



ERIE COUNTY COMPTROLLER  
HON. STEFAN I. MYCHAJLIW

March 3<sup>rd</sup>, 2016

Michael C. Breeden, Chief Information Officer  
Division of Information and Support Services  
95 Franklin St., Room 1500A  
Buffalo, NY 14202

**Re: Audit of the backup procedures followed by the Div. of Information and Support Services**

Dear Mr. Breeden,

The Erie County Comptroller's Office, Division of Audit and Control will commence an audit of the Division of Information and Support Services (DISS) for the period March 1<sup>st</sup>, 2015 through February 29<sup>th</sup>, 2016.

Our audit will look to verify that adequate steps are taken to minimize potential damage to and disruption of critical information systems with a primary focus on procedures followed to backup critical data.

We would like to hold an entrance conference with you and members of your staff on Thursday, March 10<sup>th</sup> to review the audit procedures. A member of our staff will contact you shortly to confirm the exact time and location of this meeting. At the meeting we will discuss

- preliminary documents needed;
- working hours and location;
- access to records;
- contact personnel with whom we will be working with; and
- a walk through of the process.

It is our intention to commence field work shortly after the completion of the entrance meeting. Should you have any questions, please feel free to contact me at 858-8843 or via email at [scott.kroll@erie.gov](mailto:scott.kroll@erie.gov).

Sincerely

Scott W. Kroll  
Deputy Comptroller - Audit

cc: Hon. Mark C. Poloncarz, County Executive  
Hon. Erie County Legislature  
Robert W. Keating, Director, Budget and Management  
Erie County Fiscal Stability Authority