



Quarterly Newsletter

from the City Auditor's Desk
Fall 2011

REMINDERS



Federal Trade Commission's **RED FLAG RULES** were in effect as of December 31, 2010.

Help us protect sensitive data for the City as well as for our customers. When you step away from your workstation, please **LOCK YOUR COMPUTER!**

INTERNAL AUDIT

[WEBPAGE](#)
[INTRANET](#)



CITY FRAUD, WASTE and ABUSE HOTLINE
910.772.4120



The Importance of passwords, how often to change them, and how to make them truly secure.

Passwords are important because they protect an organization's sensitive data and sensitive areas. They provide data security and physical access security to certain information and areas within our organization, to prevent negligent intruders. Remember that "information" is a City asset and must be appropriately evaluated and protected against unauthorized use, disclosure, theft, modification, destruction, or denial of access.

Tips for protecting your password: Passwords should be changed anywhere from every 30 to 90 days. The more sensitive the data or the function, the more frequently passwords should be changed.

Tips for creating passwords: A minimum length for a password is considered 6-8 characters. Use of alphanumeric & special character passwords are encouraged. (Ex: abc123!@).

Do **NOT** give your passwords to anyone for any reason....EVER!
Do **NOT** write your passwords on a post-it note and tape to your monitor.

Reminder: You are responsible for any activity associated with your username.

CURRENT EVENTS

- Audit Committee Meetings were held on August 15, 2011 and September 19, 2011; Agenda/Minutes for both meetings can be found on Internal Audit's Webpage and Intranet page.
- Next Audit Committee Meeting is currently scheduled for October 17, 2011.
- Don't Forget! The following training opportunities are always available on the intranet.
 - ▶ Cash Handling Training
 - ▶ "Red Flag Rules" Training
 - ▶ Fraud Training
- The Finance Department's Fixed Asset Audit Report was released on September 30, 2011 and is located on the Intranet.
- Fraud Fact: An organization, on average, loses 5% of its annual revenues to Fraud.
- Do you have any ideas for areas of improvement? Let us know!