

<b>ARIZONA</b> <b>DEPARTMENT</b> <b>OF</b> <b>ADMINISTRATION</b>	<b>Statewide</b> <b>STANDARD</b>	 <b>State of Arizona</b>
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## **STANDARD 1310: DOMAIN NAMING STANDARD**

<b>DOCUMENT NUMBER:</b>	S1310
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<b>REVISION:</b>	1.0

### **1. AUTHORITY**

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To effectuate the mission and purposes of the Arizona Department of Administration (ADOA), the Agency shall establish a coordinated plan and program for information technology (IT) implemented and maintained through policies, standards and procedures (PSPs) as authorized by Arizona Revised Statute (A.R.S.)§ 41-3504.

### **2. PURPOSE**

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The purpose of this standard is to establish and protect the AZ.gov (State of Arizona) brand, ensuring the citizens and customers of the State of Arizona that they are using the official Arizona State Government website. It further assures that the policies and standards of the State of Arizona are employed, including protections such as privacy, security and accessibility for all Arizona citizens.

### **3. SCOPE**

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- 3.1** Application to Budget Units (BUs) - This standard shall apply to all BUs and with third parties that perform functions, activities or services for or on behalf of the BUs or their Divisions.
- 3.2** Application to Systems – This standard shall apply to all State information systems.
- 3.3** Application to Third Parties - This standard shall apply to all ADOA vendors and contractors providing goods and services to the BUs and to third parties, including other Government bodies.

### **4. EXCEPTIONS**

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- 4.1** None

### **5. ROLES AND RESPONSIBILITIES**

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- 5.1** Refer to Sec 5 of P1310: Domain Naming Policy

### **6. STATEWIDE STANDARD**

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BUs shall use the following format for all public-facing AZ.gov (State of Arizona) domains, e-mail servers, websites and applications. BUs shall submit a request to the State CIO’s office prior to registering additional domain names. New domains will not be promoted to production until the State CIO has approved the request.

**6.1 Domain Name Format:** BU’s shall conform to the following format for domain names:

**6.1.1** The third-level domain name format for new domains shall be:

<agency>.az.gov

**6.2 Domain Name Conventions:** Convention for new public-facing domain names for BUs shall conform to the following formats:

**6.2.1** New names should be (in order of preference):

- a) Friendly to our constituents
- b) Easy to understand
- c) Self-evident
- d) Intuitive
- e) Easy to remember without looking it up
- f) 16 alphanumeric characters or less – no special characters

**6.2.2** Acceptable examples are:

- a) Acronyms: e.g. DOA for the Department of Administration
- b) Partial Identifier: e.g. Administration for the Department of Administration
- c) Abbreviations: e.g. REV for the Department of Revenue
- d) HRIS Agency Code (2 letters)
- e) AFIS Agency Code (3 letters)
- f) Others as approved by the State CIO

**6.2.3** Agencies shall not use names that are:

- a) Offensive
  - Example: Arizona State Library and Public Records = ASLAPR
- b) Vulgar
  - Example: Department of Housing = DOH
- c) Confusing
  - Example: AG – too ambiguous – is it Attorney General or Auditor General?
  - Consider attorneygeneral or auditorgeneral
- d) Ambiguous

- Example: DHS – too ambiguous – is it Health Services or Homeland Security?
  - Consider healthservices or homelandsecurity
- 6.3** New Website Name Format for divisions, programs and applications: BUs shall conform to the following format for new public-facing website names; no approval is required from ADOA-ASET:
- 6.3.1** Path Level for web pages representing individual divisions shall be:  
<agency>.az.gov/<division>/<program>
- 6.3.2** Path Level for web pages representing a program that is at the agency level or is shared across more than one division shall be:  
<agency>.az.gov/<program>
- 6.3.3** Path Level for public-facing web applications shall be:  
<agency>.az.gov/<application>
- 6.4** New public-facing application name format: BUs shall conform to the following name format for new public-facing applications. No approval is required for these from ADOA-ASET:
- 6.4.1** Applications shall make use of the following name spaces:
- a) <application>.<agency>.az.gov for applications in the production environment
  - b) <application>.<agency>.devaz.gov for applications in the development environment
  - c) <application>.<agency>.qaaz.gov for applications in the test environment
  - d) <application>.<agency>.stagingaz.gov for applications in the staging environment
- 6.4.2** Applications are limited to the third-level domain name space.
- a) Acceptable: <application>.<agency>.az.gov
  - b) Unacceptable: <application>.<agency>.application.az.gov
- 6.5** New public-facing website name conventions: BUs shall conform to the same conventions as in 6.2, above.
- 6.6** When creating short URLs, effort may be made to ensure that the root domain name is included to assure the public of the legitimacy of the site.
- 6.7** New Mail Server Name Format for BUs following the new URL format: BUs shall conform to the following format for new mail server MX records:
- 6.7.1** All email addresses shall be  
<first name or other identifier.last name>@<agency>.az.gov

**6.7.2** Staff members with duplicate names should be assigned in such a manner to avoid duplication and confusion. For example: Jane.Doe@<agency>.az.gov, Jane.A.Doe@<agency>.az.gov, J.Doe@<agency>.az.gov, Jane.Doe1@<agency>.az.gov, J.A.Doe@<agency>.az.gov, and JA.Doe@<agency>.az.gov

**6.8** In the event that a BU must change its domain name it shall arrange to retain control over the former domain name for at least two (2) years and forward traffic to the new domain name throughout that period.

## 7. DEFINITIONS AND ABBREVIATIONS

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Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

## 8. REFERENCES

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**8.1** A.R.S. § 41-3504.

**8.2** Statewide Policy P1310 – Domain Naming Polciy.

## 9. ATTACHMENTS

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None.

## 10. REVISION HISTORY

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Date	Change	Revision	Signature
7/13/2015	Initial Release	1.0	