

AGENDA

**State Government Council
of the
Nebraska Information Technology Commission**

Thursday, February 14, 2013
1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

[Meeting Documents](#) (12 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [December 13, 2012](#)
4. Standards and Guidelines
 - Recommendations to the NITC*
 - [NITC 7-104](#): Web Domain Name Standard (New)
 - [NITC 5-202](#): Blocking Email Attachments (Repeal)
 - [NITC 5-203](#): Blocking Unsolicited Bulk Email / "Spam" (Repeal)
5. Establish a [Security Architecture Work Group](#)* (was previously chartered under the Technical Panel)
6. Security - Mobile Device Management - Chris Hobbs
7. Spam/Marketing Quarantine Functionality of the IronPort Appliance - Jason Meyer
8. Agency Reports and Other Business
9. Adjourn (Next Meeting - April 11, 2013)

* Denotes Action Item

(The Council will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on December 17, 2012. The agenda was posted to the NITC website on February 8, 2013. [Nebraska Open Meetings Act](#).

**State Government Council
of the
Nebraska Information Technology Commission**
Thursday, December 13, 2012, 1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:

Brenda Decker, Chief Information Officer, Chair
Beverlee Bornemeier, OCIO-Enterprise Computing Services
Dennis Burling, Department of Environmental Quality
Josh Daws, Secretary of State's Office
Brent Gaswick, Department of Education
Eric Henrichsen, Department of Health and Human Services
Joe Kellner, Department of Roads
Kelly Lammers, Department of Banking
Glenn Morton, Workers' Compensation Court
Steve Rathje, Department of Natural Resources
Jayne Scofield, OCIO-Network Services
Bob Shanahan, Department of Correctional Services
Terri Slone, Department of Labor
Len Sloup, Department of Revenue

MEMBERS ABSENT: Michael Behm, Crime Commission; Mike Calvert, Legislative Fiscal Office; Carlos Castillo, Administrative Services; Pat Flanagan, Private Sector; Dorest Harvey, Private Sector; Lauren Kitner, Policy Research Office; Bev Neth, Department of Motor Vehicles; Gerry Oligmueller, Budget Office; Col. David Sankey, Nebraska State Patrol; Rod Wagner, Library Commission; and Janice Walker, State Court Administrator's Office

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were 17 voting members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on November 20, 2012. The agenda was posted to the NITC website on December 7, 2012.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF OCTOBER 11, 2012 MINUTES*

Mr. Henrichsen moved to approve the [October 11, 2012](#) minutes as presented. Ms. Slone seconded. Roll call vote: Burling-Yes, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Daws-Yes, Rathje-Abstained, Slone-Yes, Lammers-Yes, Morton-Yes, Henrichsen-Yes, Gaswick-Yes, Scofield-Yes, Shanahan-Yes, and Kellner-Abstained. Results: Yes-12, No-0, Abstained-2. Motion carried.

STANDARDS AND GUIDELINES

[NITC 7-104: Web Domain Name Standard \(New\)* Set for 30-day comment period.](#)

Purpose: The purpose of this standard is to provide for consistent domain names for state government websites.

Mr. Becker introduced the draft standard. There will be two changes to the document before it is posted for the 30-day comment period. In the version linked to the agenda, in Sections 1.3 and 1.4, insert “and ne.gov” after “nebraska.gov”. Reasons for the standard include: assurance for public that they are on an official government website; improved search results; consistent marketing; reduced costs; and other technical and domain management benefits. Feedback has been received from the Webmasters group. The Office of the CIO will be meeting with the Webmasters group to discuss their concerns. Discussion followed.

Mr. Lammers moved to table the recommendation of the NITC until the next meeting. Mr. Rathje seconded. Roll call vote: Burling-Yes, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Daws-Yes, Rathje-Yes, Slone-Yes, Lammers-Yes, Morton-Yes, Henrichsen-Yes, Gaswick-Yes, Scofield-Yes, Shanahan-Yes, and Kellner-Yes. Results: Yes-14, No-0, Abstained-0. Motion carried.

NITC 8-101: Information Security Policy ([Amendment](#))*

Purpose: The purpose of this Information Security Policy is to provide a uniform set of reasonable and appropriate security safeguards for protection of the confidentiality, integrity, availability and privacy of State of Nebraska information collected, stored, and used to serve the citizens of the State of Nebraska.

Currently, the standard does not require screen locking for state issued mobile devices. This amendment specifies that: “All mobile devices must utilize the screen locking feature on their device when not in use and after a period of inactivity.” It was also recommended to insert “i.e.” or “for example” before the list of devices.

