

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

**INFORMATION SECURITY INCIDENT REPORTING REQUIREMENTS**  
(Revised 10/09)

**5350.1**

Upon discovery of any incident that meets the defined criteria below, all agencies must immediately report the incident following the Agency Information Security Incident Notification and Reporting Instructions found in SIMM Section 65B and in this policy. The Security Incident Report, part of the State Information Management Manual, is available via the Office's website at [www.infosecurity.ca.gov/](http://www.infosecurity.ca.gov/). The report must be submitted to the Office within ten working days of the Agency's becoming aware of an incident involving the theft of such information, including information stolen in conjunction with the theft of a computer or data storage device.