

“Required” System Logs

1. Data Backup and storage log
2. Device Inventory
3. New Employee onboarding process for IT – (Checklist that you go through when on boarding people to include #6)
4. Employee Exit Process for IT – (What is the process of notification and all the things you need to do beyond just deactivating the account. Keys, equipment, etc.)
5. IT Asset life cycle process
6. User Account creation process – (How are you creating accounts and what are the parameters by role)
7. User Account de-activation process
8. User log in failures log
9. Network map - (Either drawn out or screenshot)
10. Data storage map
11. Backup restore log and validation that restore and backup was successful
12. Drive destruction log
13. Network traffic log
14. Facility repair and maintenance logs - (Any repair or maintenance around security. Swipe Badges issued, key fobs, keys, and physical security maintenance. This may not be handled solely by the IT department)
15. Business Associate Listing
16. Backup Policy
17. Sample firewall logs
18. Samples of security emails or other security reminders
19. Sample vulnerability scan
20. Copy of Backup Audit log – (Periodic checks to ensure backups work)