**Administrative Controls**

An organization uses the following administrative controls:

* **Corporate objectives:** A broad statement of intent, purposes, and goals of an organization.
* **Policies:** Documents that state how the organization is to perform and conduct business functions and transactions with a desired outcome.
* **Procedures:** Written statements describing the steps required to implement a process.
* **Standards:** Established and proven norms and methods. Standards can be procedural or technical and implemented across an organization.
* **Guidelines:** Parameters within which a policy, standard, or procedure is recommended. Guidelines are optional.
* **Training:** The process of knowledge transfer. Training may take the form of formal or informal classes, newsletters, and online how-to repositories.
* **Security awareness:** Knowledge of security policies, threats, and handling of digital assets.