



December 18, 2020

Kimberly Gin, Coroner
Sacramento County Coroner
4800 Broadway
Sacramento, CA 95820

RE: CORI/III Mail Audit – CA0344200

Dear Coroner Gin:

During November 2020, Danielle Marchant, from the California Department of Justice (DOJ) conducted a mail audit of your agency's use of DOJ's Automated Criminal History System (ACHS) and the Federal Bureau of Investigation's (FBI) Interstate Identification Index (III) purpose code (PUR) use. The following are the results of the audit:

DOJ CORI

The audited record inquiries were for those ACHS records accessed for the months of June through August 2020. In addition, a review was conducted to determine compliance with the proper use of the routing data field (RTE).

- A random sample of 20 inquiries was selected and the "need to know" was verified by DOJ or your agency for each inquiry. We commend your **compliance** with the statutes and regulations governing access into ACHS.
- As mandated by DOJ, your staff is providing the requestor's name and case number or a reason for the request in the 30 character route field in the ACHS format. Your staff's proper use of the route field indicates an awareness of the importance of documenting the "need to know" when accessing ACHS. We commend your **compliance** with statutes and regulations governing the use of the RTE.

FBI III

The audited record inquiries were for those III records accessed for the months of June through August 2020.

- A random sample of one inquiry was selected and the proper use of the PUR was verified by DOJ or your agency for each inquiry. We commend your **compliance** with the statutes and regulations governing the use of the PUR.

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I would like to thank you for your assistance in conducting the audit. Your cooperation is appreciated.

If you have any questions or need any further information regarding the audit process, please feel free to contact Danielle Marchant at (916) 210-3064 or by email at Danielle.Marchant@doj.ca.gov.

Sincerely,

Michael Van Winkle

MICHAEL VAN WINKLE, Manager
Client Services Program – Database Audits Section
Justice Data and Investigative Services Bureau

For XAVIER BECERRA
Attorney General