## Access controls worksheet

|  | **Note(s)** | **Issue(s)** | **Recommendation(s)** |
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| **Authorization /authentication** | * The incident seems to have been caused by Robert Taylor Jr., Legal Attorney * On 10-3-2023, 8:29:57 am (5 days ago), a payroll event was added * The event started from IP address 152.207.255.255, a computer owned by Robert | * Robert possessed Admin permissions, long after their last session on 12-27-2019 * They were able to use the Admin perms four years after the last use, when their account was supposed to be inactive | * System altering access, like Admin, should only be given on a *need-to* basis * Access to system-wide operations must be avoided for a role like legal/attorney |