**Anti-Virus Guidelines**

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**Last Update Status:** *Retired*

Recommended processes to prevent virus problems:

* Always run the Corporate standard, supported anti-virus software is available from the corporate download site. Download and run the current version; download and install anti-virus software updates as they become available.
* NEVER open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, then "double delete" them by emptying your Trash.
* Delete spam, chain, and other junk email without forwarding, in with <Company Name>'s *Acceptable Use Policy*.
* Never download files from unknown or suspicious sources.
* Avoid direct disk sharing with read/write access unless there is absolutely a business requirement to do so.
* Always scan a floppy diskette from an unknown source for viruses before using it.
* Back-up critical data and system configurations on a regular basis and store the data in a safe place.
* If lab testing conflicts with anti-virus software, run the anti-virus utility to ensure a clean machine, disable the software, then run the lab test. After the lab test, enable the anti-virus software. When the anti-virus software is disabled, do not run any applications that could transfer a virus, e.g., email or file sharing.
* New viruses are discovered almost every day. Periodically check the *Lab Anti-Virus Policy* and this Recommended Processes list for updates.

# Related Standards, Policies and Processes

None.

# Definitions and Terms

None.

# Revision History

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| **Date of Change** | **Responsible** | **Summary of Change** |
| Dec 2013 | SANS Policy Team | Converted format and retired. |
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