

Initech Acceptable Use Policy Document Request List

Sherlock Group
December 2015

Request Number	Document Request	Control Activity Reference(s)	Assigned To	Request Date	Due Date
AUP-1	Current copy of Acceptable Use Policy	CO-AUP-1-CA1		12/1/2015	12/14/2015
AUP-2	Log of changes to the Initech Acceptable Use Policy*	CO-AUP-1-CA1		12/1/2015	12/14/2015
AUP-3	2015 Board of Directors approval of the Acceptable Use Policy	CO-AUP-1-CA1		12/1/2015	12/14/2015
AUP-4	Full List of Current Initech employees with Start Date*	CO-AUP-1-CA2		12/1/2015	12/14/2015
AUP-5	HR Checklist for new employees	CO-AUP-1-CA2		12/1/2015	12/14/2015
AUP-6	Web filtering rules from the Palo Alto firewalls	CO-AUP-2-CA1		12/1/2015	12/14/2015
		CO-AUP-2-CA1 CO-AUP-2-CA2			
AUP-7	Full inventory of employee workstations*	CO-AUP-2-CA3		12/1/2015	12/14/2015
AUP-8	Palo Alto web filtering logs for last 3 months	CO-AUP-2-CA1		12/1/2015	12/14/2015
AUP-9	List of all employee workstations that have USB drives enabled*	CO-AUP-2-CA2		12/1/2015	12/14/2015
AUP-10	Screen shot or file containing the script that runs each day to blocks USB access for employees that have expired their six month exceptions	CO-AUP-2-CA2		12/1/2015	12/14/2015
AUP-11	List of all employee workstations with local admin access granted*	CO-AUP-2-CA3		12/1/2015	12/14/2015
AUP-12	A list of all Initech servers.*	CO-AUP-3-CA1		12/1/2015	12/14/2015
AUP-13	A system list of SIEM alert configurations	CO-AUP-3-CA1		12/1/2015	12/14/2015
AUP-14	A system report of all SIEM alerts in the last 12 months.*	CO-AUP-3-CA1		12/1/2015	12/14/2015
AUP-15	List of all Initech Corporate social media accounts in use at Initech	CO-AUP-3-CA2			
AUP-16	Most recent approved copy of the Initech Data Classification Policy	CO-AUP-3-CA3		12/1/2015	12/14/2015
AUP-17	A full listing of the DLP rules from the DLP scanning tool	CO-AUP-3-CA3		12/1/2015	12/14/2015
AUP-18	A full listing of DLP alerts for the last 12 months from the DLP scanning tool*	CO-AUP-3-CA3		12/1/2015	12/14/2015
		CO-AUP-2-CA1 CO-AUP-3-CA1 CO-AUP-3-CA2			
AUP-19	System generated report from the Initech Ticket System of all security incidents sent to Corporate Security in the last 12 months (include severity level, summary of the incident, open date, closed date, and full details regarding the actions performed to investigate the issue)*	CO-AUP-3-CA3 CO-AUP-5-CA1 CO-AUP-5-CA2 CO-AUP-5-CA3		12/1/2015	12/14/2015
AUP-20	A copy of the Enterprise SLMS Acceptable Use Policy training course.	CO-AUP-4-CA1		12/1/2015	12/14/2015
AUP-21	System log of Acceptable Use Training Course for all employees with last completion date from Enterprise SLMS.*	CO-AUP-4-CA1 CO-AUP-4-CA3		12/1/2015	12/14/2015
AUP-22	System list of Simulated Phishing Exercise Results for the last 12 months*	CO-AUP-4-CA2		12/1/2015	12/14/2015
AUP-23	Most recent approved Corporate Security policy that defines Severity Levels and Service Level Agreements (SLAs) for security incidents	CO-AUP-5-CA1 CO-AUP-5-CA2		12/1/2015	12/14/2015

* - Additional requests/sample selections to be made upon receipt