\*\* FREE PREVIEW VERSION \*\*

Thank you for downloading the free preview version of the ISO 27001 Documentation Toolkit.

If you have decided that the ISO 27001 Documentation Toolkit is the right choice for your company, please see the table below to choose the toolkit with the required expert support level.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Toolkit with expert support** | **Toolkit with extended support** | **Power toolkit** |
|  | **US $897** | **US $1397** | **US $2397** |
| **45 document templates compliant with ISO 27001** |  |  |  |
| **Access to video tutorials** |  |  |  |
| **Email support** | 10 questions per month | Unlimited | Unlimited |
| **One-on-one support with an ISO 27001 expert** | 1 hour | 5 hours | 15 hours |
| **Expert review (completed documents)** | 1 document | 5 documents | 15 documents |
| **Pre-audit check** | **X** |  |  |
|  | [**BUY NOW**](https://shop.advisera.com/order/checkout.php?PRODS=4717085&QTY=1&CART=1&CARD=1?utm_source=Toolkit%20Document%20Preview&utm_medium=downloaded-content&utm_campaign=ISO%2027001%20templates&utm_term=Toolkit%20with%20expert%20support&utm_content=lang-en) | [**BUY NOW**](https://shop.advisera.com/order/checkout.php?PRODS=4718147&QTY=1&CART=1&CARD=1?utm_source=Toolkit%20Document%20Preview&utm_medium=downloaded-content&utm_campaign=ISO%2027001%20templates&utm_term=Toolkit%20with%20extended%20support&utm_content=lang-en) | [**BUY NOW**](https://shop.advisera.com/order/checkout.php?PRODS=4717086&QTY=1&CART=1&CARD=1?utm_source=Toolkit%20Document%20Preview&utm_medium=downloaded-content&utm_campaign=ISO%2027001%20templates&utm_term=Toolkit%20with%20power%20support&utm_content=lang-en) |
|  | (click the link above using CTRL+click) | | |

[Organization logo]

[Organization name]

**PROCEDURE FOR DOCUMENT AND RECORD CONTROL**

|  |  |
| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
|  | 0.1 | 27001Academy | Basic document outline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of contents**

[1. Purpose, scope and users 3](#_Toc105543585)

[2. Reference documents 3](#_Toc105543586)

[3. Control of internal documents 3](#_Toc105543587)

[3.1. Document formatting 3](#_Toc105543588)

[3.2. Document approval 3](#_Toc105543589)

[3.3. Publishing and distributing documents; withdrawal from use 3](#_Toc105543590)

[3.3.1. Documents with the lowest confidentiality level 3](#_Toc105543591)

[3.3.2. Documents with higher confidentiality level 4](#_Toc105543592)

[3.4. Document updates 4](#_Toc105543593)

[3.5. Records control 4](#_Toc105543594)

[4. Documents of external origin 5](#_Toc105543595)

[5. Managing records kept on the basis of this document 5](#_Toc105543596)

[6. Validity and document management 5](#_Toc105543597)

# Purpose, scope and users

The purpose of this procedure is to ensure control over creation, approval, distribution, usage and updates of documents and records (also called: documented information) used in the Information Security Management System (ISMS).

This procedure is applied to all documents and records related to the ISMS, regardless of whether the documents and records were created inside [organization name] or whether they are of external origin. This procedure encompasses all documents and records, stored in any possible form – paper, audio, video, etc.

Users of this document are all employees of [organization name] inside the scope of the ISMS.

# Reference documents

* ISO/IEC 27001 standard, clause 7.5, and A.5.33
* Information Security Policy
* Policy for handling classified information
* [other documents and regulations specifying document control]

# Control of internal documents

Internal documents are all documents created inside the organization.

## Document formatting

The document text is written using font Calibri, size 11. Chapter titles are written using font size 14 bold, while level 2 chapter titles are written in font size 12 bold. Level 3 chapter titles are written in font size 11 bold italic.

The document header contains organization name and confidentiality level. The footer contains document name, current version and date of document, and number of pages.

Every document must also define its users.

…

\*\* END OF FREE PREVIEW \*\*

To download full version of this document click here:  
<https://advisera.com/27001academy/documentation/procedure-for-document-and-record-control/>