and confidentiality. Also, the Iowa Civil Rights Commission does not require back up tapes to be stored off site daily in a fire proof vault or safe.

Recommendation – The Iowa Civil Rights Commission should develop written policies addressing the above item in order to improve the Commission's control over computer based systems. Back-up tapes should be stored off site daily in a fireproof vault or safe.

Response – The Civil Rights Commission will develop and issue a written policy for password privacy and confidentiality. The policy will have a requirement that the passwords not be obvious and that they be changed at regular intervals. There will also be a requirement that each individual logoff their computer when not using it. We will initiate a requirement that back-up tapes be stored off site in a fireproof vault or safe.

Conclusion – Response accepted.

Findings Related to Statutory Requirements and Other Matters:

No matters were reported.

Staff:

Questions or requests for further assistance should be directed to:

K. David Voy, CPA, Manager
Sarah M. Wright, Staff Auditor
Andrew E. Nielsen, CPA, Deputy Auditor of State

Other individuals who participated on this audit include:

Jedd D. Moore, Assistant Auditor