

HISPOL 001.0

---

The United States House of  
Representatives Information  
Security Policy Structure and  
Organization

---

<b>Version:</b>	<b>1.1</b>
<b>Approved:</b>	<b>August 2006</b>
<b>Approval Authority:</b>	<b>The United States House of Representatives Committee on House Administration</b>

## Table of Contents

1	Introduction.....	3
	1.1 SCOPE .....	3
2	Policy Guidelines .....	3
	2.1 POLICIES .....	3
	2.2 PUBLICATIONS .....	3
	2.3 FORMS .....	3
	2.4 DOCUMENT STATUS.....	4

## 1 Introduction

The purpose of the United States House of Representatives (House) Information Security Policy Structure and Organization is to provide users of House information resources with a comprehensive set of policies, procedures, guidelines, and supporting documentation that address information security requirements. The goal of these publications is to provide an overall information security program that establishes an information security strategy for the House that meets or exceeds established government and industry security best practices.

### 1.1 Scope

The scope of this policy includes all House Offices and employees, contractors, and vendors that connect to the House network.

## 2 Policy Guidelines

### 2.1 Policies

Policies address general requirements for implementing an effective information security program for the House. Each policy will be designated as a *House Information Security Policy (HISPOL)* with a unique number (e.g., HISPOL 009.0 “United States House of Representatives Information Security Policy for Password Protection”) for tracking and reference purposes. HISPOL 000.0 is the Master Index of all policy documents. Approval authority for HISPOLs resides with the Committee on House Administration (CHA).

### 2.2 Publications

Publications address specific information security requirements used to support the implementation of the information security policies. Each procedural document will be designated as a *House Information Security Publication (HISPUB)* with a unique number starting with the same number of the supporting policy (e.g., HISPUB 002.1 “The United States House of Representatives Information Security Publication – Guidelines for the Physical Security of Computer Equipment” where HISPOL 002.0 is the supporting policy) for tracking and reference purposes. HISPUB 000.0 is the Master Index of all procedural documents. HISPUBs will be submitted to the CHA for coordination and review prior to publication. As necessary, HISPUBs may also be coordinated with the Office of Inspector General prior to implementation. Approval authority for HISPUBs resides with the Director, Information Systems Security Office (ISSO).

### 2.3 Forms

Forms include all documents that are developed and used to support and audit various aspects of the House Information Security Program. Each *Form* will be designated as a

House Information Security Form (HISFORM) with a unique number (e.g., HISFORM 007.0 “HIR Communications Group Work Request Form”) for tracking and reference purposes. HISFORM 000.0 is the Master Index of all forms. Approval authority for HISFORMs resides with the Director, ISSO.

## 2.4 Document Status

Each of the *policies, publications, and forms* will be further designated as follows

- **“Approved”** - Date of Issue by Approval Authority, if approved,
- **“PENDING”** - Document has been completed but not yet approved,
- **“UNDER DEVELOPMENT”** - Document is in-process.

Once the document has been submitted to the approval authority for approval, the “UNDER DEVELOPMENT” designation will be changed to “PENDING.” Once the document has been approved, the “PENDING” designation will be deleted, the Date of Issue will be added to identify the approval date on all matrices, and the document will be issued as approved.