

## Identify/manage controlled documentation checklist (section 3.5.1)

### Configuration Management #1

December 5, 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
S	1. Apply document change management for documentation used by two or more individuals (processes, policies, templates, etc.).	
S	2. Documentation should include the following	
S	❖ Title	
S	❖ Version number (starting with 1.0)	
S	❖ Page information (Page x of y)	
S	❖ Date of current version	
S	❖ Appropriate watermark labeling (draft, copy, etc.)	
S	❖ Appropriate security level (Protected level 1, Protected level 2)	
S	3. Include a change log at the front or back of the document.	
S	4. Utilize tracking software for changes (such as Microsoft Office TrackChanges function).	
S	5. Establish an appropriate review process for changes (at least one user other than the author up to a committee relative to the impact of the documentation).	