

May 17, 2007

MEMORANDUM TO: Luis A. Reyes
Executive Director for Operations

FROM: Stephen D. Dingbaum **/RA/**
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: EVALUATION
OF PERSONAL PRIVACY INFORMATION FOUND
ON NRC NETWORK DRIVES (OIG-06-A-14)

REFERENCES: DIRECTOR, OFFICE OF INFORMATION SERVICES
MEMORANDUMS DATED DECEMBER 20, 2006,
AND MAY 9, 2007.

AUDIT LIASON, OFFICE OF THE EXECUTIVE
DIRECTOR FOR OPERATIONS E-MAILS DATED
MARCH 23, 2007 AND MARCH 28, 2007.

Attached is the Office of the Inspector General's (OIG) analysis of recommendations as discussed in the agency's responses dated December 20, 2006, and March 23 and 28, 2007. Based on these responses, recommendations 2 and 4 are closed. Recommendation 3 is resolved. Recommendation 1 was previously closed. Please provide an update on the status of these recommendations by September 4, 2007.

If you have questions or concerns, please call me at 415-5915.

Attachment: As stated

cc: V. Ordaz, OEDO
M. Malloy, OEDO
P. Tressler, OEDO

Audit Report

EVALUATION OF PERSONAL PRIVACY INFORMATION FOUND ON NRC NETWORK DRIVES (OIG-06-A-14)

Status of Recommendations

Recommendation 2: Remind employees that files on network drives may be viewed by other network users and that personal privacy information should not be posted on network drives unless access to that information is appropriately restricted to users with a “need to know.”

Response dated
December 20, 2006: On June 22, 2006, Yellow Announcement No: 039, subject: Safeguarding Personal Privacy Information was issued. This announcement informed all NRC employees and on-site contractors that the agency does not recommend placing information about individuals on a shared network drive, such as the G, R, or S drives. The announcement also stated that if employees find it necessary to place information about individuals on a shared network drive, they must institute access controls. A copy of this announcement is enclosed.

OIG Response: The corrective action addresses the intent of this recommendation. This recommendation is therefore closed.

Status: **Closed.**

Audit Report

EVALUATION OF PERSONAL PRIVACY INFORMATION FOUND ON NRC NETWORK DRIVES (OIG-06-A-14)

Status of Recommendations

<u>Recommendation 3:</u>	Develop policies and procedures for reviewing network drives for the presence of personal privacy information.
Response dated December 20, 2006:	The NRC is in the process of reviewing all network shared drives to determine if personally identifiable information (PII) is needed, and if so, restrict access to need to know; if not, to remove it. The estimated completion date is March 31, 2007, due to the unexpected high volume of files that require manual review.
Response Dated March 28, 2007:	The revised due date, approved by OEDO, is August 31, 2007. OIS is working with the Shared Drive Task Force members to develop policies and procedures for reviewing network drives for the presence of PII. OIS is evaluating Task Force input regarding the periodicity and the preferred method (contractor vs. NRC staff) for reviewing shared drives and researching options related to using contractor assistance to perform future reviews. OIS will be preparing a proposal for both the Task Force and OEDO consideration, and then develop policies and procedures for implementing the agreed-upon approach. The revised due date will allow for the policies and procedures to be finalized and issued by the EDO.
OIG Response:	The proposed corrective action addresses the intent of this recommendation. This recommendation will be closed when OIG verifies that the agency has developed and implemented policies and procedures for reviewing network drives for the presence of personal privacy information.
Status:	Resolved.

Audit Report

EVALUATION OF PERSONAL PRIVACY INFORMATION FOUND ON NRC NETWORK DRIVES (OIG-06-A-14)

Status of Recommendations

Recommendation 4: Conduct an immediate review of all network drives for the presence of personal privacy information and remove any information that should not be posted on a network drive unless access to that information is appropriately restricted to users with a “need to know.”

Response dated
December 20, 2006:

On June 21, 2006, the Deputy Executive Director for Information Services and Administration (DEDIA) directed each office to review data generated or stored on shared drives for personal privacy information. The DEDIA asked that Office Directors (ODs) and Regional Administrators (RAs) report any instances in which personal privacy information generated or stored by their office was available to individuals without a need to know. On September 14, 2006, the Director, OIS sent an e-mail to the ODs and RAs extending the due date of the reporting requirement. The extension was necessary due to the fact that the volume of files that required review greatly exceeded the initial estimates. It is estimated that the search of shared drives will be completed by March 31, 2007.

Response dated
March 23, 2007:

The revised due date, approved by OEDO, is May 15th, 2007. To date all but one NRC office has completed this review. The remaining office needs additional time to complete this review and remove any PII found. The review should be completed by April 30, 2007, and then OIS will be able to prepare a memo to OIG documenting completion of the corrective actions.

Response dated
May 9, 2007:

As of April 18, 2007, searches of agency shared drives for PII were completed. All pii that was identified was either removed from the shared drives or access to it was restricted to individuals with a “need to know.” We consider this recommendation closed.

Audit Report

EVALUATION OF PERSONAL PRIVACY INFORMATION FOUND ON NRC NETWORK DRIVES (OIG-06-A-14)

Status of Recommendations

OIG Response: The proposed corrective action addresses the intent of this recommendation. This recommendation is closed since the review has been completed.

Status: **Closed.**