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 VP for Information Services/CIO
   c. UF HSC Information Security Council
   d. Senior Vice President, Health Affairs