Network Documentation Policy

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| Policy Area | IT Policy Library |
| Approved Date | December 31, 20XX |
| Approved By | Policy Committee |
| Effective Date | January 1, 20XX |
| Current Version | 1.0 |

# I. Overview

Networks are critical to the business operations of ABC Company. Network documentation helps ABC Company adhere to industry best practices, reduces downtime and makes the troubleshooting process more efficient when problems arise.

# II. Purpose

This policy details the aspects of the network that need to be documented, especially each server. This policy also communicates to each system administrator exactly what is expected regarding the documentation process.

# III. Scope

This policy applies to system administrators at ABC Company. This policy applies whether the equipment is owned or leased by ABC Company.

# IV. Policy

The network structure and configuration shall be documented with a map of the network's topology including:

* Each network segment
* Gateways
* Routers
* Firewalls
* Servers

While the information included in a network topology diagram is not necessarily specific, there is certain information that must be included for each server, even if that information has to be placed in an appendix. For each server, documentation shall include the server's name, its IP address and the role that the server is performing (DNS, DHCP, mail server, etc.). Documentation shall describe situations where the servers have multiple IP addresses or network interface cards.

An Information Systems Log Form shall be maintained as a part of the network documentation. This form shall detail changes such as patch and application installations, modified security settings, system maintenance, backups, and errors.

Software applications, versions, and manufacturer contact information shall be provided as a part of the network documentation. Documentation shall include software applications and their versions running on each server. Copies of the software licenses shall be retained in hardcopy or electronic format.

Documentation shall include network components such as switches, routers, gateways and other networking hardware. As appropriate, the documentation shall include:

* How the device is connected to the network
* How the device is configured
* Configuration backups
* Firmware revision
* Document Active Directory
* Domain names in the forest
* Active Directory site structure
* Where servers exist within the Active Directory hierarchy
* The location and contents of each group policy
* Any external trusts that may exist

The backup methodology shall be documented and include backup software used, version, backup media, rotation schedule, off-site storage, where media is stored, etc. See the Backup Policy and Backup Plan for more information.

Network Infrastructure and related system documentation shall be protected against unauthorized access but shall be made available to those who need it to perform their duties.

# V. Enforcement

Any Staff found to have violated this policy may be subject to disciplinary action, up to and including termination.

# VI. Distribution

This policy is to be distributed to all ABC Company IT Staff.

**Policy History**

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| Version | Date | Description | Approved By |
| 1.0 | 1/1/20XX | Initial policy release |  |
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**References:**

COBIT APO01.02-03, APO05.05, APO11.09-10, APO12.02, APO12.07, APO13.07, BAI11.09

GDPR Article 25

HIPAA 164.316(b)(1)

ISO 27001:2013 5.2, 6.1.2, 6.2, 7.2, 7.5, 8.1, 9.1

NIST SP 800-37 3.2, 3.4

NIST SP 800-53 CM-8, PM-5, RA-1, SA-5

NIST Cybersecurity Framework ID.RA-1, ID.RA-3, PR.PT-1, RS.MI-3

PCI 1.1, 1.5, 2.4-5, 3.5 -7, 4.3, 5.4