POLICY STATEMENT

Audit records produced by University information systems, when predefined auditable events occur, should at minimum include certain essential information. The following requirements outline the necessary data that should be retained.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts</td>
<td>1</td>
</tr>
<tr>
<td>Stakeholder(s)</td>
<td>1</td>
</tr>
<tr>
<td>Purpose</td>
<td>2</td>
</tr>
<tr>
<td>Requirements</td>
<td>2</td>
</tr>
<tr>
<td>Violations</td>
<td>2</td>
</tr>
<tr>
<td>Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>Publication</td>
<td>3</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Related Documents</td>
<td>3</td>
</tr>
</tbody>
</table>

CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology
PURPOSE

This control is intended to establish the policy and procedures for determination of applicable information that audit records produced by University’s information system will encompass.

REQUIREMENTS

The information system produces audit records that contain sufficient information to, at a minimum, establish what type of event occurred, when (date and time) the event occurred, where the event occurred, the source of the event, the outcome (success or failure) of the event, and the identity of any user/subject associated with the event.

Supplemental Guidance: Audit record content that may be necessary to satisfy the requirement of this control, includes, for example, time stamps, source and destination addresses, user/process identifiers, event descriptions, success/failure indications, filenames involved, and access control or flow control rules invoked.

Control Enhancements for Sensitive Systems:

1. The information system may include additional organization defined requirements in the audit records for audit events identified by type, location, or subject.

   Enhancement Supplemental Guidance: An example of detailed information that the NSU may require in audit records is full-text recording of privileged commands or the individual identities of group account users.

2. NSU centrally manages the content of audit records generated by all web servers, database servers, messaging servers, file servers, print servers, middleware servers, dns servers, routers, firewalls, IDS/IPS, and VoIP servers.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.
ADMINISTRATIVE POLICY # 32 – 8 – 303 (2014) Content of Audit Records

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
  - Supersedes (previous policy): OIT 62.8.303 Content of Audit Records

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard