

PROCEDURE 1310.37  
Issued Date: November 30, 2001  
Effective Date: December 17, 2001

SUBJECT: Internet Domain Name Standard for e-Michigan Portal

APPLICATION: Michigan State Government Executive Branch Agencies

PURPOSE: Define and standardize State of Michigan Internet Domain Names for the State of Michigan's Web Portal.

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SUMMARY: Michigan State Government's Portal is registered with the United States General Services Administration as the "Michigan.Gov" domain. This name and the naming scheme resulting from this procedure must comply with information provided in informational Internet technical document Request For Comment (RFC) 2416, which describes naming conventions concerning United States Government Internet sites.

The Domain Name System (DNS) is a hierarchical, distributed service used to assist in the location of resources, such as file servers, world wide web servers, E-mail services, and appliances which are attached to the Internet. The DNS converts or resolves easier to remember resource names (Michigan.Gov) into their equivalent 4 octet Internet numerical address which is used by Internet routing equipment to establish host to host communication links . The Network Operations Center (NOC) manages and maintains the primary DNS service for the State.

The list of domain names will be maintained by NOC and entered into the DNS system servers when agency resources such as files or applications need to be accessed within State networks or via the external Internet or extra-net.

Implementation Considerations: Procedure 1310.20 Internet Domain Name and Service Naming is targeted for revision or possible obsolescence, but is not rescinded at this time. It is expected that for some time the domains identified under Procedure 1310.20 will co-exist to allow an orderly transition of content and applications to the new portal and the more defined Uniform Resource Locator (URL) naming conventions outlined in this procedure.

The Michigan.gov Portal content will adhere to the [michigan.gov](http://michigan.gov) name. Agencies are not permitted to insert agency identifiers between the www and Michigan to create a sub-domain address such as [www.dit.michigan.gov](http://www.dit.michigan.gov). Where agency identifiers are necessary they will follow a virgule after the .gov to form an address similar to [www.michigan.gov/dit](http://www.michigan.gov/dit). In this example the letters "dit" act as the abbreviation for the "department or agency name". Readily identifiable character combinations should be used to identify agencies content areas such as DNR to identify the Department of Natural Resources. Agency names abbreviation consistent with those presented in 1310.20 are still valid.

Where further identification is desirable or necessary the agency identifier may, after another virgule, include the bureau or office and after another virgule the division or section to model content locations and as necessary to associate content with the appropriate work-unit in any advertised URL. Program or functional descriptors may be used following the virgule at any level. Geographic or political divisions may be used in the URL name in combination with an agency, division, or section name. Full names, shorthand, or abbreviations chosen by agency business units for identification should be consistently applied. Illustrations of extended names follow in the *Examples Section* of this document.

Functional host names, such as www will be chosen to facilitate specific operational or technical requirements tied to specific protocols, ports, and performance needs. Host names assigned will frequently reflect the service function of the host. Selection of host names that merely reflect an esthetic preference without an accompanying and strong technical requirement for a unique name will not be permitted. Host names will only be assigned in this domain in consultation with the e-Michigan office and the State of Michigan Chief Information Officer.

A DNS alias such as mi.gov or mich.gov may be used to facilitate short hand entries to gain fast and easy access to the entry portal. This allowance is to facilitate root level alias name entries only, and is not intended to establish alternative logical or physical domains or hosts.

State of Michigan e-mail shall migrate to the use of the michigan.gov domain name in the following format [uniqueusername@michigan.gov](mailto:uniqueusername@michigan.gov) consistent with procedure 1310.18. The variable "uniqueusername" must be entirely unique for users, groups, external entities, or resources system-wide to facilitate directory based routing of all inbound e-mail.

Maintenance:

DMB: Acquisition Services shall not approve any acquisition or purchase request without confirmation from the Department of Information Technology, Office of Research and Policy that such request is in compliance with the standard.

Operational Unit(OU): Any and all projects, consulting requests, equipment and software acquisition requests, or ITB's relating to projects requiring the establishment of Uniform Resource Locators will be subject to review for compliance with this standard.

DIT: The Office of Strategic Policy will review this standard on a continuing basis and make recommendations for changes. An appropriate group of staff, representing a wide-range of State Operational Units, will review and possibly revise these standards and guidelines as often as needed.

Exceptions from this standard for reasons other than those outlined above will be made through the exception handling process described in the Exception Process Template.

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**Procedure 1310.37  
Examples Section**

1. Examples of Uniform Resource Locators (URL) that conform to this procedure are listed in the outline that follows.

A. Examples of extended DNS names conforming to this standard:

1. Top Level Domain., Primary Breakdown Structure

- a. alias [www.mi.gov](http://www.mi.gov)
- b. portal [www.michigan.gov](http://www.michigan.gov)

B. Examples of Derivative URL host names and directory Structure for e-Michigan portal

- 1. Functional Hostnames
  - a. mi-mall.michigan.gov
  - b. travel.michigan.gov

C. Supplementary Breakdown Structure, variation 1, organizational unit [www.michigan.gov/dmb](http://www.michigan.gov/dmb)

- /department
- /agency
- /board
- /commission

D. Subsidiary Breakdown Structure, organizational: [www.michigan.gov/dmb/oits](http://www.michigan.gov/dmb/oits)

- /agency
- /bureau
- /office

E. Subordinate Structure, organizational: [www.michigan.gov/dmb/oits/standards](http://www.michigan.gov/dmb/oits/standards)

- /agency
- /bureau
- /office

F. Ancillary Structure: [www.michigan.gov/dmb/oits/standards/admin](http://www.michigan.gov/dmb/oits/standards/admin)

- /workgroup
- /work unit

G. Supplementary Breakdown Structure, variation 2, geographic and/or political:

[www.michigan.gov/ingham](http://www.michigan.gov/ingham)

- /geographic
- /political

H. Subsidiary Breakdown Structure: [www.michigan.gov/ingham/thirdward](http://www.michigan.gov/ingham/thirdward)

- /geographic
- /political

I. Subordinate Structure: [www.michigan.gov/ingham/tlansing](http://www.michigan.gov/ingham/tlansing)

- /geographic
- /political

J. Ancillary Structure: [www.michigan.gov/ingham/tlansing/city](http://www.michigan.gov/ingham/tlansing/city)

- /geographic
- /political

K. Secondary Breakdown Structure, variation 3, 4, 5, and 6:

[www.michigan.gov/tax](http://www.michigan.gov/tax)  
/functional  
[www.michigan.gov/meap](http://www.michigan.gov/meap)  
/program  
[www.michigan.gov/ltgov](http://www.michigan.gov/ltgov)  
/people  
[www.michigan.gov/license](http://www.michigan.gov/license)  
/applications

2. The examples presented are valid for use as a URL. These are not intended to be inclusively representative of all the possibilities for assigning URL's. They do demonstrate the range of possible variations allowed by this standard.