



MISSISSIPPI

JONES COUNTY BOARD OF SUPERVISORS

P. O. BOX 1468
LAUREL, MS 39441

Telephone: (601) 428-3139
Fax: (601) 399-4727

INFORMATION SYSTEMS MANAGEMENT REPORT

Stacey E. Pickering, State Auditor
Office of the State Auditor
State of Mississippi
P. O. Box 956
Jackson, MS 39205-0956

May 16, 2014

Dear Mr. Pickering:

The State of Mississippi Department of Audit conducted an audit of the Information Systems general controls of our county was completed on April 9, 2014. During this assessment a few exceptions were noted and will be addressed as follows:

Significant Deficiencies

1. **Jones County should create a rotation of backups offsite.**

Response: Jones County will comply.

Corrective Action Plan: Jones County will store the backup tapes in a safe deposit box at Trustmark Bank. The tapes will be maintained in safekeeping to ensure recovery of information should it be necessary that required recovery or problems in reading recovery tapes are experienced.

2. **Jones County should establish and test a disaster recovery process.**

Response: Jones County will comply.

Corrective Action Plan: Jones County will implement a disaster recovery process to ensure that the County's information systems can be restored in a timely manner. Also, Jones County will continue to routinely back up data files and programs and restore these files and programs as part of a formal, documented disaster recovery exercise.

It has been determined that county personnel will be responsible to ensure that a daily backup is completed for each day's work. County employees Debbie Knotts, Lucille Holifield and Carol Brownlee will be responsible for storing the tapes in the safe deposit box. The types of backups needed will be determined and a schedule will be created to ensure that these backups are performed timely.

Jones County will create and implement a disaster recovery plan that will document procedures to be followed during an emergency. Employees will be made aware of their responsibilities in the event of a disaster. This plan will be stored in a safe, accessible location and will be updated as necessary.

3. **Jones County should implement a formal information security policy.**

Response: Jones County will comply.

Corrective Action Plan: Jones County will adopt a formal information security policy or enterprise security plan to reduce the risk of a breakdown of basic security practices in the area of application security, LAN/WAN security, management of the security application and internet protocol.

V. **Control Deficiencies**

4. **Jones County Should strengthen passwords.**

Response: Jones County will comply.

Corrective Action Plan: Jones County will improve its password strength by changing password parameters to comply with password management best practices and industry standards.

5. Jones County should expire all individual's passwords on a periodic basis.

Response: Jones County will comply.

Corrective Action Plan: A policy will be created and implemented to insure that passwords are expired on a regular basis. Also, access reviews for information assets will be conducted on a periodic basis and documentation will be signed by the person conducting the review and will retain this information for the auditors.

6. Jones County needs to replace obsolete computer hardware and software.

Response: Jones County will comply.

Corrective Action Plan: Jones County will develop a plan to replace the operating systems, applications, and hardware where necessary that is associated with lack of support from vendors as soon as possible.

Should you have any additional questions, please do not hesitate to contact us.

Sincerely,



Andy Dial
President