



MAR - 1 2012

MEMORANDUM FOR: T. MICHAEL KERR
Chief Information Officer

A handwritten signature in cursive script that reads "Elliot P. Lewis".

FROM: ELLIOT P. LEWIS
Assistant Inspector General for Audit

SUBJECT: Alert Memorandum: DOL Needs to Immediately Take Corrective
Action to Safeguard Information Technology Equipment
Report Number: 23-12-005-07-001

The purpose of this memorandum is to alert you to a matter related to the effectiveness of the Department of Labor's electronic media sanitization practices that requires immediate corrective action. As part of our ongoing audit related to media sanitization, we have identified information technology (IT) equipment that was ready for imminent disposal containing government business information and personal documents. We also identified improper handling of equipment during the sanitization process and inaccurate recording of the equipment in property management records.

We have reviewed approximately 70 pieces of equipment at this point and identified the following major concerns:

- Four hard drives were not sanitized and contained government business information and personal documents. We have not yet performed analysis to determine if this includes personally identifiable information.
- Eight computers contained active Random Access Memory (RAM), which should have been degaussed.
- Two desktop towers were discovered in a trash receptacle.

An additional major concern is that five machines on a disposal manifest could not be located, which indicates the Department lost accountability over the equipment.

Based on the results of our limited testing at this point in our audit, it is evident that the Department is not ensuring sanitization of IT equipment prior to disposal. As a result, the Department is at risk of releasing sensitive information, including personally identifiable information. We recommend that the Department immediately stop disposal of any IT equipment Department-wide until it can ensure that 100 percent of the equipment has been properly sanitized.

The results included in this interim report are based on our work to date. Fieldwork is continuing and we will provide overall results when our audit work is complete. Please respond to this report within 3 days with a corrective action plan. Please contact Keith Galayda, Acting Deputy Assistant Inspector General of Audit, at (202) 693-5259, if you have any questions.