

# Policy and Standards Numbering

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Historically, policies and standards were numbered sequentially, with no relationship between the numbers and subject areas. To address this perceived weakness and to minimize confusion between historical policies and new or revised ones, and to allow for future expansion, the following procedure is suggested.

All new policies shall be numbered “IT POL x-yy” where x is the prefix assigned to a broad area of standards (e.g., Security) and the yy is a number assigned with that series. The use of a dash (-) within the number provides a cue that the policy is one within a broader area of concern, and that it is a new or revised policy, rather than a historical one. Similarly, all standards will be in the form “IT STD x-yy”, with the x and yy as defined previously.

The following major categories are proposed:

<b>Range</b>	<b>Broad areas</b>	<b>Description and examples</b>
0-00	Management / Governance	Policies and standards that are high-level or broadly applicable to multiple areas of information technology. Does not include the separate broad areas of security (1-00) or budget/fiscal (2-00). Examples: Acceptable use, customer satisfaction
1-00	Security	Policies/standards that promote confidentiality, integrity, availability of information and systems. Examples: Business continuity, authentication, passwords
2-00	Budget & Fiscal	The planning, budgeting, travel authorization and expense reporting, planning, cost allocation, accountability, reporting, and audit of resources. Does not include the actual procurement of goods or services (see 3-00). Examples: operational plans, expense reports
3-00	Procurement	How to acquire goods and services. Examples: ITB, RFP, other means
4-00	Network	Voice, data, video transmission and services. Examples: Protocols, naming, LSI, DDT
5-00	Computing Infrastructure	The basic hardware, software, equipment and environment needed to operate enterprise IT. Does not include customer desktops. Examples: Servers, operating facilities,
6-00	Desktop	The hardware, software and processes used locally by a customer. Examples: Hardware specs, office suite
7-00	Services	Those back-office applications and enabling services that are built upon the network/computing infrastructure and provide a foundation for business applications. Examples: E-mail, web, monitoring, directory, help desk
8-00	Applications	Line of business (front-office) applications used by agency personnel to conduct state business, whether acquired, rented, or developed internally. Examples: ERP, languages,
9-00	Data / Information	Storing, retrieving, management, and archiving of data. Example: Record retention