



Office of the City Auditor Policies and Procedures

Number: 3.7.3	Title: Maintaining and Updating the Follow-up Database	
Original Date:	Revision Date:	Approved By:
07/09/1996	06/24/2003	<i>Stephen T. Boyd</i>

I. Policy

The OCA TAS database administrator will be responsible for maintaining the recommendations database. The OCA support staff will be responsible for updating the database.

II. Purpose

The purpose of this policy is to maintain the integrity of the recommendations database.

III. Definitions

None

IV. Procedures/Responsibilities

- A. The support staff will be responsible for:
 1. Adding new recommendations to the database.
 2. Providing timely reports to auditors needing information from the database.
 3. Reporting information on new reports and recommendations to the City Manager's database administrator.
- B. The TAS administrator will be responsible for maintaining the integrity of the database and making any programming changes to the system.
- C. Each audit team will be responsible for:
 1. Testing the implementation of recommendations from prior audits which have an impact on current audit objectives.
 2. Reporting status of the results of testing to the OCA support staff to enter into the OCA database and forward to the City

Manager's database administrator for incorporation into the follow-up database.