Information Security Governance Review Policy

Department: Campus Technology	**Date Created:** 6/2/2025
Owner: IT Department	**Date Last Revised:** 6/30/2025

Printed copies of this document are for reference only.

1. Policy Statement

The purpose of the Information Technology Governance Review Policy is to establish requirements for the annual review of all Information Technology (IT) policies, processes, procedures, documentation, and configurations, ensuring they remain effective and meet current regulations.

1.1 Scope

This policy applies to any IT personnel responsible for maintaining and implementing departmental or organizational documentation for the IT department.

1.3 Governance Review Policy Requirements

Lewis and Clark Community College's Information Security Plan requires a policy that mandates the annual review of all documentation to meet industry standards and regulatory requirements.

1.3.1 Documentation Scope

The following IT department documentation must be reviewed at least annually:

- Policies
- Procedures
- Technical documentation
- Policy Compliance

All document changes must be reflected in all known locations of the document to ensure consistency and the integrity of presented information.

1.3.2 Review Process

For each type of document listed in section 1.3.1, the following review criteria must be met for a document to comply with this policy:

- **Relevancy:** Information is reviewed for Continued relevance and applicability.
- **Accuracy:** Information contained remains accurate to its intended purpose.

- **Compliance:** Meets regulation standards, and the document requirements are enforced (e.g., encryption policy – systems are encrypted, access controls policy – user access is assessed).
- **Innovation:** An opportunity to modify content in the document to enhance or clarify its purpose.

1.3.3 Review Records

Documentation must record the following information about the review to maintain transparency, responsibility, and authority:

- The date of the review.
- Name and title of the reviewer.
- The authority approving the review.
- A brief description of the changes made, if any.

1.4 Enforcement

It is the responsibility of IT leadership to enforce this policy. Any barrier to the review process will be documented and communicated to IT leadership. An action plan will be required to address any instances of non-compliance to ensure policy compliance.

1.5 Policy Review

This policy shall be reviewed and updated periodically by the IT department to ensure its effectiveness and compliance with relevant laws, regulations, and industry standards.

1.6 Revision history

Below is the recorded history of the policy. This must be updated each time the policy undergoes changes.

Date	Change Description	Author - Position	Approved By - Position
6-2-2025	Policy creation	McLaughlin – Information Security Analyst	-
6-3-2025	Policy draft complete	McLaughlin – Information Security Analyst	-
6-30-2025	Policy Revisions made from CDTO recommendations. Ready for signature	McLaughlin – Information Security Analyst	*Ron Wall*

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