

NITC 5-202 DRAFT

Technical Panel
of the
Nebraska Information Technology Commission

Standards and Guidelines

Draft Document 30-Day Comment Period

Title: Blocking Email Attachments

Notes to Readers:

1. The following document is a draft document under review by the Technical Panel of the Nebraska Information Technology Commission (NITC). This document is posted at <http://nitc.ne.gov/standards/comment/>.
2. If you have comments on this document, you can submit them by email to rick.becker@nebraska.gov, or call 402-471-7984 for more information on submitting comments.
3. The comment period for this document ends on September 12, 2008.
4. The Technical Panel will consider this document and any comments received at a public meeting following the comment period, currently scheduled for October 14, 2008. Information about this meeting will be posted on the NITC website at <http://nitc.ne.gov/>.

**State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines**

NITC 5-202 (Draft)

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

VERSION DATE: DRAFT - August 6, 2008
HISTORY: Original version adopted on November 13, 2003.
PDF FORMAT: (to be added)

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 – csh 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 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
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.