NEBRASKA INFORMATION TECHNOLOGY COMMISSION

STANDARDS AND GUIDELINES

Lotus Notes Standards for State Government Agencies

Category	**Groupware Architecture**
Title	**Lotus Notes Standards for State Government Agencies**: 1. Password Requirements 2. User Names 3. Generic Notes Ids 4. Server Names 5. Organizational Unit Names 6. Group Naming Conventions
Number	

Applicability	☑ **State Government Agencies,** excluding Higher Education; and agencies receiving an exemption pursuant to Section 4.2 .... **Standard** ☐ **State Government Agencies,** all ....**Not Applicable** ☐ **State Funded Entities -** All entities receiving state funding for matters covered by this document.................**Not Applicable** ☐ **Other: _____** ....**Not Applicable** **Definitions:** **Standard** - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of the Nebraska Information Technology Commission after review by the Technical Panel (see Section 4.2). **Guideline** - Adherence is voluntary.

Status	☐ Adopted ☑ Draft ☐ Other:_____
Dates	Date: September 16, 2004 Date Adopted by NITC: Other:

Authority: Neb. Rev. Stat. § 86-516(6)
http://www.nitc.state.ne.us/standards/

1.0 Technical Standard(s)

1.1 Password Requirements:

The Lotus Notes password requirements must meet the Nebraska Information Technology Commission (NITC) Security Policies -- Access Control Policy password standards. Using a Lotus Notes password strength of 8 or more is recommended to meet SGC standard.

1.2 User Names:

If two users with the same name work in the same agency, the Full Lotus Notes User Name must be unique. A middle initial or other identifier must be added to make the names unique.

Examples:
Jane Q. Doe
Jane (HHSS) Doe

1.3 Generic Notes IDs:

Generic Notes IDs are not acceptable.

As an alternative, the following options are available:

A standard mail-in database is recommended for sending and receiving mail when an agency has the need for multiple people to receive/respond to email.

A business unit mail-in database is recommended for sending and receiving mail when an agency has the need to protect the identity of the user(s) and ensure accountability to and from a shared mail file.

1.4 Server Common Names:

The Domino Server Common Name must be fully qualified so it can resolve to a configured IP address. A fully qualified name consists of a local host name and domain name. The Domino Server Name must be comprised of Common Name, Organizational Unit, and Organization.

Examples:
HHSSMAIL01.HHS.STATE.NE.US/HHSS/NEBRLN
RRRMAIL1.RRR.STATE.NE.US/RRR/ACME

1.5 Organizational Unit Names:

Organizational Unit Names must be 3 to 8 characters in length and must identify the Agency/Department.

1.6 Group Naming Convention:

Group Names must start with the owning agency first level Organizational Unit.
The rest of the Group Name must be followed by a descriptive name identifying the
Group's use. The components must be separated by an underscore (_) character or a
blank space.

Examples: HHSS_Accounting, DAS_Accounting, DOC Accounting

2.0 Purpose and Objectives

2.1 Password Requirements:

Strict control over passwords is required for application security including email.

An ID that allows multiple users to send messages is considered a security risk. This
includes individually assigned user IDs where the password is shared with other staff.

The use of multi-user IDs will NOT be allowed. Individuals can delegate the
management of their email and calendar without sharing their password.

Mail-in databases can be used to allow multiple users to read and send memos from a
shared location.

2.2 User Names:

Lotus Notes doesn't allow duplicate Lotus Notes User Names.

2.3 Generic Notes IDs:

A Generic Notes ID is any account that does not clearly identify an individual person or
employee. Generic accounts are a security risk to an entire system and are not
permitted except in an isolated environment.

2.4 Server Common Names:

To improve network connectivity the Domino servers must follow a fully qualified naming
convention. The Domino server names will begin with an agency qualifier (the Lotus first
level Organizational Unit is recommended), followed by the organization's DNS Domain
Name.

2.5 Organizational Unit Names:

Allow for the access to specific resources by groups of users.

Allow the capability to apply security desktop archive, setup and registration policies to group of users.

Allow the ability to make users with same names unique based on their agency name.

2.6 Group Naming Convention:

Allows multiple agencies to have groups that serve the same function.

3.0 Definitions

3.1 Domino Server Name:

Server Name/Agency/Organization

3.2 First Level Organizational Level:

Joe Smith/CSI/DOC/NEBRLN where DOC is the first level Organizational Name

3.3 DNS:

Domain Name Server

3. 4 Isolated Environment:

Server(s) that cannot send e-mail outside it's own environment and that can send mail only to defined users in the isolated environment.

4.0 Applicability

4.1 State Government Agencies

This standard applies to all state government agencies, except higher education and those agencies receiving an exemption under Section 4.2.

4.2 Exemption

Exemptions may be granted by the NITC upon request by an agency.

4.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the NITC. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the CIO via e-mail (info@cio.state.ne.us) or letter (Office of the CIO, 521 S

14th Street, Suite 301, Lincoln, NE 68508). Requests will be considered by the NITC after review by the Technical Panel.

5.0 Responsibility

Agencies utilizing Lotus Notes.

6.0 Related Policies, Standards and Guidelines