



ANDREW M. CUOMO
Governor

State Capitol P.O. Box 2062
Albany, NY 12220-0062
www.its.ny.gov

BRIAN DIGMAN
NYS Chief Information Officer
Director, Office of IT Services

<p>New York State Information Technology Standard</p>	<p>No: NYS-S14-005</p>
<p>IT Standard:</p> <p>Security Logging</p>	<p>Effective: 02/21/2014</p>
	<p>Issued By: NYS ITS</p> <p>Standard Owner: Enterprise Information Security Office</p>

1.0 Purpose and Benefits of the Standard

Logs record data so that systems and networks can be appropriately monitored to maintain use for authorized purposes and an awareness of the operating environment, including detecting indications of security problems.

This standard defines requirements for security log generation, management, storage, disposal, access and use. Security logs are generated by many sources, including security software, such as antivirus software, firewalls, and intrusion detection and prevention systems; operating systems on servers, workstations, and networking equipment; and applications.

2.0 Enterprise IT Policy/Standard Statement

Section 2 of Executive Order No. 117 provides the State Chief Information Officer, who also serves as director of the Office of Information Technology Services (ITS), the authority to oversee, direct and coordinate the establishment of information technology policies, protocols and standards for State government, including hardware, software, security and business re-engineering. Details regarding this authority can be found in NYS ITS Policy NYS-P08-002, Authority to Establish State Enterprise Information Technology (IT) Policy, Standards and Guidelines.

Except for terms defined in this policy, all terms shall have the meanings found in <http://www.its.ny.gov/policy/glossary.htm>.

3.0 Scope

This standard applies to all information technology equipment owned and/or operated by, or on behalf of, New York State. This standard addresses only those logs that typically contain computer security-related information, such as audit logs that track user authentication attempts and user actions, and security device logs that record possible attacks.

4.0 Information Statement

Logs must be generated in information technology (IT) systems and networks. Because of the nature of the data contained in security logs (e.g., passwords, e-mail content), they are considered Personal, Private or Sensitive Information (PPSI) and must be protected with the controls for a confidentiality and integrity of high (see Information Security Controls Standard).

4.1. Initial Log Generation

- a. All hosts and networking equipment must perform security log generation for all of its components (e.g., OS, service, application).
- b. All security events (Appendix A) must be logged and should be set to capture significant levels of detail to indicate activity.

4.2. Log Administration

- a. All hosts and networking equipment must issue alerts on security log processing failures, such as software/hardware errors, failures in the log capturing mechanisms, and log storage capacity being reached or exceeded. All alerts should be as close to real time as possible.
- b. When non-revolving log storage reaches 90% capacity, a warning must be issued.

4.3. Log Consolidation

- a. Security-related information from all systems, with the exception of individual workstations, must be transferred to a consolidated log infrastructure. Systems running workstation operating systems which are used for shared services, such as shared file storage or web services must also satisfy these requirements.
- b. All workstations must have the ability to transfer logs to a consolidated log infrastructure, if needed.
- c. Log data must be transferred real-time from individual hosts to a consolidated log infrastructure. Where real-time transfer is not possible, data must be transferred from the individual hosts to a consolidated log infrastructure as quickly as the technology allows.
- d. State entities (SEs) must establish processes for the establishment, operation and, as appropriate, integration of log management systems.

4.4. Log Storage and Disposal

- a. Within the consolidated log infrastructure, logs must be maintained and readily available for a minimum of 92 days. Based on SE requirements, including audit or legal needs, logs may need to be retained for a longer period of time.
- b. Log data must be securely disposed of (at both the system and the infrastructure level) in compliance with the Sanitization/Secure Disposal Standard.

- c. Systems that collect logs, whether local or consolidated, must maintain sufficient storage space to meet the minimum requirements for both readily available and retained logs. Storage planning should account for log bursts or increases in storage requirements that could reasonably be expected to result from system issues, including security.
- d. A process must be put in place to provide for log preservation requests, such as a legal requirement to prevent the alteration and destruction of particular log records (e.g., how the impacted logs must be marked, stored, and protected).
- e. Log integrity for consolidated log infrastructure needs to be preserved, such as storing logs on write-once media or generating message digests for each log file.

4.5. Log Access and Use

- a. Log data must be initially analyzed as close to real time as possible.
- b. Access to log management systems should be appropriately recorded and must be limited to individuals with a specific need for access to the records. Access to log data should be limited to the specific sets of data appropriate for the business need.
- c. Procedures must exist for managing unusual events. Response must be commensurate with system criticality, data sensitivity and regulatory requirements.

5.0 Compliance

This standard shall take effect upon publication. The Policy Unit shall review the standard at least once every year to ensure relevancy. The Office may also assess agency compliance with this policy. To accomplish this assessment, ITS may issue, from time to time, requests for information to covered agencies, which will be used to develop any reporting requirements as may be requested by the NYS Chief Information Officer, the Executive Chamber or Legislative entities.

