

CROSS-TEAM KNOWLEDGE BASE — Document Inventory Export

Export: 2024-03-15 | Source: Confluence + Google Drive + Notion | WARNING: Contains duplicates and outdated pages

DOC-201 Vendor Onboarding & Procurement SOP

Owner: Finance / Procurement | Updated: 2024-01-20 | v4.2 | Status: Active

All vendors >\$5K: SOC 2/ISO 27001, \$2M insurance, 2 refs, Net 30. Steps: vendor form (link BROKEN) !' procurement review 5d !' security review if L3+ data !' legal MSA !' NetSuite setup. Under \$5K skip security + legal.

FLAG: Dual owners: Sarah Chen (Lead) vs Mike Torres (Manager). TODO: "confirm after reorg." Broken form link.

DOC-202 Access Control & Identity Management Policy

Owner: IT Security | Updated: 09/15/2023 | v2.8 | Status: Active (review overdue — was due Mar 2024)

SSO via Okta. MFA for ALL users. Passwords: min 12 chars (NIST 800-63B). Vendor access expires with contract. Dormant accounts: annual audit if inactive >60 days.

FLAG: DUPLICATE: Archived v2.3 section found in same doc — says "SSO via Azure AD, MFA admin-only, min 8 chars." Both sections present in document.

DOC-203 Incident Response Playbook

Owner: Security Operations | Updated: January 10th, 2024 | v5.0 | Status: Active — Confidential

SEV-1: 15 min, war room, CEO. SEV-2: 1 hr, incident commander. SEV-3: 4 hr. SEV-4: 24 hr, log only. Blameless post-mortem in 5 days. GDPR 72-hr notification.

FLAG: Note: "pre-2023 process used email chains — some teams still follow old process." Date format differs from all other docs.

DOC-204 Data Retention Policy — Proposed Updates

Owner: Compliance Team | Updated: 2024-02-28 | DRAFT | Status: DRAFT — Pending Legal Review

Proposed: customer PII 3!2 yrs, DELETE not anonymize; notification logs 90!30 days; vendor contracts +5!+3 yrs; memos 2!1 yr. NEW: audit logs 5 yrs (SOX).

FLAG: NOT APPROVED. Conflicts with DOC-206 (current retention) and DOC-205 (notification spec says 90 days). Memo says "do not implement."

DOC-205 Smart Notification Engine — Feature Spec

Owner: Product — Growth Squad | Updated: Aug 8, 2023 | v1.2 | Status: DRAFT — NOT APPROVED

Contextual push + email. Rate limit: 3 push + 1 email/user/day. Logs retained 90 days. A/B via LaunchDarkly. Open: legal sign-off on push consent (no response since Aug 2023).

FLAG: Still DRAFT after 7 months. Retention 90 days conflicts with DOC-204 proposal (30 days). Budget approval link broken.

DOC-206 Data Handling & Privacy Policy

Owner: Security & Compliance | Updated: November 2021 | v2.0 | Status: Active

L1 Public !' L4 Restricted. Customer PII: 3 yrs then anonymize. Employee records: 7 yrs. Contracts: duration + 5 yrs. Memos: 2 yrs. Breach !' security@company.com within 24 hrs.

FLAG: Last updated Nov 2021 — 3+ years old. DOC-204 proposes replacing Section 3 (retention). Still references pre-GDPR language.

DOC-207 New Employee Onboarding Checklist

Owner: People Ops | Updated: Jan 15, 2024 | v3.1 | Status: Active

Pre-start: welcome email, create accounts (Google, Slack, Jira, GitHub), order laptop 5 days early, add to

Rippling. Day 1: badge, IT setup, HR orientation, NDA, security training.

FLAG: DUPLICATE v2.4 found — says "add to ADP" (not Rippling), "order laptop 7 days early." Both copies in system with "Active" status.

DOC-208 Q3 2023 Engineering OKRs (Archived)

Owner: VP Engineering | Updated: Jul 1, 2023 | n/a | Status: Archived

KR1: Ship notification engine (see DOC-205). KR2: Reduce P95 latency <200ms. KR3: SOC 2 Type II audit pass. Cross-ref: DOC-205 still DRAFT despite Q3 KR.

FLAG: Archived but still referenced by DOC-205. Contains stale cross-references. Should this even be in the knowledge base?