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# SOCIAL MEDIA GOVERNANCE TOOLKIT CONTENTS LIST

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## Social Media Governance Documents

ISMS DOC 1 Protection and Control of ISMS Documentation	SMG DOC 7.16 Social Media Instant Messaging Guidelines 2
SMG DOC 2 Social Media Records Management	SMG DOC 7.17 Social Media Skype Guidelines
SMG DOC 3 Branding and Style Guidelines	SMG DOC 7.18 Social Media Twitter Guidelines
SMG DOC 3.1 Social Media Metrics	SMG DOC 7.19 Social Media YouTube Guidelines
SMG DOC 4.6 Social Media Roles and Responsibilities	SMG DOC 8 Social Media Training Policy Statement
SMG DOC 5.1 Social Media Policy	SMG DOC 11.3 Social Media User Guidelines
SMG DOC 6 Social Media Governance Framework	SMG DOC 15 Social Media Legal Guidance
SMG DOC 7.3 Social Media Communications Policy	SMG REC 9.1.1 Blog Proposal
SMG DOC 7.12 Social Media Blogging Guidelines	SMG REC 9.3.1 LinkedIn Group Proposal
SMG DOC 7.13 Social Media Facebook Guidelines	SMG REC 9.7.1 Twitter Page Proposal
SMG DOC 7.14 Social Media LinkedIn Guidelines	SMG REC 9.9.1 YouTube Proposal
SMG DOC 7.15 Social Media Instant Messaging Guidelines	Social Media Strategy Framework
	ITG Branding Guidelines
	ITG Corporate Style Guide

## Social Media Governance Security Documents

SMG DOC 7.2 Social Media Acceptable Use Policy	SMG DOC 11.4 Username and Password Management
SMG DOC 7.6 Information Security Classification Guidelines	SMG DOC 13.2 Social Media Incident Management
SMG DOC 10.4 Privacy Procedure	SMG REC 13.1A Social Media Weaknesses, Events and Abuse Report
SMG DOC 10.12 Controls against Malicious Code (Malware)	SMG REC 13.5 Schedule of Information Security Events Report
SMG DOC 10.13 Backup Procedures	
SMG DOC 10.18 Social Media Monitoring Procedure	

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### Blank Templates

Basic Checklist Template  
Basic Meeting Agenda Template  
Basic Meeting Minutes Template  
Basic Policy Template  
Basic Procedure Template

Basic Schedule Template  
Basic Service Level Agreement  
Template  
Basic Work Instruction Template

### Other Documents

Social Media Governance Toolkit User Instructions  
Social Media Governance Toolkit Copyright License Agreement  
Roles and Responsibilities Matrix  
Contents Comparison Table

### **Change History Record**

Issue	Description of Change	Date of Issue
1	Initial issue	April 2010
2	Multiple Minor Changes throughout all documents to enable better integration with all toolkits.	31 August 2010