

Digital Asset Access Change Log

Document Information

Document Owner	
Creation Date	
Last Updated	
Version	

Overview

This document records and tracks all changes made to access permissions for digital assets within the organization. It includes additions, removals, and modifications of access for users or groups.

Access Change Log

Date	Requester	Affected User/Group	Asset/Resource	Type of Change	Description/Reason	Approved By

Important Notes

- Ensure that all access changes are approved and documented before implementation.
- Document should be reviewed and updated regularly to maintain accuracy.
- Access changes must comply with organizational security and compliance policies.
- Retain historical records for audit and accountability purposes.