Email Naming Convention Standard

Introduction
In an effort to be consistent and transparent, OMES IS has established an email naming convention standard. This standard creates a consistent and predictable way to assigning email addresses, as well as helps unify state agency email addresses under one naming convention.

Purpose
This document establishes the email naming convention for the State of Oklahoma.

Standard
The state standard for email naming convention is firstname.lastname@<agency>.ok.gov. This naming standard applies to any individual assigned a State of Oklahoma email address.

Compliance
This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale
To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

Revision history
This standard is subject to periodic review to ensure relevancy.

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<th>Effective date: 04/29/2022</th>
<th>Review cycle: Quarterly</th>
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<td>Last revised: 04/29/2022</td>
<td>Last reviewed: 04/29/2022</td>
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<td>Approved by: Jerry Moore, Chief Information Officer</td>
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