(Organization logo and name and date of creation of the template)

**Procedures and regulations to documentation and record**

**Management**

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| --- | --- |
| Document ID |  |
| Version |  |
| Version created date |  |
| Creator |  |
| Approved By |  |
| Level of Confidentiality |  |

**Modify History**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Modified By | Explanation of the modification |
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# Usable party(s), Objective, and the focus area

Objective

This procedure's goal is to ensure that the [Organization's name] records and documents used in the Information Security Management System (ISMS) are created, approved, disseminated, utilized, and updated in a controlled way.

Focus Area

All papers and records related to the ISMS must follow this approach, regardless of whether they were created internally or were acquired from a third party. Any document or recording, regardless of format, must follow this method.

Usable parties

All staff members who fall within the purview of the ISMS may use this document.

# Control of Internal Document

Internal documents – Documents that are created in internal

## Format of the Document

The "Times New Roman" text type is used throughout the whole work. The font size for all level 1 headers is sixteen, and they are all bolded. Level 2 headings have a 14 font size and are bold.

The page number is listed in the document's header, while the secrecy level and the name of the organization are listed in the footer (left and right, respectively).

## Document Approval

Every document must go through the approval process to ensure that its goal and content are appropriate for the infrastructure of the organization.

|  |  |
| --- | --- |
| Type of the document | Approved by |
| Strategy |  |
| Procedure |  |
| Policy |  |
| Plan |  |

Every document that required approval should have a table.

### Approval

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Signature | Date |
|  |  |  |  |

A document must be signed and printed by an authorized person for it to be considered approved. Instead of printing, it is advised that you do this task electronically. Users who are currently utilizing a previous version of a document should switch to the latest version once it has been authorized.

## Document Distributing

A document distributing list is created as below table.

|  |  |
| --- | --- |
| Name | Title |
|  |  |
|  |  |
|  |  |

# Documents of external Origin

The header page at the start of the document, which is often included in a document that is developed from outside sources, has several ISMS components linked to it.

Document reference

Date

Version

Status

Distribution

Those documents will then be subject to the same control as the internal document.

# Maintaining control of records based on this document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the record | Storage Location | Responsible person for storage | Controls for record protection | Retention time |
| Ex: email records | [folder name] | [job title that owns the email register(excel sheet or other digital media)] | Only [job title] has access to view and edit the email register | Records are stored for a period of 2 years |

# Validity and Document Management

The document is valid as of [date]

The owner of this document, [job title], oversees checking and, if necessary, updating the record at least once a year.

The following factors must be considered while putting the technique into practise.

* All documents are created according to the procedure that given in this document.
* All documents are produced, approved, distributed, used, and updated in a controlled manner.

[job title]

[name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature]