

7010 – Internet Domain Naming Conventions - Best Practice Recommendations:

It is preferable to use names that combine program names with identifiable agency information, but this is not required. To use a program name in place of the agency name, the agency CIO must approve the name as a legitimate and known program of the agency. As with agency names, the program name can contain k or ky, although this is again not recommended; in all cases the suffix must be .ky.gov.

When fourth-level domain naming is used for sub-units of an agency (departments of a cabinet, divisions of a department, etc.) names are to be expressed to the right of the base URL, for example transportation.ky.gov/highways. Where this is not possible, the sub-unit should appear to the left of the base URL; for example, highways.transportation.ky.gov.

Names are reserved on a first-requested basis. In most cases, COT does not make determinations on the appropriateness of selected domain names, but reserves the right not to assign names on a case-by-case basis. Where questions arise, a five-member sub-group of the DNS workgroup will serve as a review panel to make recommendations to the Commonwealth CIO.

Agencies are required to migrate to the second level "ky.gov" structure during timeframes described below and must adhere to the following procedures during full migration:

1. The agency must renew the registered TLD (.com, .net, .org) name for a **minimum of two (2) additional years** after the migration to ky.gov
2. After discontinuing the non-approved domain name, the agency should place a redirecting web page at the URL address of the domain name being discontinued. The redirecting web page should request that users change their bookmarks and any links that reference the site being abandoned. The web page should also automatically redirect visitors to the new xxx.ky.gov site.

At the end of the two year period, the agency must notify COT's Office of Infrastructure Services, DNS Administrator at least 90 days, and not longer than 180 days, before allowing the domain name registration to lapse. In this notification, the agency should report on the status of any remaining issues with internal or external links that refer to the discontinued URL.

Changes to an existing ky.gov domain presence, usually as the result of an agency name change, should follow the same migration path as outlined in step #2 above.

It is recognized that some domain names associated with Kentucky state government will continue to exist outside the ky.gov domain naming structure. All such names must receive approval via official exception. The exception form and instructions may be obtained from <http://technology.ky.gov/governance/Pages/ExceptionstoArch.aspx>. These names, whether retained as official web presence, or simply parked as a protective measure must be registered to their respective government agencies (for instance, they should not be registered in the name of a web design firm, application developer, etc.), and Technical Contact information must match that of the COT DNS Technical Contact. COT Technical Contact: Barrett Richardson, 101 Cold Harbor Drive, Frankfort KY 40601, Email: got.netcontact@ky.gov, Phone: 502-564-0479, Fax: 502-564-1598

Entities of Local Government are encouraged to utilize the ky.gov namespace. This usage ensures consistency among Kentucky government, and is available at no cost to qualified offices. The Local Government Condition of Use Agreement is located at http://ky.gov/kystandards/forms/local_kygov_agreement.doc, and outlines the terms and conditions for use of ky.gov by local government.