



Travis County Technology & Security Policies

Information System Activity Review Policy

Policy #: TC-ITS-175
Version #: 1.2

Approved By: Paul Hopingardner, County Executive, Technology & Operations
Effective Date: May 30, 2015

Accountability & Responsibility

This policy is governed by the accountability and responsibility section found [here](#).

Purpose

The purpose is to regularly review records of information system activity, such as audit logs, access reports, and security incident tracking reports.

Policy

Travis County will clearly identify all critical systems that process sensitive information. Travis County will implement security procedures to regularly review the records of information system activity on all such critical systems that process sensitive information.

Procedure(s)

The information that will be maintained in audit logs and access reports, including security incident tracking reports, must include as much as possible of the following, as reasonable and appropriate:

- User IDs
- Dates and times of log-on and log-off
- Terminal identity, IP address and/or location, if possible
- Records of successful and rejected system access attempts

Travis County will attempt wherever reasonable, appropriate, and technically feasible to record the following:

- Who (Unique User ID) did
- What action (Read, write, edit, delete, print, etc.) to
- What data (Server, DB, instance, table, row, field)
- When (Enterprise wide timestamp), and from
- Where (Terminal ID, IP address, local or remote access)

Safeguards must be deployed to protect against unauthorized changes and operational problems including the following:

- The logging facility being deactivated
- Alterations to the message types that are recorded
- Log files being edited or deleted
- Log file media becoming exhausted and either failing to record events or overwriting itself

Procedure(s) related to Information System Activity Review Policy include the following:

- TC-ITS-125, Security Incident Procedures Policy

Policy Revision

Version	Purpose/Changes	Editor	Date
1.0	Travis County Information Technology Services Information Security Policies Creation	Randy Lott	05/30/2015
1.1	Updated name of CIO	Randy Lott	12/18/2017
1.2	Updated policy number from 115 to 175 and updated approver's title.	Joyce Miller	11/20/2019