Mr. Henrichsen moved to recommend approval of the amendment to NITC 8-101 Information Security Policy. Ms. Slone seconded. Roll call vote: Daws-Yes, Rathje-Yes, Slone-Yes, Lammers-Yes, Morton-Yes, Henrichsen-Yes, Gaswick-Yes, Scofield-Yes, Shanahan-Yes, Kellner-Yes, Burling-Yes, Bornemeier-Yes, Decker-Yes, Sloup-Yes. Results: Yes-14, No-0, Abstained-0. Motion carried.

DISCUSSION: ECM - BUSINESS PORTAL - Kevin Keller

In the spring at the ECM workshops, agencies had expressed an interest to expand the business portal. The topic was brought to the State Government Council for discussion. Members were given an opportunity to ask questions. The Office of the CIO is gathering data on ROI. This is a long term project.

After discussion, it was recommended to establish a work group after the Legislative session and put this as an agenda item for a future meeting. Council members interested in serving on the work group were asked to contact Mr. Becker.

AGENCY REPORTS AND OTHER BUSINESS

Department of Revenue, Glenn Morton. An issue relating to the ECM and password resets was raised. It was recommended that the Security Architecture Work Group address this issue.

Department of Environmental Quality, Dennis Burling. The agency went live with three new items on their website via ECM:

- New map search,
- Public notice documents search, and
- Public record requests can be done on line

The agency has received positive comments from the user. This has been a time saver for the agency.

Ms. Decker informed the Council that all of state government has moved to the new email platform.

ADJOURN (Next Meeting - February 14, 2013)

The next meeting of the State Government Council will be held on Thursday, February 14, 2013.

Mr. Shanahan moved to adjourn. Mr. Lammers seconded. All were in favor. Motion carried.

The meeting was adjourned at 2:25 p.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO/NITC.

State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines

NITC 7-104 (Draft)

Title	Web Domain Name Standard
Category	Network Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

1. Standard

1.1. The official Nebraska government domain is *nebraska.gov*.

1.2. All public facing domains shall be registered as at least a third-level domain within the *nebraska.gov* domain. The third level domain name shall uniquely identify the state agency or service. In addition to *nebraska.gov*, the domain *ne.gov* may be registered as an alternate domain to the corresponding *nebraska.gov* domain name.

1.3. All registered *nebraska.gov* and *ne.gov* domains shall adhere to all federal .gov domain registration requirements and guidelines.

1.4. Domains other than *nebraska.gov* and *ne.gov* may be purchased but cannot serve content or be publicly promoted. The domain *state.ne.us* is a supported legacy domain which can serve content but which should not be publicly promoted.

1.5. Nonconforming domains in existence when this standard is adopted will be exempt from the requirements in Section 1.4 until December 31, 2014.

2. Purpose

The purpose of this standard is to provide for consistent domain names for state government websites.

3. References

3.1. Federal .GOV Domain Name Requirements and Guidelines: <https://www.dotgov.gov/>

VERSION DATE: DRAFT - February 12, 2013
HISTORY:
PDF FORMAT: (to be added)

NITC 5-202

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 5-202

Title	Blocking Email Attachments
Category	Groupware Architecture
Applicability	Applies to all state government agencies, excluding higher education

1. Purpose

It is important to take steps to protect the state's computing environment against the threat of viruses. Email attachments with certain extensions are often used in virus attacks because of their execution access and the amount of damage they can cause. Therefore, the State of Nebraska prohibits certain attachments from being transmitted through email.

2. Standard

2.1 Removing Prohibited Attachments Before Delivery

The SMTP gateway will remove any prohibited attachments before allowing the email to be delivered. If any of the blocked extensions are detected, the attachment will be deleted and a message stating that the attachment was blocked will be included in the email message.

2.2 List of Extensions - Attachments which will be blocked

Attachment A, entitled "List of Extensions - Attachments which will be blocked," contains the current listing of attachments which will be blocked by the State of Nebraska.

2.3 Alternative Methods for Sending or Receiving Files

If an individual needs to send or receive a file with one of the blocked extensions, other alternatives for transmitting files should be considered, such as: Secure file transfers (sFTP / FTPS) or Web-based document retrieval.

[Attachment A](#): List of Extensions - Attachments which will be blocked

HISTORY: Adopted on November 13, 2003. Amended on November 12, 2008.

