

**SAM – INFORMATION SECURITY**  
**(Office of Information Security)**

**RESPONSIBILITY OF CUSTODIANS OF INFORMATION**

**5320.3**

(Revised 10/09)

The responsibilities of a custodian of records (paper or electronic, including automated files, or databases) consist of:

1. Monitoring and ensuring compliance with all applicable laws, and agency and state security policies and procedures affecting the information.
2. Complying with any additional security policies and procedures established by the owner of the information and the agency Information Security Officer.
3. Advising the owner of the information and the agency Information Security Officer of vulnerabilities that may present a threat to the information and of specific means of protecting that information.
4. Notifying the owner of the information and the agency Information Security Officer of any actual or attempted violations of security policies, practices and procedures.