

Information Security #7 checklist (section 3.9.9)

October 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. IT support staff physically label all controlled media (containing PL1 or PL2), media containers, with enough information to return to owner.	
S	2. IT support staff log and secure media for accountability and traceability:	
S	a. Control numbers.	
S	b. Time and date of transfer.	
S	c. Name and signature.	
S	3. IT manager conduct spot checks to confirm inventory and log are correct.	
M	4. Physical controls (locked doors, desks, file cabinets, or safes) used to protect against theft and in accordance with handling classification.	
M	5. IT manager ensure secure disposal set up (sanitization or destruction).	