



Multi-State Information Sharing and Analysis Center

Cyber Security Tasks Quick Reference Checklist

This checklist is intended to help the designated person(s) responsible for information security in their organization to determine how frequently a task should be done. Some tasks are done daily while others occur weekly, annually or as needed.

- Update anti-virus software (Automate updates if possible) Daily
- Update spyware software Daily
- Update operating software Daily
- Back up files
 Incremental back ups Daily
 Full Backups Weekly
- Conduct security review (Annual Report) Annually
- Establish and review inventory (hardware/software)
 Information assets/applications etc. Annually
 As Acquired
- Change staff access control As Needed
- Draft non-disclosure agreements At Start Of Agreements
- Inform vendors of security requirements At Start Of Agreements
- Train staff on Acceptable Use Start Of Employment; Repeat Annually
- Hold user awareness training Start Of Employment; Repeat Annually
- Update and review policies Annually
- Revise Policies As Needed
- Notify users of alerts, advisories Daily