

## Account Management #5 checklist (section 3.6.1.3)

July 6, 2011

The left column indicates whether the standard is listed in the Information Security Plan as a **Must** or **Should**. A justification must be written for any standard not followed in the department procedures. The justification must be approved by the IT Manager for items listed as a **Should** and also reviewed with the IT Security Office if the item was listed as a **Must**. The IT manager must review, sign and date, all exceptions every six months to indicate that the exception is still necessary.

M/S	Item	Y/N
M	1. Requesting managers track/document use of accounts	
M	2. Requesting managers disable or delete accounts for transferred/terminated employee	
S	3. Approving managers periodically review access for unauthorized use	
S	4. Approving managers periodically review access according to job responsibility	
M	5. IT support staff generate a list of active accounts once a quarter or semester for management review	