**Andrew Dykman - Composition I w/ Instructor Newland - Lab 6 - Memorandum to Boss about Preventing Malicious Code from Effecting Company Servers**

*Company Memorandum -*

It has come to my attention that I have been asked to write a memorandum addressing ways to prevent malicious code from reaching our company web server and network systems. I prevent we use the following measures by creating a web server policy that states:

• We install antivirus software, anti-spam software, and spyware monitoring, detection and removal utilities on all systems.   
• We verify signature files of these security programs are up to date.   
• We verify security software such as the anti-virus, anti-spyware and anti-malware software are able to perform checks e-mail and e-mail attachments.   
• We verify that a malicious code outbreak recovery plan exists, and back up all web server data on a regular basis.   
• We test all untrusted files or unverified files and removable storage media for viruses and malicious code before it comes in contact with the server.  
• We install Intrusion Prevention Systems, including Host-Based Intrusion Detection systems that will look for unauthorized activity, such as that caused by a virus that has reached the server past our firewalls.  
• We restrict downloading on the web server.

That is all.

Sincerely,

*Andrew Dykman, IT Security.*