



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
LANSING



SHANNON LOTT  
ACTING DIRECTOR

February 3, 2023

VIA E-MAIL

Rick Lowe, Chief Internal Auditor  
State Budget Office  
Office of Internal Audit Services  
111 South Capitol Avenue  
7<sup>th</sup> Floor, Romney Building  
Lansing Michigan 48933  
lower@michigan.gov

Dear Mr. Lowe:

In accordance with the State of Michigan, [Financial Management Guide, Part VII](#), enclosed is our final corrective action plan to address recommendations contained within the Office of the Auditor General report of the Department of Natural Resources, Michigan History Center.

If you have any questions regarding the corrective action plan, please feel free to contact me.

Sincerely,

Erik Eklund, Chief  
Finance and Operations Division  
517-284-5958

Enclosure

cc: Senate Committee on Natural Resources and Agriculture Members  
House Committee on Natural Resources, Environment, Tourism, and Outdoor  
Recreation Members  
Senate Appropriations Subcommittee on Agriculture and Natural Resources Members  
House Appropriates Subcommittee on Agriculture and Rural Development and Natural  
Resources Members  
Mr. Christopher Semrinec, Senate Fiscal Agency  
Mr. Austin Scott, House Fiscal Agency  
Mr. Doug Ringler, Office of Auditor General  
Ms. Maria Martinez, Executive Office of the Governor  
Ms. Shannon Lott, Acting Director, DNR  
Mr. Scott Whitcomb, Acting Natural Resources Deputy, DNR  
Ms. Kristin Phillips, Chief Administrative Officer, DNR  
Mr. Taylor Ridderbusch, Legislative Liaison, DNR  
Mr. Ed Golder, DNR  
Ms. Sandra Clark, DNR

Department of Natural Resources  
 Selected Stewardship Activities for Michigan’s Historical Artifacts and Archival Records  
 (751-2600-21)  
 Issued By OAG  
 November 10, 2022  
 Department Final Corrective Action Plan

**Summary Response Matrix**

	Complied	Will Comply	Partially Complied	Will Not Comply
Agrees		1, 2, 3, 4	5	
Partially Agrees				
Disagrees				

**Final Corrective Action Plan (CAP)**

Finding Number 1

Finding Title: Improvement needed to help ensure fluctuations in temperature and relative humidity are addressed and minimized in Michigan History Center’s (MHC) artifact and archival record storage environments

Related IT system, if applicable: N/A

**Department Response**

A comprehensive CAP includes the elements below:

Management Views: Agree

Planned Corrective Action and Milestones (Management Response):

DNR will comply. Corrective action steps that have been or will be implemented include:

- DNR is establishing regular monitoring meetings to review and report any temperature and humidity fluctuations that persist for two consecutive months. *Planned completion date of 3/1/2023.*
- DNR is currently developing a reporting procedure to notify Department of Technology, Management and Budget (DTMB) facilities staff of HVAC abnormalities and create a corrective action plan. *Planned completion date of 5/1/2023.*

Anticipated Compliance Date: 6/1/2023

Responsible Individual: Mark Harvey, State Archivist

Finding Number 2

Finding Title: Strengthened policies needed to help ensure regular inventories of historical artifact collections

Related IT system, if applicable: Argus

**Department Response**

A comprehensive CAP includes the elements below:

Management Views: Agree

Planned Corrective Action and Milestones (Management Response):

DNR will comply. Corrective action steps that have been or will be implemented include:

- DNR will revise and/or develop new processes in the museum collections management plan for regular inventories of historical artifact collections, including establishing consistent methods of documenting artifacts inventoried, resolution of discrepancies, and updating of the Argus records. *Planned completion date of 4/30/2023.*
- DNR is establishing and implementing a multi-year rotating schedule to ensure regular sampling or full inventories of all sites and storage sub-areas over time. *Planned completion date of 6/30/2023.*
- DNR will evaluate implementation of summer and fall 2023 inventory schedule; DNR will revise process/schedule (as applicable) to address deficiencies/improve workflow. *Planned completion date of 10/31/2023.*
- DNR will finalize new processes and schedule in museum collections management plan. *Planned completion date of 12/31/2023.*

Anticipated Compliance Date: 12/31/2023

Responsible Individual: Tobi Voigt, Director of Museums

Finding Number 3

Finding Title: Continued development and full implementation of an archival record processing plan are needed

Related IT system, if applicable: N/A

**Department Response**

A comprehensive CAP includes the elements below:

Management Views: Agree

Planned Corrective Action and Milestones (Management Response):

DNR will comply. Corrective action steps that have been or will be implemented include:

- Archives collections team will use existing draft plan in discussions with archives reference team to develop a final annual processing plan. Team meeting will address internal and external factors in implementing a successful annual plan. *Planned completion date of 3/1/2023.*
- The DNR will finalize annual processing plan and use methodology as a template for future plans. DNR will schedule year-forward annual plan discussions each year on October 1. *Planned completion date of 6/1/2023.*

Anticipated Compliance Date: 6/1/2023

Responsible Individual: Mark Harvey, State Archivist

Finding Number 4

Finding Title: Strengthened disclosure of interest policies and procedures needed

Related IT system, if applicable: N/A

#### **Department Response**

A comprehensive CAP includes the elements below:

Management Views: Agree

Planned Corrective Action and Milestones (Management Response):

DNR will comply. Corrective action steps that have been or will be implemented include:

- The DNR will confirm all 2022 disclosure forms are submitted. *Planned completion date of 2/1/2023.*
- DNR is creating an MHC procedure to annually solicit, record and approve all staff and commissioner disclosure of interest forms. *Planned completion date of 6/1/2023.*

Anticipated Compliance Date: 6/1/2023

Responsible Individual: Mark Harvey, State Archivist

Finding Number 5

Finding Title: Argus access and security controls need improvement

Related IT system, if applicable: Argus

#### **Department Response**

A comprehensive CAP includes the elements below:

Management Views: Agree

Planned Corrective Action and Milestones (Management Response):

DNR will comply. Corrective action steps that have been or will be implemented include:

- MHC has resolved the issue of access to Argus. Access to delete records is now held only by the Museum Registrar, the State Archivist, and the Archivist who is the Michigan History Center administrator of the Argus system. MHC has also established a formal protocol for granting access to users and a quarterly review of active users. *Completed 11/1/2022.*
- The Argus audit history feature generates a history of record changes when adding, modifying, or deleting records through data entry, import, batch update, or the Application Programming Interface. It could triple the size of the database. MHC will evaluate that option, including its cost implications, and alternative options for monitoring deletion of records. *Planned completion date of 4/3/2023.*

Anticipated Compliance Date: 4/3/2023

Responsible Individual: Mark Harvey, State Archivist