



State Auditor of Alabama
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MEMORANDUM

TO: All State Department Heads, Agency Directors,
Boards, Bureaus, Units or Subdivisions

FROM: Samantha "Sam" Shaw *SSS*
State Auditor

DATE: August 20, 2009

SUBJECT: Personal Property located outside the
State of Alabama and Media Sanitization

The State Auditor's Office has instituted two new Policy Statements for the use of Personal Property located outside the State of Alabama and Media Sanitization. These policies have become necessary in order to maintain security and accountability for all state assets.

Policy Statement 401-A will require that any agency loaning equipment out will provide all expenses to the State Auditor's Office in an effort to audit and account for state owned property on loan.

Policy Statement 402-A is provided in order to protect all state entities from breaching computerized data. Prior to reuse, all electronic media shall be cleared to effectively deny access to previously stored information.

Our goal is simple; when the above policies are followed it benefits not only state government but everyone living in Alabama. Please contact my office should you have additional questions at 334-242-7010.