ACCESS GOVERNANCE / REVIEW MEETING

# Quarterly access review minutes

## Meeting record

18 November 2026 | Example Services | Finance systems

Participants: Identity Operations and the designated application owner.

Review window: 1 July through 30 September 2026.

## Scope and method

Identity Operations compared the finance access list to role assignments.

The review covered 18 named user accounts and 6 privileged accounts.

The access listing was exported on 15 November 2026.

## Standard accounts

All 18 named user accounts were reviewed against their assigned roles.

One obsolete entitlement was removed and recorded in the change log.

## Record references

Source register: FIN-ACCESS-Q3. Change record: DEMO-043.

See page 2 for privileged-account coverage and outstanding actions.

ACCESS GOVERNANCE / EXCEPTIONS

# Privileged-account review

## Coverage

Four of six privileged accounts were reviewed.

Two privileged accounts were excluded from this quarterly review.

They are service accounts svc-batch and svc-ledger.

## Owner follow-up

Identity Operations will collect the current entitlement lists.

The system owner will review both accounts by 30 November 2026.

Closure requires two documented access decisions in the access register.

## Meeting disposition

The meeting minutes were approved for distribution on 18 November 2026.

The two service-account access decisions remain open.