# Purpose

Argus is the Information Security Management System (ISMS) used for managing information security risks at the Electronics Department of NSCL. The objective of this policy is to control the document and *records* that provide evidence of conformity to requirements and the effective operation of Argus.

# Scope

This policy is applicable to all documents and *records* related to Argus.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

# Policy Statement

* 1. All documents and *records* must be protected and controlled.
  2. All documents and *records* must be legible, identifiable, and retrievable.
  3. All *records* related to Argus must be protected and controlled.
  4. All documents must be approved by EEDH prior to use.
  5. Documents must be reviewed and updated as necessary.
  6. Obsolete documents must be prevented from unintended use.

# Exceptions

All exceptions must be approved by the Electronics Department Head.

# References

* 1. *NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder

# Revision History

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| --- | --- | --- |
| Revision  Level | Date | Revision Changes |
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# Reviews

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| --- | --- |
| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**