



November 26, 2013

**RECEIVED**  
EXECUTIVE CORRESPONDENCE

Honorable Thomas DiNapoli  
Comptroller  
110 State Street  
Albany, NY 12236

DEC 06 2013  
OFFICE OF THE STATE COMPTROLLER  
THOMAS P. DINAPOLI  
COMPTROLLER

Dear Comptroller DiNapoli:

In accordance with Section 170 of the Executive Law, this letter is the University at Albany's 90-day response showing the actions taken to address the recommendations contained in the Office of the State Comptroller's (OSC) Audit Report on Disposal of Electronic Devices (OSC audit report 2012-S-40). Our update on actions taken in response to the specific recommendations follows.

Recommendations

1. Reinforce policies and procedures to ensure that all information is removed from electronic devices prior to authorizing the equipment for surplus.

*Implemented. The University at Albany has taken the following steps in an effort to implement this recommendation:*

- *Retrained the department where each of the computers cited in this audit originated on the procedures and process for removing all data from an electronic device prior to declaring it surplus;*
- *Initiated a campus-wide information and education program regarding University data security policies including, but not limited to:*
  - *Not storing any data directly on a desktop or laptop computer hard drive;*
  - *Only saving personal, private or sensitive information (PPSI) on the University information system when absolutely necessary and part of an employee's job duties;*
  - *Never storing or transporting PPSI on a portable electronic storage device such as a thumb drive or external hard drive;*
  - *Current University policies regarding the need to encrypt any University information stored on a laptop computer.*

*In addition, these data security items have been added to the University Internal Control review and testing program to help insure compliance by University departments and employees.*

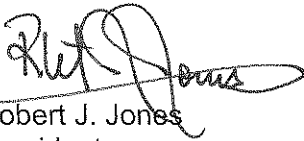
- *Is developing and implementing a centralized and more dependable process for securing, evaluating and removing information from all desktop and laptop computers being reassigned within the University or made available as surplus.*

2. Ensure that all data on laptop computers is encrypted.

*Implemented. The University currently has policies in place requiring that all data stored on laptop computers be encrypted. However, as stated above, the University is undertaking a significant information and education program to inform University and affiliated entity employees about these and other University data security policies. In addition, a review of the compliance with these policies has been added to the University Internal Control Review and Testing program.*

Thank you for this opportunity to provide an update on University at Albany efforts in responding to the findings in this OSC audit. If you have any questions regarding this 90-day response, please feel free to contact me at 518-956-8010.

Sincerely,



Robert J. Jones  
President

Copy: Mr. Abbott, SUNY  
Mr. Beditz, University at Albany  
Mr. Walser, University at Albany  
Mr. Wilcox, University at Albany