

Standard: GP0003.08	Category: General Provisions	Version Date: 09/02/2009
Title: Report Distribution and Submission Deadlines		Effective Date: 03/31/2005
Originating Unit: Security Program for the Information and Computing Environment Project		Last Review: 06/17/2009
Reviewer: HSC Chief, Information Security		Next Review: 06/17/2012

Purpose:

To define standard submission schedules and distribution options for information security related documents to be used as a reference by UF HSC Information Security Program policies and standards.

Reference:

None.

Standard:

1. Submission schedules:
 - a. Annual and bi-annual reports must be submitted by April 20th of the year due.
 - b. Quarterly reports must be submitted within 30 days after the end of each quarter.
 - c. Monthly reports must be submitted within 14 days of the end of each month.
2. Distribution 1: Unit Security
 - a. Unit Information Security Manager
 - b. Unit Information Security Administrator
 - c. HSC Chief, Information Security
3. Distribution 2: Unit Leadership and Security
 - a. Unit Information Security Manager
 - b. Unit Information Security Administrator
 - c. Unit Dean, Director or Department Chair
 - d. UF HSC Information Security Council
 - e. HSC Chief, Information Security
4. Distribution 3: Unit and Security Program Leadership
 - a. Unit Information Security Manager
 - b. Unit Information Security Administrator
 - c. Unit Dean, Director or Department Chair
 - d. UF HSC Information Security Council
 - e. HSC Chief, Information Security
 - f. HSC Asst VPHA for Information Services/CIO
 - g. Senior Vice President, Health Affairs

5. Distribution 4: Security Program Leadership
 - a. HSC Chief, Information Security
 - b. HSC Asst VPHA for Information Services/CIO
 - c. UF HSC Information Security Council
 - d. Senior Vice President, Health Affairs