



Louisville Metro Government Office of Internal Audit

The Office Of Internal Audit Engagement Request Form

Date Request Submitted	11/22/22
1. Requestor Name	Council President David James, Council Member Brent T. Ackerson, Council Member Jecorey Arthur
Please note: Internal Audit requests from Department Directors will be shared with the Mayor's Office and may be subject to approval from the Mayor's Office, if the request is intended to be from the Mayor's Office , as a whole. Internal Audit requests from Metro Council Members will be shared with the Metro Council President's Office and may be subject to approval from the President's Office or by way of a Resolution, if the request is intended to be from the Metro Council Office , as a whole.	
2. Requestor Department	Metro Council
3. If your department is not listed in the department drop-down box, please provide your department name here.	
4. What Type of Engagement is Desired (see definitions below)?	Assurance
5. Is this request for a Financial Impact Analysis?	no
6. Department to be Reviewed	Police
6a. Business Processes to be reviewed	Records Retention Policy
7. Who is the Key Stakeholder for Process to be Reviewed?	LMPD, OMB
8. Time period to be Reviewed	Period beginning January 1, 2018 and continuing through the effective date of the Resolution requesting this Audit.
9. What Are Your Desired Objectives/Outcome of the Engagement? (The more information provided the better, as it will be helpful as we make a determination about the request.)	Desired objectives include determining chain of custody of LMPD Records; determine when Records Retention Schedules are reviewed and updated; determine the person or persons in charge of all processes related to LMPD ORR and Records Retention policies.



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10. What is Your Anticipated Completion Date for This Request?	Six to Eight Months.
11. Comments	

For OIA Use ONLY Approved by the Mayor Approved by Metro Council Request Accepted by the Office of Internal Audit Staff Assigned Budgeted Hours
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Definitions of Core Services

-Assurance - Reviewing operations, policies, and procedures to ensure that the appropriate control structure is in place and that business risks are considered.

-Consulting - Providing services to help address specific issues and concerns, which may not necessarily be high-risk, but do add significant value to clients.

-Information Technology - Ensuring that electronic information is processed as intended, data integrity is maintained, and the control structure is assessed.

-Integrity - Investigating allegations regarding employee misconduct and / or non-violent criminal acts involving Metro Government resources.