State of Indiana Office of Technology

IN.gov Domain Naming Convention & Policy

Alvin D. Wilson
10/13/2009

Table of Contents

Purpose 3
Background 3
Scope 3
Policy 3
Definitions Reference 4
Definitions have been provided to clarify specific references within the policy. 4

Purpose

Consistent internet names, or domain names, allow people to search for information on the Internet more easily. An internet domain exists called the .gov domain that is overseen by the federal government and reserved for use by federal, state, and local governments. The State of Indiana has registered the domain names Indiana.gov and IN.gov for use by state and local government in Indiana. Internet names assigned under the Indiana.gov and IN.gov domains will use consistent naming conventions to enhance the accessibility of information regarding state and local government.

Background

The Indiana Office of Technology (IOT) is the administrator for the Indiana/IN.gov domain.

Scope

Eligible entities that are allowed to register subdomain names within the Indiana .gov domains are:

- Cities, Towns, and Municipalities
- Counties
- State Agencies, Bureaus, Offices, Departments, Boards, and Commissions

Policy

1.1 Eligible entities may request subdomains from IOT by going to http://webmasters.in.gov and selecting Web/E-mail Addresses

1.2 Eligible entities are required to submit request from their senior leadership on their organizational letterhead.

1.3 Eligible entities registering domain names.

1.3.1 Cities, Towns, and municipalities will register their domain names at the fourth level. The appropriate naming convention would be {cityname}.IN.gov, {Countyname}{county}.IN.gov, {municipalityname}.local.IN.gov or {townname}.IN.gov. Abbreviates or well known acronyms may be appropriate.

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1.3.3 Cities, Towns, municipalities and counties must accompany a request for a subdomain with a official letter of request from the appropriate official:

- For towns, the President of the Town Board
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1.3.4 IOT will delegate to Counties, Cities, Towns, and municipalities Domain Server to allow them to manage their DNS at the fourth level and beyond.

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- The program is approved by the IN.gov Governance Council.
- The program involves multiple agencies
- The program domain name existed prior to 11/1/2009.

1.4 IOT will respond to all requests for a subdomain within 3 working days of the request.

1.5 If an eligible entity reserves a domain name, both the Indiana.gov and IN.gov names will be reserved to avoid confusion.

1.6 Domains should not be created past the 5th level domain. But IOT will review any such requests on a case by case basis.

1.7 Domain names ending in .com, .net, or .org will not be assigned by IOT or registered by an agency without the prior express written permission of the Governor's Office.

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1.3 .gov Domain: Refers to the Internet top-level domain (.gov) operated by the General Services Administration. www.dotgov.gov

1.4 Second Level Domain: The second-level domain is the next highest level of the hierarchy under the top-level domain. The second-level domain should define or identify the organization or entity that registered the domain, such as IN.gov.

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Definitions have been provided to clarify specific references within the policy.

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1.3 .gov Domain: Refers to the Internet top-level domain (.gov) operated by the General Services Administration. www.dotgov.gov

1.4 Second Level Domain: The second-level domain is the next highest level of the hierarchy under the top-level domain. The second-level domain should define or identify the organization or entity that registered the domain, such as IN.gov.

1.5 Third Level Domain: The third-level domain is next in the hierarchy. It is a further specialization within the organization or entity that registered the second-level domain, such as IOT.IN.gov.

State of Indiana Office of Technology

IN.gov Domain Naming Convention & Policy

Alvin D. Wilson
10/13/2009

Table of Contents

Purpose 3
Background 3
Scope 3
Policy 3
Definitions Reference 4
Definitions have been provided to clarify specific references within the policy. 4

Purpose

Consistent internet names, or domain names, allow people to search for information on the Internet more easily. An internet domain exists called the .gov domain that is overseen by the federal government and reserved for use by federal, state, and local governments. The State of Indiana has registered the domain names Indiana.gov and IN.gov for use by state and local government in Indiana. Internet names assigned under the Indiana.gov and IN.gov domains will use consistent naming conventions to enhance the accessibility of information regarding state and local government.

Background

The Indiana Office of Technology (IOT) is the administrator for the Indiana/IN.gov domain.

Scope

Eligible entities that are allowed to register subdomain names within the Indiana .gov domains are:

- Cities, Towns, and Municipalities
- Counties
- State Agencies, Bureaus, Offices, Departments, Boards, and Commissions

Policy

1.1 Eligible entities may request subdomains from IOT by going to http://webmasters.in.gov and selecting Web/E-mail Addresses

1.2 Eligible entities are required to submit request from their senior leadership on their organizational letterhead.

1.3 Eligible entities registering domain names.

1.3.1 Cities, Towns, and municipalities will register their domain names at the fourth level. The appropriate naming convention would be {cityname}.IN.gov, {Countyname}{county}.IN.gov, {municipalityname}.local.IN.gov or {townname}.IN.gov. Abbreviates or well known acronyms may be appropriate.

1.3.2 Counties will register their domain names at the fourth level. The appropriate naming convention would be {countyname}.county.IN.gov. Abbreviates or well known acronyms may be appropriate.

1.3.3 Cities, Towns, municipalities and counties must accompany a request for a subdomain with a official letter of request from the appropriate official:

- For towns, the President of the Town Board
- For cities, the Mayor of the City
- For counties, the President of the County Commissioners

1.3.4 IOT will delegate to Counties, Cities, Towns, and municipalities Domain Server to allow them to manage their DNS at the fourth level and beyond.

1.3.5 State agencies, offices, departments, boards, and commissions will register their domains at the third level. The appropriate naming convention would be

{agencyacronym}.IN.gov. Agencies may request their entire agency name, but it is strongly recommended that agency acronyms are used.

1.3.6 State agencies, offices, department, boards, and commissions Programs will register their domains at the fourth level behind their agency acronym name. The appropriate naming convention would be {programname}.{acronym}.IN.gov. Agencies may request programs to be registered at the third level if they meet one of the following criteria:

- The program is approved by the IN.gov Governance Council.
- The program involves multiple agencies
- The program domain name existed prior to 11/1/2009.

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Table of Contents

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Scope 3
Policy 3
Definitions Reference 4
Definitions have been provided to clarify specific references within the policy. 4

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