



# **IT Infrastructure Policy Bundle**



JANGO ASSOCIATES, INC.

2025-03



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This document contains the following policies:

- ✚ Backup and Backup Retention Policy (revised 04/2025)
- ✚ Blog and Personal Web Site Policy (revised 04/2025)
- ✚ BYOD Access and Use Policy (revised 04/2025)
- ✚ Google Glass Policy (revised 04/2025)
- ✚ Incident Communication Policy (revised 04/2025)
- ✚ Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy (revised 04/2025)
- ✚ Mobile Device Access and Use Policy (revised 04/2025)
- ✚ Outsourcing and Cloud-Based File Sharing Policy (revised 02/2024)
- ✚ Patch Management Version Control (revised 04/2024)
- ✚ Physical and Virtual Server Security (revised 03/2024)
- ✚ Privacy Compliance Policy (revised 05/2025)
- ✚ Record Classification, Management, Retention, and Disposition Policy (revised 05/2025)
- ✚ Safety Program (revised 01/2024)
- ✚ Sensitive Information Policy (revised 05/2025)
- ✚ Service Level Agreement Policy including sample metrics (revised 05/2024)
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- ✚ Wearable Devices (revised 03/2024)
- ✚ Work From Home (WFH) & Telecommuting Policy (revised 03/2024)
- ✚ Electronic Forms
- ✚ Job Descriptions

### ***Legend – Highlighted in Yellow updated in 2025***

You will receive notifications when the updates are available. If you have not purchased the update service, you will only be able to download these updates for 30 days after the original purchase. To get the update service go to:

- 12 months - [https://e-janco.com/session/cart\\_x.aspx?p=SUB-090-12](https://e-janco.com/session/cart_x.aspx?p=SUB-090-12)
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- Individual Policies - <https://e-janco.com/updateserviceindividualpolicies.htm>





# **Backup and Backup Retention Policy**



**2025**

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JANCO ASSOCIATES, INC.

**2024**

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**2025**



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JANCO ASSOCIATES, INC.

2025



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JANCO ASSOCIATES, INC.

**2025**



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**2025**

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# **Outsourcing & Cloud Based File Sharing Policy**

**2024 Edition**



JANCO ASSOCIATES, INC.





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**Policy that describes the requirements for  
all application and data servers which are  
private and public – including Cloud  
based applications and data**

# **Physical and Virtual Server Security Policy**

**2024**



# Physical and Virtual File Server Security Policy

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JANCO ASSOCIATES, INC.

**2025**





# Record Classification, Management, Retention, and Disposition Policy

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# Safety Program



JANCO ASSOCIATES, INC.

**2024**



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# **Policy**

## **Sensitive Information**



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# **Service Level Agreement Policy Template & Sample KPI Metrics**



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# Sample SLA Metrics

---

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# **Social Networking Policy**

**Managing and Controlling Employee Social Networks**



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# Technology Acquisition Policy



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# Technology Acquisition Policy

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Electronic Form that is provided to vendors and partners as part of the Disaster Recovery and Business Continuity Planning process

# Vendor Partner Checklist



# **Text Messaging Sensitive and Confidential Information Policy**



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# **Travel, Laptop, PDA, and Off-Site Meeting Policy**

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JANCO ASSOCIATES, INC.



# Travel Policy

## Travel, Laptop, PDA, Electronic and Off-Site Meetings

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# **Wearable Device Policy**



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# **Work From Home & Telecommuting Policy**

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# Job Descriptions



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Thirty nine (39) job descriptions included in this document

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Chief Compliance Officer  
Chief Experience Officer  
Chief Information Officer  
Chief Information Security Officer  
Chief Security Officer  
Vice President Strategy and Architecture  
Data Protection Officer  
Director IT Management and Controls  
Director Media Communications  
Manager BYOD Support  
Manager Change Control  
Manager Cloud Applications  
Manager Compliance  
Manager Contracts and Pricing  
Manager Metrics  
Manager Outsourcing  
Manager Record Administration  
Manager Security and Workstations  
Manager Social Networking  
Manager Telecommunications  
Manager Telecommuting  
Manager User Support  
Manager Vendor Management  
Manager WFH Support  
BYOD Support Specialist  
BYOD Support Supervisor  
Change control Analyst  
Change Control Supervisor  
Cloud Computing Architect  
Compliance Security Auditor  
Content Management Administrator  
Metrics Measurement Analyst  
Records Management Coordinator  
Security Architect  
Social Media Specialist  
Word Processing Lead Operator  
Word Processing Operator  
Word Processing Supervisor