



TOWN of LANSING

"Home of Industry, Agriculture and Scenic Beauty"

PO Box 186
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August 15, 2022

Office of the State Comptroller
Binghamton Regional Office
44 Hawley Street, Suite 1702
Binghamton, NY 13091

Town of Lansing Corrective Action Plan for Information Technology Audit

Unit Name: Town of Lansing

Audit Report Title: Town of Lansing Information Technology

Audit Report Number: 2022M-66

The Town of Lansing would like to thank all involved in the Information Technology Audit in 2022. We appreciate your consideration and the insight this has given our leadership into our Information Technology operations. The Town has already been able to take several steps to increase security and minimize vulnerabilities in our IT policies and practices. We have also used the recommendations provided in the audit findings to develop a Corrective Action Plan that addresses security concerns.

For each recommendation included in the audit report, the following is our corrective action(s) taken or proposed:

Audit Recommendation:

Review user access on a routine basis and disable unnecessary network user accounts in a timely manner.

Implementation Plan of Action(s):

Effective immediately, the IT Department will review network user accounts and disable any found to be unnecessary on a monthly basis.

Audit Recommendation:

Develop and adopt adequate written IT policies.

Implementation Plan of Action(s):

The Town's IT Department is currently composing a new, updated IT policy which will be presented to the Town Board for approval by October 1, 2022. Upon adoption, the IT department will oversee policy disbursement and verify that all employees read the policy and sign an acknowledgement of understanding. The policy will be included in the updated Employee Handbook to be finalized in 2023.

Audit Recommendation:

Require periodic IT security awareness training for personnel who use Town IT resources.

Implementation Plan of Action(s):

Effective immediately, IT security awareness training will be offered to appropriate employees by the IT Department. Once completed, employees and their respective Supervisor or Department Head must sign an acknowledgement of training and give to the IT Department.

We would like to thank the Office of the State Comptroller again for your consideration in this matter. We appreciate the opportunity to address any concerns and to continue to develop best practices for the policies and procedures undertaken by Town employees and officials.

Sincerely,

Edward J. LaVigne
Town Supervisor