

MEMORANDUM

TO: DSS Performance Management/Security Access Review Manager

FROM: **INSERT DSS COUNTY SECURITY OFFICIAL INFORMATION**

SUBJECT: Quarterly State DSS System Access Control

DATE: **INSERT DATE**

In accordance with the North Carolina Statewide Information Security Manual, DHHS performs regular access control reviews of all systems handling the State's data. Access shall be controlled by the following:

- User profiles that define roles and access
- Documented review of standard users' rights
- Documented review of administrator user accounts every 3 months
- Revocation upon termination of employment

To ensure compliance, DHHS has determined it necessary to conduct complete access control reviews of all administrator users on a quarterly basis, and non-administrator users on an annual basis (it is suggested that supervisors conduct these reviews as part of employees' annual performance review).

The **INSERT COUNTY DSS NAME** understands this requirement and certifies that **all system administrator access** has been appropriately reviewed for the reporting period of **INSERT REVIEW PERIOD AND YEAR**, with the following outcome:

- All employees on the report have appropriate access.
- There were employees on the report who had inappropriate access and action has been taken for correction. All inappropriate access has been terminated.

This memo will be kept on file with the [DSS Security Access Review Manager](#).

Form completed by: **INSERT NAME & TITLE HERE**