



## FINANCIAL OPERATIONS

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CHIEF FINANCIAL OFFICER

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To: CB\$ Administrators

From: Brandon Watson, Banking Director  
NC Department of State Treasurer  
3200 Atlantic Ave  
Raleigh NC, 27604

**Ref: Core Banking (CB\$) Online Access Review**

Per the North Carolina Department of Information Technology's Statewide Information Security Manual, "All computers that are permanently or intermittently connected to an agency's network shall have an approved credentials-based access control system." This policy includes a documented review of standard users' rights as well as a documented review of administrator use accounts every 3 months. In order to comply with this policy the North Carolina Department of State Treasurer (NCDST) is requiring all administrators of the Core Banking System to review their agency's users' access rights bi-annually and administrators quarterly. This is to ensure personnel changes have been accurately reflected in Core Banking System access. As the owner of the Core Banking System, the Financial Operations Division (FOD) of NCDST assigns individuals at each state agency as administrators for the Core Banking System who are then responsible for setting up their agency users. NCDST will make available a password protected list of all agency administrators in order for agencies to confirm or make changes to individuals serving as administrators.

In order to ensure compliance, NCDST has adopted a policy in which quarterly, random agency administrators will be contacted to submit proof of their review of Core Banking users. Proof of compliance is required within five business days of this request. Include changes made, if any, and any updates to your contact information. Your contact information will help us in future communications concerning Core Banking issues or changes. Agencies not selected for the random, quarterly audit should keep documented evidence of the reviews for three fiscal years from the end of the fiscal year for which the documentation was prepared if no litigation, claim, audit, or other official action involving the records has been initiated. A template certification form has been prepared for your use in documenting the review.

All resources are available at [NCTreasurer.com/fod/Pages/Core-Banking.aspx](http://NCTreasurer.com/fod/Pages/Core-Banking.aspx) under Core Banking Administrator Access Review.

If you have any questions please contact Jody Joyner or Malcolm Weekes.

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Thanks,

Brandon Watson