PDF FORMAT: <http://nitc.ne.gov/standards/5-202.pdf>

List of Extensions - Attachments which will be blocked

Extension - Description	Internal ¹	Inbound
ade – Access Project extension (Microsoft)	X	
adp – Access Project (Microsoft)	X	
app – Executable Application	X	
asp – Active Server Page	X	
bas – Basic	X	X
bat – Batch	X	X
cer – Internet Security Certificate File	X	
chm – Compiled HTML Help	X	
cmd – Command	X	X
com – Command, executable	X	X
cpl – Control panel applet	X	X
crt – Certificate File	X	
csh – C Shell Script	X	
exe – Executable program	X	X
fxp – FoxPro Compiled Source (Microsoft)	X	
gadget – Windows Vista gadget	X	
hlp – Windows Help File	X	
hta – HTML application	X	X
inf – set up	X	X
ins – Internet communications settings	X	X
isp – Internet communications settings	X	X
its – Internet Document Set, Internet Translation	X	
js – JScript	X	X
jse – JScript encoded file	X	X
ksh – UNIX Korn Shell Script	X	
Ink – Shortcut	X	X
mad – Access Module Shortcut (Microsoft)	X	
maf – Access (Microsoft)	X	
mag – Access Diagram Shortcut (Microsoft)	X	
mam – Access Macro Shortcut (Microsoft)	X	
maq – Access Query Shortcut (Microsoft)	X	
mar – Access Report Shortcut (Microsoft)	X	
mas – Access Stored Procedure (Microsoft)	X	
mat – Access Table Shortcut (Microsoft)	X	
mau – Executable Media file	X	
mav – Access View Shortcut (Microsoft)	X	
maw – Access Data Access Page (Microsoft)	X	
mda – Access Add-in, MDA Access 2 Workgroup (Microsoft)	X	
mdb – Access Application, MBD Access Database (Microsoft)	X	
mde – Access MDE Database File (Microsoft)	X	
mdt – Access Add-in Data (Microsoft)	X	
mdw – Access Workgroup Information (Microsoft)	X	
mdz – Access Wizard Template (Microsoft)	X	
msc – Microsoft common console document	X	X
msi – Install Control file	X	X
msp – Windows installer patch	X	X

mst – Windows installer transform	X	X
ops – Office Profile Settings File	X	
pcd – Visual test (Microsoft)	X	
pif – Windows program information file	X	X
prf – Windows System File	X	
prg – Program file	X	
pst – MS Exchange Access Book File (Microsoft)	X	
reg – Microsoft registry	X	X
scf – Windows Explorer Command	X	
scr – Screensaver	X	X
sct – Windows script component	X	X
sh – Bash Shell Script	X	
shb – Document short cut	X	X
shs – Shell Script object	X	X
test – Test files		X
tmp – Temporary File / Folder	X	
url – Internet shortcut	X	X
vb – VBScript	X	X
vbe – VBScript encoded file	X	X
vbs – Visual Basic	X	X
vsmacros – Visual Studio .NET Binary-based Macro Project	X	
vss – Visio Stencil (Microsoft)	X	
vst – Visio Template (Microsoft)	X	
vsw – Visio Workspace File (Microsoft)	X	
ws – Windows Script File (Microsoft)	X	
wsc – Windows Script component	X	X
Wsf – Windows Script File	X	
wsh – Windows Scripting host settings	X	X
wma – Windows Media Audio		X
wmf – Windows Media File		X

Note:

1 – Microsoft Outlook strips these attachments when sending to another Exchange user within the State of Nebraska.



NEBRASKA INFORMATION
TECHNOLOGY COMMISSION

STANDARDS AND GUIDELINES

Blocking Unsolicited Bulk E-Mail / "Spam"

Category	Groupware
Title	Blocking Unsolicited Bulk E-Mail / "Spam"
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies <input type="checkbox"/> All Not Applicable <input checked="" type="checkbox"/> Excluding Higher Education Guideline <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable <input type="checkbox"/> Other: _____ Not Applicable Definitions: Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of _____. Guideline - Adherence is voluntary.
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Status	<input checked="" type="checkbox"/> Adopted <input type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Date: November 13, 2003 Date Adopted by NITC: November 13, 2003 Other:

1.0 Guideline

Agencies shall be allowed to evaluate and implement methods for blocking Unsolicited Bulk Email (UBE) or spam in relation to their changing e-mail needs, even if some legitimate e-mail is blocked. State Agencies that choose to adopt UBE blocking methods should meet these minimum standards.

1. Agencies should periodically review blocked e-mail statistics to determine its effectiveness and to help reduce the non-delivery of legitimate e-mail.
2. UBE blocking methods should attempt to send notification to legitimate originators of blocked e-mail with the following information:
 - a. The e-mail was blocked.
 - b. Possible reasons for non-delivery and information on how to restore legitimate communications.
 - c. List of alternate methods of communication that maintains reasonable levels of convenience and places no undue hardship on the sending or receiving party.
 - d. Links to related state statutes, standards, or guidelines used.

