Attachment C

Device Naming Standard

SUBJECT:	DEVICE NAMING		ADOPTION DATE:	00/00/0000
REQUESTER:	STANDARDS COMMITTEE			
APPROVER(S):	COUNTY BOARD OF SUPERVISORS			
VERSION:	1.0		PAGE:	PAGE **1** OF **2**

I. Standard Overview

This standard defines a naming convention for newly added computer objects in Active Directory to better identify devices by department. This standard will define the procedures of how to name a device joined to the domain.

II. Standard Origin

RD-4.01 Countywide Information Technologies Standards Policy

III. Scope

The standard applies to all Countywide computer objects added to Active Directory as defined in this document.

IV. Definitions

1. Computer Name: Know as the devices name.
2. Computer object: How a device is identified in Active Directory.
3. Active Directly: Database that contains information for computer objects.
4. Department abbreviation: 2 characters are assigned to identify all departments.

Department/Divisions Standard Abbreviation

1. Ag Com – AG
2. Auditor Controller – AC
3. Behavioral Wellness – BW
4. Board of Supervisors – BS
5. Child Support Services – CS
6. Clerk of the Board – CB
7. Clerk Recorder Assessor – CR
8. Community Services – CD
9. County Counsel – CC
10. County Executive Office – CE
11. CSBTV - TV
12. District Attorney – DA
13. Elections – EL
14. EOC - EO
15. Fire – FD
16. First 5 – FF
17. General County Programs – GC
18. General Services – GS
19. Human Resources – HR
20. ITD - IT
21. OEM - OE
22. Planning & Development – PL

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23. Probation – PR
24. Public Defender – PD
25. Public Health – PH
26. Public Works – PW
27. Risk Management - RM
28. Sheriff's Office – SO
29. Social Services – DS
30. Treasurer Tax Collector – TT

V.   Standard Application

Computer Name
1. A maximum of 15 characters will be used.
2. A 2-character abbreviation will be used for the first two characters in the Naming Standard for each department or department division.
    i.   The first letter of the first word and first letter of the second word. If there is a conflict, use the first two letters of the first word. If there is still a conflict, then use the first letter of the third word or most logical choice.
    ii. Only Nouns can be used.
    iii. Abbreviations are assigned by alphabetical order. New assignments can't use usurp existing abbreviations.
3. (-) will follow the department abbreviation and will be considered the 3rd character.
4. The remaining 12 characters will be used at the departments discretion. (Serial number, location, device type etc.)

Examples

Serial Number: AG-2UA8050ZR2
Device Type: AC-SURFACELA401
Location: BS-SBADMINSF4JD

VI.   Related Standards:

SBC Active Directory Attributes Standards
SBC Login ID and Display Name Standard

VII. Referenced Documents:

[Computer Naming Convention Standard Business Case](#)