

	<p style="text-align: center;">Department of Human Services Online Directives Information System</p>	<p style="text-align: right;">Index: Revised: Next Review:</p>	<p style="text-align: right;">POL1905 03/06/2024 04/01/2026</p>
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SUBJECT: STORAGE AND PROTECTION OF INTERNAL AUDIT AND COMPLIANCE UNIT RECORDS

POLICY:

Maintenance and Storage

The policy of the Department of Human Services (DHS) is to ensure that when not in use, all internal audit records, electronic and/or paper, will be secured in locked cabinets within a controlled access area which will be restricted to the authorized Office of Inspector General, Internal Audit and Compliance (OIG-IAC) personnel in the performance of their official duties.

Destruction of Internal Audit Records

When OIG-IAC records are no longer required, they will be destroyed to preclude access by unauthorized persons. The OIG-IAC Director will coordinate the destruction of records which will be performed securely in accordance with applicable laws.

Protection of Internal Audit Records during a Natural or Man-Made Disaster

In the event of a natural or man-made disaster, the OIG-IAC Director will ensure that all records maintained by OIG-IAC are secured and not in danger of being damaged, destroyed, or removed. The OIG-IAC Director's responsibilities in the event of such disasters include:

Ensuring that all records maintained by OIG-IAC are secured and not in danger of being damaged or destroyed during civil unrest or natural disaster.

Taking the necessary steps to ensure that all OIG-IAC records remain secured on-site, or are removed to another location where they can be secured until the records can be returned and secured within the Office of Inspector General.

Immediately notifying the Inspector General (IG) and/or Deputy IG of any potential threat to the safety and security of OIG-IAC records.

A. Authority

[O.C.G.A. § 50-18-90](#) et seq.

B. References

Georgia Records Act

C. Applicability

This policy is applicable to the Office of Inspector General, Internal Audit.

D. Responsibilities

1. The Office of Inspector General, Internal Audit and Compliance (OIG-IAC) Director is responsible for oversight of POL1905.
2. The OIG-IAC Director issues and updates procedures to implement this policy.

E. History

Replaces POL1905, last reviewed 03/06/24.

F. Evaluation

The OIG-IAC Director evaluates this policy continuously by:

1. Completing assessments of these procedures.