If compliance with this standard is not feasible or technically possible, or if deviation from this standard is necessary to support a business function, SEs shall request an exception through the Enterprise Information Security Office exception process.

6.0 Definitions of Key Terms

Consolidated Log Infrastructure	The hardware, software, networks, and media used to generate, transmit, store, analyze, and dispose of log data.
Personal, Private or Sensitive Information (PPSI)	Any information where unauthorized access, disclosure, modification, destruction or disruption of access to or use of such information could severely impact the SE, its critical functions, its employees, its customers, third parties, or citizens of New York. This term shall be deemed to include, but is not limited to, the information encompassed in existing statutory definitions ¹ .

¹ General Business Law §§399-dd; 399-h(1)(c),(d),(e); 899-aa(1)(a)(b); Public Officers Law, §§86(5); 92(7), (9); State Technology Law §§202(5); 208(1)(a).

PPSI includes, but is not limited to:

1. Information concerning a person which, because of name, number, personal mark or other identifier, can be used to identify that person, in combination with:
 - Social Security Number;
 - driver's license number or non-driver identification card number;
 - mother's maiden name; or
 - financial account identifier(s) or other information which would permit access to a person's financial resources or credit.
2. Information used to authenticate the identity of a person or process (e.g., PIN, password, passphrase, biometric data). This does not include distribution of one-time-use PINs, passwords, or passphrases.
3. Information that identifies specific structural, operational, or technical information, such as maps, mechanical or architectural drawings, floor plans, operational plans or procedures, or other detailed information relating to electric, natural gas, steam, water supplies, nuclear or telecommunications systems or infrastructure, including associated facilities, including, but not limited to:
 - training and security procedures at sensitive facilities and locations as determined by the Office of Homeland Security (OHS);
 - descriptions of technical processes and technical architecture;
 - plans for disaster recovery and business continuity; and
 - reports, logs, surveys, or audits that contain sensitive information.
4. Security related information (e.g., vulnerability reports, risk assessments, security logs).
5. Other information that is protected from disclosure by law or relates to subjects and areas of concern as determined by SE executive management.

7.0 ITS Contact Information

Submit all inquiries and requests for future enhancements to the standard owner at:

Standard Owner
Attention: Enterprise Information Security Office
New York State Office of Information Technology Services
State Capitol, ESP, P.O. Box 2062
Albany, NY 12220
Telephone: (518) 242-5200
Facsimile: (518) 322-4976

Questions may also be directed to your ITS Customer Relations Manager at:
Customer.Relations@its.ny.gov

The State of New York Enterprise IT Policies may be found at the following website:
<http://www.its.ny.gov/tables/technologypolicyindex.htm>

8.0 Review Schedule and Revision History

Date	Description of Change
02/21/2014	Original Standard Release; replaces <i>ITS S11-001 Security Monitor and Logging and CSCIC/OCS S10-005 Monitoring System Access and Use</i>
02/21/2015	Scheduled Standard Review

9.0 Related Documents

[NIST Special Publication 800-92, Guide to Computer Security Log Management](#)

Appendix A: Security Events to Log

Security events that must be logged for all systems include but are not limited to:

Successful and unsuccessful authentication events to include but not limited to:

- system logon/logoff;
- account or user-ID;
- change of password;
- the type of event;
- an indication of success or failure of event;
- the date and time of event; and
- Identification of the source of event such as location, IP addresses terminal ID or other means of identification.

Unsuccessful resource access events will be logged to include at minimum:

- account or user-ID;
- the type of event;
- an indication of the event;
- the date and time of event;
- the resource; and
- identification of the source of event such as location, IP addresses terminal ID or other means of identification.

Successful and unsuccessful privileged operations including but not limited to:

- use of system privileged accounts;
- system starts and stops;
- hardware attachments and detachments;
- system and network management alerts and errors messages; and
- security events - account/group management and policy changes.

Successful and unsuccessful access to log files to include but not limited to:

- account or user-ID;
- the type of event;
- an indication of success or failure of event;
- the date and time of event; and
- identification of the source of event such as location, IP address, terminal ID or other means of identification.

Most web servers offer the option to store log files in either the common log format or an extended log format. The extended log format records more information than the common log file format. When technically feasible web servers must use extended log format. The extended log format adds valuable logging information to your log file so you can determine where messages are coming from, who is sending the message and adds information to the log file that would be necessary to trace an attack.

For systems identified as critical based on an SE risk assessment or systems that have not yet been classified, in addition to the above, successful resource access events will be logged to include at a minimum:

- account or user-ID;
- the type of event;
- an indication of the event;
- the date and time of event;
- the resource; and
- identification of the source of event such as location, IP addresses terminal ID or other means of identification.