STATEWIDE INFORMATION SYSTEMS POLICY

Statewide Policy: Domain Name Systems

Effective Date: April 2002

Approved: Scott Darkenwald, Director, Department of Administration

Replaces & Supercedes: This policy supercedes any prior enterprise policies for establishing and implementing information technology (IT) policies and standards.

I. Authorizations, Roles, & Responsibilities

Pursuant to the Montana Information Technology Act ("MITA") (Title 2, Chapter 17, Part 5 of the Montana Code Annotated ("MCA"), it is the policy of the state that information technology be used to improve the quality of life of Montana citizens, and that such improvement is to be realized by protecting individual privacy and the privacy of the information contained within the state's information technology systems. §2-17-505(1), MCA. It is also the policy of the state that the development of information technology resources be conducted in an organized, deliberative, and cost-effective manner, which necessitates the development of statewide information technology policies, standards, procedures, and guidelines applicable to all state agencies and others using the state network. It is also anticipated that State information technology systems will be developed in cooperation with the federal government and local governments with the objective of providing seamless access to information and services to the greatest degree possible. §2-17-505(2), MCA.

Department of Administration: Under MITA, the Department of Administration ("DOA") is responsible for carrying out the planning and program responsibilities for information technology for state government (except the national guard), including for establishing and enforcing a state strategic information technology plan and establishing and enforcing statewide information technology policies and standards. DOA is responsible for implementing MITA and all other laws for the use of information technology in state government. The director of DOA has appointed the chief information officer to assist in carrying out the department's information technology duties. §2-17-512, MCA.

Department Heads: Each department head is responsible for ensuring an adequate level of security for all data within their department. §2-15-114, MCA.

II. Policy - Requirements

A. Scope

This policy applies to all state computer networks that reside on the inside of the state's Internet firewall. This policy does not apply to colleges and universities, the Commissioner of Higher Education Office, or public access computers in libraries.

B. Purpose

It is important that domain names be standard and consistent. It is necessary to have naming standards so information created will be standardized and consistent from agency to agency, reducing confusion on the part of the public.

C. Requirements

The following acronyms will be used to identify agencies and to remain consistent with other automated directory services on the state network. These acronyms are to be used in naming objects and other items on the network.

As the size and use of the Internet increases, it is important to maintain organization for the State of Montana's Domain Name System (DNS). The State's primary domain is **mt.gov**. The DNS naming convention for a state agency is listed as follows: ***<agency acronym>*.mt.gov** (e.g. doa.mt.gov). When assigning new domain names, this naming convention will be used.

All domain names for a site must be prefixed by the agency's acronym. The following acronyms will be used to identify agency domain names to remain consistent with other automated directory services on the state network:

ADV	Montana Advocacy Program
AGR	Department of Agriculture
ART	Montana Arts Council
BOE	State Board of Education
BPE	Board of Public Education
CHE	Office of the Commissioner of Higher Education
DOC	Department of Commerce
COR	Department of Corrections
CPP	Commissioner of Political Practices

DEQ	Department of Environmental Quality
DLI	Department of Labor and Industry
DMA	Department of Military Affairs
DOA	Department of Administration
DOJ	Department of Justice
DOR	Department of Revenue
FWP	Department of Fish, Wildlife and Parks
GOV	Governor's Office
HCT	Helena College of Technology
HHS	Department of Public Health & Human Services
HIS	Historical Society
JUD	Judiciary
LEG	Legislative Branch
LIV	Department of Livestock
MDT	Department of Transportation
MSL	Montana State Library
DNR	Department of Natural Resources & Conservation
OPI	Office of Public Instruction
PSC	Department of Public Service Regulation
SAO	State Auditor's Office
SOS	Secretary of State
STF	Montana State Fund
USM	University System

Publicized IP host names residing within a given agency's domain must be descriptive of the site's function. Common examples of these types of IP hosts are Web, FTP, and mail servers. For example, the job search site for the

Department of Labor and Industry would be "**jsd.dli.mt.gov**". The audience for the site must be able to relate to the site's intended purpose by the IP host name. The IP host name must be what the audience of the site would intuitively use in a search to find the site.

If multiple agencies are in collaboration on one site, the agency name used in the domain name is the one responsible for the IP host where the site resides.

All city, county, and state agencies are required to follow the US Registry Standards in RFC1480. Under some circumstances, an agency may deviate from the standard naming conventions. Agencies will be permitted to register alternate domain names for the purpose of establishing an Internet or web presence. If an agency uses something different from the standard naming conventions, it must follow these procedures:

- Obtain approval for the exception from ITSD. Approval must be obtained prior to registering domains outside of RFC1480. The new domain name must be registered prior to being added to the state DNS.
- The agency is responsible for the nature and format of the alternate domain name.
- The agency is responsible for obtaining and incurring the cost of its own domain name from the Internet Domain Name Registers.
- The domains can only be used for hosting web, FTP and email services.
- If a domain name is discontinued, the agency must notify ITSD.

D. Background - History On The Creation Of Or Changes To This Policy

This policy was created by the Network Technology Services Bureau of the Information Technology Services Division of the Department of Administration. It was modified in April 2001 to reflect changes in process for agencies to obtain exceptions for deviating from the standard naming conventions. It has been distributed to the Information Technology Managers Council for comment and review prior to adoption.

E. Guidelines - Recommendations, Not Requirements

It is recommended that IP host names not intended for public information also follow this policy.

1. Change Control and Exceptions

Policy changes or exceptions are governed by the Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards. Requests for a review or change to this policy are made by submitting an Action Request form. Requests for exceptions are made by submitting an Exception Request form. Changes to policies and standards will be prioritized and acted upon based on impact and need.

III. Close

For questions or comments about this instrument, contact the Information Technology Services Division at ITSD Service Desk, or:

Chief Information Officer
PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

IV. Cross-Reference Guide

A. State/Federal Laws

- 2-17-505(1) – Policy
- 2-17-514(1) – enforcement
- 2-17-512, MCA; 2-17-534, MCA

B. State Policies (IT Policies, MOM Policies, ARM Policies)

- MOM 3-0130 Discipline
- ARM 2.12.206 Establishing Policies, Standards, Procedures and Guidelines.

C. IT Procedures or Guidelines Supporting this Policy

- IT Policy and Standard Development and Maintenance Procedure

V. Administrative Use

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Version:	1.1
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Scheduled Review Date:	October 1, 2013
Last Review/Revision:	Reviewed July 11, 2008. Non-material changes are necessary.
Change Record:	July 11, 2008 – Non-material changes made: - Standardize instrument format and common components. - Changed to reflect next review date.