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To: Rick Becker/DASCIO/NEBRLN@NEBRLN

Subject: Re: Blocking E-Mail with Attachments - Final Draft 

Blocking attachments in email are usually handled in two different ways. One is blocking the entire message if it has an unwanted attachment and the other is to remove any unwanted attachments before passing the message through. This document only discusses the first so we should probably add a section that talks about the latter. I would suggest the following additions. I didn't change the blocking e-mail with attachments section. Just included with my changes.

1.0 Technical Guideline

Attachments with specific extensions should not be allowed into the State network and mail systems. There are two standard ways to accomplish this. The first is to block any message that contains specific attachments from being delivered. The second is to remove any attachment with the unwanted extension before allowing the memo into the State.

Blocking E-Mail with Attachments

E-mails that include attachments with certain extensions should be blocked at the SMTP gateway. Setting up the blocking criteria at the SMTP gateway will stop incoming Internet mail with those attachments from being delivered. The blocking will also stop outgoing Internet mail with those attachments from being sent. If any of the extensions listed below are detected, the e-mail will be deleted and a standard non-delivery report (NDR) will be returned to the sender stating that the e-mail was not delivered. Inter-Agency mail going through a SMTP gateway with the extensions listed below will be blocked. All other attachments should be allowed to pass through and agencies can determine what other safeguards to activate on their mail servers.

Removing Attachments Before Delivery

If the process of "**Blocking E-Mail with Attachments**" is not used, an agency can strip the unwanted attachment before allowing it to be delivered.

Here are some additional extensions that Symantic recommends blocking.

ade – Microsoft access project extention	asp – active server pages
adp – Microsoft access project	crt – security certificate
chm – compiled HTML help file	hta – HTML application
hlp – windows help file	ins – internet communications settings
js – JScript	isp – internet communications settings
jse – JScript encoded file	mdb – Microsoft access application
lnk – shortcut	mde – Microsoft access MDE database
mst – visual test source file	msc – Microsoft common console document
pcd – photo CD image	shb – document short cut
sct – Windows script component	

shs – shell script object
vb – VBScript
vsd – visio drawing
vst – targa bitmap file
ws – wordstar file
wsf – windows script file

url – Internet shortcut (Uniform Resource Locator)
vbe – VBScript encoded file
vss – Visual sourcesafe file
vsw – visio workspace file
wsc – windows script component
wsh – windows scripting host settings