

## Required Security Policies and Procedures



### **Administrative**

- Formal Mechanism for Processing Records
- Information Access Control
- Personnel Security
- Security Configuration
- Security Incident Procedures
- Sanction Policies
- Security Policy
- Termination Procedures

### **Physical**

- Media Control Policy
- Physical Access Controls Policy
- Policy and Guidelines on Workstation Use

### **Technical**

- Emergency Access Procedures
- Access Controls
- Authorization Control Procedures
- Network Control Procedures
- Integrity Controls Procedures
- Entity Authorization Procedures
- Audit Trails Procedures
- Entity Authentication Procedures

Security Policy and Procedure Tracking					
Title	Assigned Team	Start Date	Completion Date	Status P=In Progress AA=Awaiting Approval A=Approved	Comments
<i>Administrative Procedures</i>					
<b>1. Formal Mechanisms for Processing Records</b>					
<b>2. Information Access Control</b> a. Access Authorization b. Access Establishment c. Access Modification					
<b>3. Personnel Security</b> a. Supervision of Maintenance Personnel b. Records of Access c. Proper Access Levels for Maintenance and Operations Personnel d. Personnel Clearance e. Security Awareness Training					

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<b>4. Security Configuration Management</b> a. Written Security Plan b. Hardware/Software Installation and Maintenance Review c. Hardware Inventory d. Software Inventory e. Security Testing f. Virus Checking					
5. Security Incident Procedures					
6. Sanction Policy					
7. Security Policy					
8. Termination Procedures					
<i>Physical Security</i>					
1. Media Control a. Receipt and removal of equipment b. Access Control c. Accountability of users d. Data Storage e. Final disposition of electronic data					
2. Physical Access Controls a. Equipment Control b. Facility Security Plan c. Access Authorization (physical access) d. Maintenance Records e. Need-to-know Procedures f. Visitor Sign In g. Testing and Revision					
3. WorkStation Use					

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<i>Technical Security</i>					
1. Access Control a. Emergency Access b. Access Control Procedures c. Audit Controls d. User Identification System					
2. Network Controls a. Integrity Controls b. Message Authentication c. Encryption d. Alarms e. Audit Trail f. Entity Authentication g. Event Reporting					