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## DAVID/DAVE Audit

**Below is a guide to be used to conduct your agency's annual audit and prepare the annual affirmation statement. The questions are taken directly from Section IV B and Section V of the MOU between your agency and the Department of Highway Safety & Motor Vehicles (DHSMV). When completed, please sign the annual affirmation and return it to DHSMV by mail. We must have the original signed affirmation.**

1. Has your agency conducted quarterly quality control reviews to ensure all current users are appropriately authorized?
2. Have all personnel with access to the information been instructed on their understanding of the confidential nature of the information?
3. Are confidential acknowledgements being maintained in a current status?
4. Have all personnel with access to the information been instructed on their understanding of the criminal sanctions that are specified in state law for unauthorized use of the data?
5. Are criminal acknowledgements being maintained in a current status?
6. Has your agency assigned, sub-contracted, or transferred any rights, duties, or obligations under the MOU without the consent and approval of DHSMV?
7. Has any information exchanged as a result of the MOU been used for any purpose not specifically authorized?
8. Is the information exchanged by electronic means stored in a physically secure location?
9. Is access to the information exchanged protected in such a way that unauthorized persons cannot review or retrieve the information?
10. Is your agency updating user access permissions upon termination or reassignment within five working days?
11. Is your agency immediately updating user access permissions upon discovery of negligent use, improper use, unauthorized use or unauthorized dissemination?
12. Has your agency had any misuse in the last twelve months?

13. If agency has had misuse in the last twelve months, has it been reported to DHSMV?

14. Randomly select ten users (if you have less than 10 users, select all users) and run an audit report for a randomly selected week. Look for any misuse, including, but not limited to reason codes, running siblings, spouses, ex-spouses, celebrities, and political figures. Look at the times of day the data was accessed. Was it before or after the person's regular shift? Look for repeated runs of the same individual, and look for unexplained access to the Emergency Contact Information.

List the names of the ten users below that you ran an audit on.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_