



**DIVISION OF INSPECTOR GENERAL**  
**Grant Maloy, Clerk of the Circuit Court and Comptroller**  
**Seminole County, Florida**

November 15, 2022

To: The Honorable Grant Maloy Clerk of the Circuit Court and Comptroller

We have completed an audit of the Driver and Vehicle Information Database (known as DAVID). The purpose of the audit was to determine compliance with the Memorandum of Understanding (MOU) between the State of Florida Motor Vehicle Department and the Seminole County Clerk of the Circuit Court and Comptroller (HSMV-0395-18) dated Jan 9, 2018.

The audit was conducted in accordance with the International Standard for the Professional Practice of Internal Auditing and the Principles and Standards for Offices of Inspector General

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bill Carroll".

Bill Carroll, CPA, CFE, CIG, CIGA  
Inspector General  
Division of the Inspector General

Approved by:

A handwritten signature in blue ink, appearing to read "Grant Maloy".

Honorable Mr. Grant Maloy  
Clerk of the Circuit Court and Comptroller  
Seminole County

**AUDIT OF DAVID  
DRIVER AND VEHICLE INFORMATION DATABASE**

**REPORT NO. 111522**

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Audit of DAVID  
Driver and Vehicle Information Database  
Report No. 111522

**GRANT MALOY**  
**CLERK OF THE CIRCUIT COURT AND COMPTROLLER**

William Carroll, CPA, CFE, CIG, CIGA  
Inspector General Auditor



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## *Executive Summary*

*The following Executive Summary provides a high-level synopsis of: 1) why the audit was performed; 2) the audit objectives, and; 3) the results of the audit.*

### **Why was the audit performed?**

On June 1, 2018, the Office of the Seminole County Clerk of the Circuit Court and Comptroller entered into a Memorandum of Understanding (MOU) with the Florida Highway Safety and Motor Vehicles (HSMV). This audit was performed to determine compliance with the terms of the agreement.

### **What are the objectives for the audit?**

The objective of the audit was to determine if the Clerk's internal administrative controls are designed to protect personal data accessed through the DAVID. Also, to determine compliance with the terms and conditions of the MOU.

### **What were the results of the audit?**

The internal administrative controls over access to DAVID are adequate and in compliance with the MOU. Also, we tested and reviewed all of the employee access reports and verified that the inquiry dates and times were within normal business hours and reference was made that the inquiry was related to a specific court related function. We also verified that there were no inquiries being made on self, relatives, celebrity, or political figures.



## *Background*

The Drivers and Vehicle Information Database (DAVID) is a database that is maintained by the Department of Highway Safety and Motor Vehicles (DHSMV). It contains all of the driver's license and motor vehicle information.

The Clerk's Office signed a memorandum of Understanding (MOU) with the DHSMV on January 9, 2018. This authorizes just a few Clerk employees to use DAVID for official Clerk of Court business.

Under the agreement, the Point of Contact (POC) for the Clerk's Office is the Courts Director. The POC assigns access to only a few employees who are in positions that require specific information from the database. In addition, a key internal control is that the POC monitors on a Quarterly basis for any unauthorized access and uses of the database; and completes a Quarterly Audit Report.

Copies of access report listings for each of the employees have been provided to the Division of Inspector General for our audit for possible misuse. The report listings are from September 2020 through September 2022.

## *Audit Objective*

The objective of the audit was to determine if the Clerk's internal administrative controls are designed to protect personal data accessed through the DAVID. Also, to determine compliance with the terms and conditions of the MOU.

The audit was conducted in accordance with the International Standard for the Professional Practice of Internal Auditing and the Principles and Standards for Offices of Inspector General. It included tests of records and other auditing procedures, as we considered necessary in the circumstances.

## *Scope and Methodology*

The scope of the audit was specifically to analyze reports of employee queries to determine if DAVID information was obtained for a legitimate court related purpose. We reviewed the activity for all of the authorized users from September 2020 to September 2022.

We audited for the following requirements:

- Internal administrative controls limit access to specific uses;
- Inquiry dates and times are within normal business hours;
- Reference is made to document that inquiry is related to a specific court related function;
- No inquiries are being made on self, relatives, celebrity, or political figures; and,
- Access inquiries are being monitored by the POC.

## *Overall Evaluation*

The internal administrative controls over access to DAVID are adequate and in compliance with the MOU. Also, we tested and reviewed all of the employee access reports and verified that the inquiry dates and times were within normal business hours and reference was made that the inquiry was related to a specific court related function. We also verified that there were no inquiries being made on self, relatives, celebrity, or political figures.

As an additional internal control, access to DAVID are being audited each quarter by the POC to provide added assurance that all inquiries into the system are for official Clerk of Court business. Only those employees that require specific court related matters have been authorized access by the POC. Our audit found that the Clerk's Office has adequate internal policies and procedures to protect personal data provided by the DHSMV and there is sufficient safekeeping controls over the distribution, use, modification, and disclosure of DHSMV data.