

resource and kept on file with the rest of the information resource documentation.

6. Maintenance Personnel

- a. Only individuals with permission from the area responsible for administration of an information resource are authorized to perform system maintenance of an information resource.
- b. Individuals granted permission for maintenance of an information resource must, at minimum, be authorized, through a documented job description or other written authorization, by [Insert Company name] to access the information contained on the information resource.
- c. Any individual that does not have [Insert Company name] authorization to access the information contained on an information resource must be supervised by an individual with the appropriate authorization during all phases of system maintenance activities.

7. Timely Maintenance

- a. Whenever possible, areas responsible for critical and/or key information resources should maintain a backup set of hardware and software to enable timely maintenance activities.

Violations:

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. The violation may also result in civil and criminal penalties to [Insert Company name] as determined by federal and state laws and regulations related to loss of data.

Attachments: None

Related Policies: None

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