

## DATA SYSTEM EVALUATION FORM

AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_

CRITERIA	SATISFIED?		NOTES
<b>SYSTEM SECURITY</b>			
The PC has a screen saver or logs off after a period of time if no activity.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial	<input type="checkbox"/> No <input type="checkbox"/> NA	
The data entry point is away from client view or in a private office.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial	<input type="checkbox"/> No <input type="checkbox"/> NA	
System must be in a lockable area.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial	<input type="checkbox"/> No <input type="checkbox"/> NA	
Protocol for maintaining security of data entry points verified.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial	<input type="checkbox"/> No <input type="checkbox"/> NA	
Performed on-site verification of user rights.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial	<input type="checkbox"/> No <input type="checkbox"/> NA	
Logons must have unique passwords.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial	<input type="checkbox"/> No <input type="checkbox"/> NA	
Backup of accounting data is performed on a regular basis.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial	<input type="checkbox"/> No <input type="checkbox"/> NA	
Backup is stored off site.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial	<input type="checkbox"/> No <input type="checkbox"/> NA	

COMMENTS: \_\_\_\_\_

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