



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. CTAS: Important Message for CTAS Users

Some CTAS users have run into a problem after installing Version 7.0 of CTAS by going back into Version 6. You can take steps to avoid corrupting Version 7 after you install the new version; once you install CTAS Version 7, never go back into Version 6 as this will corrupt Version 7.

OSA staff is happy to assist you to avoid the problem. For more information or assistance, please contact Mark Albarado at 651-282-6114 or e-mail: mark.albarado@state.mn.us.

2. Training: OSA Annual Conference

The Office of the State Auditor's Annual Conference provides an opportunity for professional training for those working with local government finances. The OSA Annual Conference will be held on Wednesday, January 27, 2010 at the Crowne Plaza Hotel Minneapolis North in Brooklyn Center. Topics will include ARRA and the Single Audit, legal compliance, the red flags of fraud, and preparing for an audit. More information, including links to the agenda and the registration form, can be found at:

<http://www.auditor.state.mn.us/default.aspx?page=trainingopportunities>.

3. Available: Summary Budget Reporting Forms for Cities and Counties

The Office of the State Auditor's 2010 Summary Budget Reporting Forms are now available for cities and counties. The forms can be accessed at:

<https://www.auditor.state.mn.us/safes/login.aspx>.

4. Released: Pension Newsletter & TIF Newsletter

Pension Newsletter

The December **Pension Newsletter** contains updates on the Volunteer Fire Relief Association Working Group and state aid certification, as well as information about the Minnesota State Deferred Compensation Plan and reminders for the 2009 Schedule Form and Statements of Economic Interest.

To view the complete newsletter, go to:

<http://www.auditor.state.mn.us/default.aspx?page=pensionDocs>.

TIF Newsletter

The December **TIF Newsletter** contains information on the 2009 TIF Market Value Homestead Credit and clarifications on what is to be included in a TIF plan. To view the complete newsletter, go to:

<http://www.auditor.state.mn.us/default.aspx?page=tifDocs>.

5. Avoiding Pitfalls: Security for Portable Computing and Media Devices

Notebook computers, USB flash drives, and other removable media devices are often used outside a secure network environment, which makes them particularly susceptible to loss. As a result, extra care needs to be taken to protect the devices and any "not public" data contained on them.

All computers should be secured with a strong password. To protect both the data and the computer equipment, the following security measures should also be considered:

- Government data should not be stored on personal computers, personal USB flash drives, and other similar personal equipment.
- "Not public" data should only be stored on a notebook computer or removable media device when there is a business need.

- Data stored on a notebook computer or a removable media device should be strongly encrypted.
- When removable media are no longer in use, they should be securely destroyed.
- When disposing of computers, the hard drives should be securely erased.
- Cable locks should be used for all computers except while in transit.
- Computers should never be left in an unattended vehicle.

The Minnesota Office of Enterprise Technology's security policy for portable computing devices can be found at:

http://www.state.mn.us/mn/externalDocs/OET/Portable_Computing_Devices_Policy_200604_122706031624_Portable_Computing_Devices.pdf.

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