

# County of Sacramento

## Inter-Department Correspondence

For the Agenda of: November 7, 2002

Date: 10/16/02

To: Information Technology Policy Board Members

From: Karen Fuson, Chair  
Technology Review Group

Subject: Revision to County Naming Standard Policy

### Recommendation:

Append existing SacCounty.net naming policy to include the following URL (Universal Resource Locator) syntax as the standard for County departmental web sites:

**External (i.e., Internet)** County web site names begin with “**www**” followed by the department name or abbreviation, then the domain name (SacCounty.net)  
Example:

[www.dept.saccounty.net](http://www.dept.saccounty.net)

**Internal (i.e., Intranet)** County web site names begin with “**inside**” followed by the department name or abbreviation, then the domain name (SacCounty.net)  
Example:

[inside.dept.saccounty.net](http://inside.dept.saccounty.net)

Extensions or links within department sites should follow the saccounty.net name space rather than precede it.

Examples:

[www.dept.saccounty.net/subsite](http://www.dept.saccounty.net/subsite)

[inside.dept.saccounty.net/subsite](http://inside.dept.saccounty.net/subsite)

### Purpose:

The purpose of this amendment is to assist in managing the county web infrastructure. This naming convention is not meant to be the only way to advertise the County’s web presence.

### Background:

In December 2000 the County adopted a standard web address for the main web site, [www.SacCounty.net](http://www.SacCounty.net). In the absence of any recommendation otherwise, departments have chosen several different variations of this standard for their individual web sites. Multiple domain names and Internet address structures can be confusing to users both within and outside the County.

**Impact of Implementing Recommendation:**

Approval of this recommendation will provide a consistent framework for naming both internal (intranet) and external (internet) web sites.

The primary workload associated with this recommendation is the convergence of existing sites that currently use different conventions. Web sites which do not currently use the proposed standard would be required to establish an alias which supports this standard.

Occasionally additional domain names may be purchased for specific purposes or efforts. Their relationship to saccounty.net hosted sites should not serve as a replacement but rather as an addition to departmentally standardized web sites. The implementation of this standard does not impact use of additional domain names for special purposes.

While striving towards the proposed website naming standard will require some effort and coordination, its overall and resultant impact will provide the County a consistent framework upon which to build web deployments be they internal or external.