**Purpose:**

To establish requirements to document and control all changes and maintenance to University of Florida Information Systems in order to establish known configurations and minimize configuration or maintenance errors.

**Scope:**

This policy applies to all units that operate University of Florida Information Systems.

**Policy:**

1. Units must document configurations of computers and servers, and verify that such settings are correctly implemented.

2. Changes to configuration of computers and servers must be reviewed and approved per unit procedures prior to implementation.

3. Maintenance to the hardware components of information systems must be planned and documented.

4. Maintenance performed by staff other than normally assigned unit personnel must be supervised by unit personnel and documented.

**Responsibilities:**

1. Information Security Managers (ISMs) are responsible for unit procedures to document and control configurations and maintenance.

**Authority:**

UF-1.0102: Policies on Information Technology and Security
References:

NIST 800-53 revision 3: CM-2, CM-4, CM-6, MA-2, MA-4, MA-5, MA-6