

Evidence Preparation Checklist

Working readiness aid

Use this checklist to locate and track records that may be relevant to an agreed cybersecurity review. It is a preparation aid, not a compliance determination.

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List record names and approved locations or owners; do not attach or email evidence. Do not include passwords, CUI, sensitive files, or detailed network secrets. Follow your organization's approved handling process.

Records to locate

For each row, mark the current status and note an internal location reference or owner. Leave the location blank if it cannot be safely recorded here.

Record area	Status	Location reference or owner
Security policies and procedures	☐ Ready ☐ Locate ☐ N/A	
Asset inventory	☐ Ready ☐ Locate ☐ N/A	
User and account inventory	☐ Ready ☐ Locate ☐ N/A	
Access approvals and reviews	☐ Ready ☐ Locate ☐ N/A	
Patching and maintenance records	☐ Ready ☐ Locate ☐ N/A	
Backup and recovery procedures or tests	☐ Ready ☐ Locate ☐ N/A	
Incident response plan and exercises	☐ Ready ☐ Locate ☐ N/A	
Security training records	☐ Ready ☐ Locate ☐ N/A	
Logging and monitoring records	☐ Ready ☐ Locate ☐ N/A	
Change management records	☐ Ready ☐ Locate ☐ N/A	
Relevant vendor or service-provider records	☐ Ready ☐ Locate ☐ N/A	

Share records only through a method authorized by your organization and agreed for the review.