# COUNTY OF PLACER

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OFFICE OF
AUDITOR-CONTROLLER


October 31, 2016

Ms. Lori Walsh
Director of Human Resources
County of Placer
145 Fulweiler Ave., Suite 200
Auburn, CA 95603

Re: "VW" Document Types Review

Dear Ms. Walsh:

The Internal Audit Division of the Auditor-Controller's Office performed a review of confidential "VW" document types generated by County Departments during the period from January 1, 2015 through December 31, 2015. Confidential "VW" documents are those that contain "personal information" as deemed by the California Civil Code Section 1798. The term "personal information" means any information in any record about an individual that is maintained by an agency, including, but not limited to, his or her education, financial transactions, medical or employment history.

The purpose of this review was to determine whether adequate internal controls exist to provide reasonable assurance that document type "VW" is used appropriately, "VW" payments are properly authorized, documentation is adequately retained and supports the payment and sensitive information is not being submitted to our office, in accordance with County policy.

Based on our review, internal controls over document type "VW" are operating as designed within the Human Resources Department. We appreciate the Department staff's courtesy and cooperation throughout the course of this review.

Respectfully,

Nicole C. Howard, CPA
Assistant-Auditor Controller

cc: Judy LaPorte, Assistant Director of Human Resources
Casey High, Senior Administrative Services Officer
Placer County Audit Committee


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