

## ITVA SUGGESTED DOCUMENTS LIST

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### Introduction

This note provides a starting point to help an organization provide documents necessary for starting an assessment. Some organizations will have these documents on their internal website, so they may need to provide screen captures. Others may combine several of the suggested documents into larger documents.

#### Initial documentation requested:

- Organization Chart
- Acceptable Use Policy (AUP) of IT systems
- Intellectual Property Agreement
- Right to Privacy (most companies and organization clearly state that the employee has NO privacy when using organization IT systems)
- Email use policy (if different from AUP above)
- Internet use policy (if different from AUP above)
- Data Handling Policy and Procedures (includes Data Classification policy)
- HR Process for Disciplinary Action and Employee Separation Handling
- Sample contract wording with business partners or supply chain partners or agreements with contractors and sub-contractors

#### Additional policies and procedures related to:

- Physical security plan
- Data collection and analysis
- Account creation, maintenance, and deletion

- Account auditing for shared, dormant, and test accounts
- User monitoring and banners
- Assignment and maintenance of privileges
- Data backup and restoration
- Employee screening, background checks, and hiring
- Remote employee policy
- Any description of employee assistance or workplace violence programs

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## Contact Us

Software Engineering Institute  
4500 Fifth Avenue, Pittsburgh, PA 15213-2612

**Phone:** 412/268.5800 | 888.201.4479

**Web:** [www.sei.cmu.edu](http://www.sei.cmu.edu)

**Email:** [info@sei.cmu.edu](mailto:info@sei.cmu.edu)