

UPGRADE/DOWNGRADE PROCEDURE RECORD

	UPGRADE			DOWNGRADE		
	Procedures: 1. Clear area of unauthorized persons and verify classified processing sign is posted. 2. Obtain classified media from approved storage. 3. Inspect Security Seals. 4. Install classified drives. 5. Boot system. 6. Document upgrade action.			Procedures: 1. Verify classified material has been removed from printers. 2. Verify classified hard drives and media are removed and properly stored. 3. Shutdown/power down system for 30 seconds. 4. Document downgrade action.		
Component or System#	Date	Time	Person	Date	Time	Person

Note: The Upgrade/Downgrade Procedure Record is a template. Industry should modify the template to comply with any additional and/or contractual requirements necessary to secure the system.