| **A**RIZONA **D**EPARTMENT **O**F **A**DMINISTRATION | **Statewide**

POLICY | State of Arizona

State of Arizona |
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POLICY 1310: DOMAIN NAMING

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1. AUTHORITY

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 and Standards Program (PSP) as authorized by Arizona Revised Statutes (A.R.S.)§ 18-104.

2. PURPOSE

The purpose of this policy is to establish and protect the AZ.gov (State of Arizona) brand, assuring the citizens and customers of the State of Arizona that they are using the official Arizona State Government website. It addresses the need for avoiding creation of unnecessary and duplicate websites which apart from confusing the public, also cost money. 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

3.1 This policy applies to all Budget Units (as defined in A.R.S. § 18-101) and IT integrations and/or data exchange with third parties that perform IT functions, activities or services for or on behalf of Budget Units. Applicability of this policy to third parties is governed by contractual agreements entered into between Budget Units and the third party/parties. In addition, PSPs for security technology are covered by Policy 8120: Information Security Program.

4. ROLES AND RESPONSIBILITIES

4.1 State Chief Information Officer (CIO) shall be ultimately responsible for the correct and thorough completion of Statewide IT PSPs throughout all State BUs.

4.2 State Digital Government Program Manager shall:

4.2.1 Oversee the management and operation of State of Arizona websites using the AZ.gov domain;

4.2.2 Make decisions with respect to the application of State policies and Arizona Revised Statutes to State of Arizona websites using the AZ.gov domain;

4.2.3 Make decisions with respect to the use of any .gov domain at the state, county, city, or district levels, or any other .gov domain name used by a government entity in Arizona;

4.3 Budget Unit (BU) Director shall:

4.3.1 Be responsible for the correct and thorough completion of (Agency) BU PSPs;

4.3.2 Ensure compliance with BU PSPs; and

4.3.3 Promote efforts within the BU to establish and maintain effective use of agency information systems and assets.

4.4 Budget Unit Chief Information Officer (BU CIO) shall:

4.4.1 Utilize the Domain Request Procedure when obtaining new webpage domain names; and

4.4.2 Ensure compliance with the Statewide Standards for domain names.

5. STATEWIDE POLICY

5.1 BUs shall use the AZ.gov (State of Arizona) domain for all new public-facing websites. Domain names shall follow the standards set forth in Statewide Standard *S1310 – Domain Naming Standard*.

5.2 BUs shall obtain approval for new domain names from the State CIO's office by submitting an official request using the Domain Name Approval Procedure. (https://aset.az.gov/azgov-registration).

5.3 Domains shall not be promoted to production until the State CIO has approved the request.

5.4 BUs shall conform to State Standards regarding new website and domain names.

5.5 The State CIO shall maintain the master list of all AZ.gov domains.

6. DEFINITIONS AND ABBREVIATIONS

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

7. REFERENCES

7.1 A.R.S.§ 18-104

7.2 Statewide Standard *S1310 – Domain Naming Standard*

7.3 Domain Name Approval Procedure. (https://aset.az.gov/azgov-registration)

8. ATTACHMENTS

None.

9. REVISION HISTORY

Date	Change	Revision	Signature
1/1/2016	Initial Release	1.0	Mike Lettman, Acting State CIO and State Chief Information Security Officer
10/11/2016	Updated all the Security Statutes	1.1	Morgan Reed, State CIO and Deputy Director
3/15/2021	Reviewed for annual update	1.2	Deirdre LaGuardia
5/15/2021	Updates made per peer review	1.3	Justin Turner & Anny Ulrey
7/12/2021	CIO review	2.0	JR Sloan