



## COUNTY OF PLACER

## OFFICE OF AUDITOR-CONTROLLER

ANDREW C. SISK, CPA  
Auditor-Controller  
E-mail: [asisk@placer.ca.gov](mailto:asisk@placer.ca.gov)

NICOLE C. HOWARD, CPA  
Assistant Auditor-Controller  
E-mail: [nhoward@placer.ca.gov](mailto:nhoward@placer.ca.gov)

June 28, 2021

Ms. Karin Schwab, County Counsel  
Placer County Counsel's Office  
175 Fulweiler Avenue  
Auburn, CA 95603

Re: Countywide Confidential Documents Review

Dear Ms. Schwab:

The Internal Audit Division of the Auditor-Controller's Office performed a Countywide Confidential Documents Review. Specifically, we reviewed the confidential documents maintained by the County Counsel's Office (Office) during the period from July 1, 2019 through June 30, 2020.

Confidential documents are those that contain "personal information" as deemed by the California Civil Code Section 1798. Pursuant to Section 1798.3, the term "personal information" means "any information that is maintained by an agency that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history. It includes statements made by, or attributed to, the individual."

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

Based on our review, internal controls over confidential documents are operating as designed within the Office. We appreciate the Office staff's courtesy and cooperation throughout the course of this review.

Respectfully,

Nicole C. Howard, CPA  
Assistant-Auditor Controller

cc: Brett Holt, Chief Deputy County Counsel, County Counsel's Office  
Linda Rodriguez, Administrative and Fiscal Officer II, County Counsel's Office  
Placer County Audit Committee