Cost sharing - Where feasible, agencies should work to pool resources to reduce costs to Nebraska. Agencies seeking to purchase UBE-blocking tools should consult with IMServices.

2.0 Purpose and Objectives

This standard addresses the burden on state resources due to UBE and how state agencies may address the issue. Agencies cannot expect to "solve" all problems that arise from UBE, only mitigate them.

UBE creates a significant drain of technical and operational resources. In 2003, the state will receive an estimated 2 million UBE messages for approximately 12,000 employees using e-mail. These numbers will likely continue to rise. UBE needs to be reduced to the extent possible without adding excessive costs or exceptional risks to normal flow of legitimate e-mail.

2.1 Overview

The terms spam and Unsolicited Bulk E-mail (UBE) both refer to the mass receipt of e-mail messages that are usually inappropriate for state operations.

Any automated means of sorting out UBE from e-mail messages sent by the public, vendors, or other state agencies will typically result in the rejection of some valid e-mail. Agencies should take special effort to ensure that the public can conveniently contact state agencies for official business. Blocking legitimate e-mail communication with the state should be minimized.

2.2 Other Resources

The Internet Mail Consortium (IMC) has published several reports on the problem. "Unsolicited Bulk Email: Mechanisms for Control" (<http://www.imc.org/ube-sol.html>) lists the technical and legal solutions being discussed and how they affect Internet mail users. "Unsolicited Bulk Email: Definitions and Problems"

(<http://www.imc.org/ube-def.html>) provides precise definitions of UBE and spam issues.

The Coalition Against Unsolicited Commercial Email (<http://www.cauce.org/>).

The State of Nebraska UBE resource web site (<http://www.ims.state.ne.us/ube/>).

3.0 Definitions

3.1 Spam

A common term for UBE is "spam", although that term encompasses a wider range of intrusive transmissions. For instance, the term "spam" originated in the realm of Usenet news, not email. There, individuals cannot request or refuse bulk email, although some newsgroups explicitly permit or encourage its inclusion as a part of the group charter. For further information, see [RFC2635](#) at the Internet Engineering Task Force, <http://www.ietf.org>.

3.2 UBE

Unsolicited Bulk Email, or UBE, is Internet mail ("email") that is sent to a group of recipients who have not requested it. A mail recipient may have at one time asked a sender for bulk email, but then later asked that sender not to send any more email or otherwise not have indicated a desire for such additional mail; hence any bulk email sent after that request was received is also UBE.

4.0 Applicability

Agencies with their own mail servers can utilize the standard UBE filtering methods provided by the State Internet email gateway. To reduce duplication costs, agencies should consider utilizing the State Internet email gateway before implementing their own.

5.0 Responsibility

Information Management Services Division may investigate and implement UBE filtering methods on the State Internet e-mail gateway, which IMServices supports. Other agencies may elect to share this service.

6.0 Related Documents

Nebraska Information Technology Commission, Individual Use Policy:
http://www.nitc.state.ne.us/tp/workgroups/security/policies/individual_use_policy.pdf

State of Nebraska Acceptable Use Policy of State Data Communications Network,
<http://www.doc.state.ne.us/policies/datausage.html>

**Nebraska Information Technology Commission
State Government Council**

**Security Architecture Work Group
Charter**

Purpose	Prepare policies, standards, and guidelines for the security architecture for state government. Make recommendations to the State Government Council and Technical Panel on matters relating to security within state government.
Lead Agency	Office of the CIO
Scope / Boundaries	Security architecture includes protection of the physical, intellectual, and electronic assets of the State, including its security polices, network access controls, virus protection, network administration, transaction security, and workstation security. The security architecture must address issues relating to authentication, authorization, confidentiality, data integrity, non-repudiation, and isolation which includes all wired or wireless data communication inbound and outbound of the State's protected network environment.
Desired Goals and Outcomes	<p>Educate – provide information to state agencies, policy makers, and citizens about security issues.</p> <p>Research – document existing problems, potential points of vulnerability, and related risks.</p> <p>Requirements – determine security requirements of state agencies stemming from state and federal laws or regulations.</p> <p>Recommendations - make recommendations to the State Government Council and Technical Panel regarding security policies, standards and guidelines.</p>
Membership	<p>Facilitator – State Information Security Officer</p> <p>Each state agency may have a representative participate on the work group. Additional members may be approved by the Facilitator.</p>
Reporting	The Facilitator will report to the State Government Council and Technical Panel as needed.
Timeframe	This work group will continue in existence until this charter is repealed.

Approved by the State Government Council on _____.