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| Document ID  **ITAD104** | Title  **IT DEVICE** NAMING CONVENTIONS | Print Date  **mm/dd/yyyy** |
| Revision  **0.0** | Prepared By  **Preparer’s Name / Title** | Date Prepared  **mm/dd/yyyy** |
| Effective Date  **mm/dd/yyyy** | Reviewed By  **Reviewer’s Name / Title** | Date Reviewed  **mm/dd/yyyy** |
|  | Approved By  **Final Approver’s Name / Title** | Date Approved  **mm/dd/yyyy** |

**Policy:** All devices attached to the Company network infrastructure shall be assigned names that facilitate easy management of network resources.

**Purpose:** To delineate specific conventions regarding the assignment of host or device names for equipment attached to (part of) the Company network infrastructure.

**Scope:** This set of conventions applies to all Company Local Area Networks (LAN) and all devices attached to those networks.

**Responsibilities:**

The Tech Support Manager is responsible for Information Technology asset (specifically, hardware and software) installation throughout the Company and as such, is responsible for ensuring installed assets are named according to the conventions spelled out in this document.

**Definitions:** Information Technology Asset – Any computer hardware, software, Information Technology-based Company information, related documentation, licenses, contracts or other agreements, etc. In the context of this document, Information Technology assets may be referred to as just “assets.”

**Procedure:**

### 1.0 SERVER NAMING CONVENTIONS

1.1 Network file servers, web servers, print servers, mail servers, etc., shall be assigned names composed of a combination of the departmental abbreviation, function or role, and unique number. The pattern for this name shall be “<dept>-<role>-<number>” and the total number of letters and numbers, minus separators, shall not exceed 11. The unique number shall contain three digits and start with 001. The following names are examples of valid server names:

SALE-FILE-001

ADM-WEB-003

IT-NTWK-001

1.2 Servers located in small, remote offices shall be named using an abbreviation for the site name instead of the department name. For example:

CHI-SVR-001

DAL-SVR-006

DEN-SVR-004

### 2.0 NETWORK HOST NAMING CONVENTIONS

2.1 Workstation Naming Conventions

* Desktop computing resources shall be assigned names composed of a combination of the letters “DT”, a departmental abbreviation, and a unique number. The total number of letters and numbers shall not exceed 10. The unique number shall contain three digits and start with 001. Examples are:

*DTSALES001*

*DTADMIN002*

*DTENGRG005*

* Laptop computers shall have no more than 10 characters in the name starting with the letters “LT.” Following LT shall be the departmental code and a three-digit number starting with 001. For example:

*LTSALES001*

*LTENGRG004*

*LTACCTG024*

2.2 Printer Naming Conventions

* Printers are assigned names in order to make it easier for users to find and connect when required. Printer names will be constructed in such a manner that it is easy to determine the location and type of printer. Printer names shall not exceed 11 characters and shall follow the following convention:

<type>-<loc>-<letter>

For example the second of two HP Laserjet 4si printers in room 433 would be named.

lj4si-433-b

The single Laser Jet 4 in the Omaha satellite office would have the following name:

lj4-omh-a

**3.0 MAINFRAME NAMING CONVENTIONS**

3.1 Mainframes shall be assigned names according to the following format:

<system type>-<loc>

3.2 A number is not required since no site has multiple mainframe systems installed. For example, the AS/400 located in the Denver office would be named:

as400-den

**4.0 INFRASTRUCTURE DEVICE NAMING CONVENTIONS**

Infrastructure devices include all hardware that makes up the actual network. The following table details the naming conventions for the applicable hardware:

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| **Device Type** | **Naming Standard** |
| Router | <site>-RTR-<number>  la-rtr-1  den-rtr-3 |
| Bridge | <site>-BR-<number>  kc-br-3  chi-br-1 |
| Concentrators and hubs | <site>-<wiring closet room no>-<number>  chi-220-1  dal-1-1 |
| Communications server | <site>-comm-<number>  dal-comm-1  atl-comm-4 |
| Modem banks, Modems, or CSU/DSUs | <site>-<type>-<number>  dal-dsu-19  atl-mbnk-12 |

**Forms:**

* None.

**References:**

**A. SARBANES-OXLEY ACT OF 2002**

The Act, passed by the U.S. Congress in 2002, does not specify naming conventions as a requirement. However, since the thrust of the Act is internal control, developing and adhering to a set of naming conventions may be one way of showing the Company is maintaining an adequate internal control structure.

**Additional Resources:**

* None.

**Revision History:**

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| **Revision** | **Date** | **Description of Changes** | **Requested By** |
| 0 | mm/dd/yyyy | Initial Release |  |
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