

# Polk State College Procedure

Subject	Reference	Date	Number
Assurance of Data and Communications Integrity and Accuracy		03/15/16	6090

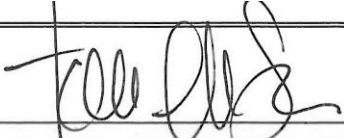
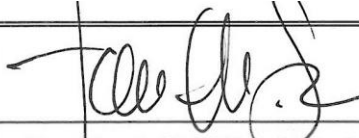
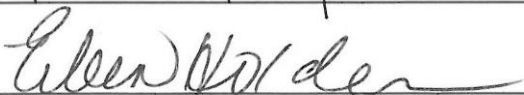
I. Purpose

Polk State College is committed to a culture of integrity and assurance that all documents and transactions are truthful, accurate, and properly authorized.

II. Procedures

- A. The following principles shall be applied to ensure data integrity:
  - a. Data models must contain controls to ensure that data is synchronized and reconciled within and between operating units.
  - b. Reasonable methods are in place to ensure that our systems are secure, stable, reliable, responsive, and accessible.
  - c. Transactions are recorded correctly, can be easily retrieved, and are safeguarded from improper alteration or unauthorized access.
  - d. No one individual should be allowed complete control over all key processing functions including recording or authorizing transactions. A second person should be assigned to review work for accuracy, timeliness, and honesty.
- B. The following principles shall be applied to ensure communications integrity:
  - a. Communication models must contain controls to ensure that communications are synchronized and reconciled with and between operating units.
  - b. Communications are reliable and responsive.
  - c. All administrative communications for external release outside of the college shall be reviewed and approved by the supervisor of the person creating the communication, and cleared through the Office of Communications and Public Affairs as appropriate, before release. Other administrators whose responsibilities are affected by the communication should be apprised.
  - d. Copies of all administrative communications shall be retained in accordance with the Florida Public Records Act and the appropriate records retentions schedule.

History: Adopted: March 15, 2016

	4/6/16		4/6/16
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			4/11/16
President's Approval			Date