1. **Purpose**

The purpose of this document is to detail the Auraria Higher Education Center’s (AHEC) Information Technology Quarterly Review Policy.

2. **Audience**

This Information Technology policy applies to all AHEC staff.

3. **Policy**

This policy protects the agency’s network infrastructure, software, and hardware systems that are central to the ongoing function of the agency’s IT infrastructure through a quarterly audit and review of five (5) key areas, which are identified below:

- **User Access Reviews:** The AHEC IT Director will schedule quarterly reviews (in January, April, July, and September) of user access for AHEC’s domain, and for each critical application, database, and operating system. The review documentation will clearly indicate that each account was reviewed for ongoing need and that privileges assigned to each individual account are consistent with least privilege, only allowing individuals as much access as needed, in the following systems:
  
  - Active Directory
  - MIP
  - Avigilon
  - Sequoia PCPOS
  - Child Care Manager
  - Sequoia Quad Point
  - EMS
  - T2
  - Fundware
  - TMA
  - Microx
  - Vendini
  - Millennium

- **Physical Access Reviews:** The AHEC IT Director will schedule quarterly reviews (in January, April, July, and September) of physical access to the telecom and server rooms that contain critical components for the AHEC IT infrastructure, servers, SAN hardware, CJIS, and/or PCI VLAN. Reviews will require the input and support of AHEC’s Access Control department as they grant and administer both keys and door “badge” access to these spaces. Additionally, AHEC IT will implement “Port Security” controls on all networking devices within the infrastructure, thereby preventing access to the agency network by unauthorized devices in any location. Quarterly physical access reviews will be conducted in the following critical spaces:
  
  - Admin 253
  - Media Center Studio Rack
• **Backups & Disaster Recovery:** The AHEC IT Director will schedule a backup restoration test of Sequoia, Abila, and email servers (etc.) at least annually using the Veeam Lab function. AHEC IT performs file restoration on a regular basis. Once the Veeam Lab function is implemented, restores of the following systems will be performed at least annually:

- Domain Infrastructure (Active Directory, DNS, Exchange servers)
- Avigilon
- Child Care Manager
- EMS
- MIP/Microix
- Millennium
- Sequoia PCPOS
- TMA

• **Change Management:** Spiceworks tickets are generated for changes to the PCI environment, network (firewalls, routers, etc.), and Abila servers. This practice includes all production infrastructure and application systems. Changes that will be recorded are global configuration settings, updates and patches, and adding or upgrading user permissions to the system administrative level. Changes not required to be recorded are minor ongoing activities such as adding/deleting users or changing permissions (except administrative level). The AHEC IT Director will perform a review of tickets and logs entered into the Spiceworks and Alien Vault systems quarterly (in January, April, July and September).

• **Network Security & Firewalls:** The AHEC IT Director will schedule quarterly reviews (in January, April, July and September) of all firewall and router rulesets to ensure that only authorized changes have been implemented and that the last rule is always “deny any” for all inbound traffic.

For all reviews (User Access, Physical Access, Backup & Disaster Recovery, Change Management, and Network Security and Firewalls), the AHEC IT staff member who is assigned to perform the review uses Spiceworks to create a ticket to document the pertinent details of the review. The details of the review should contain the individuals who performed the review, when it was performed, the review findings, and any actions taken as a result of the review. The AHEC IT staff member who conducts the review records the date of the review’s completion and the corresponding Spiceworks ticket number into the AHEC IT Quarterly Review Tracking Sheet.

4. **History and Updates**
   • November 14, 2018
     o Updated policy by placing in new format
     o Edited for basic language and updates to titles, departments, etc.