



# Domain Migration Policy

Office of the Secretary to the Government (SSG)  
Adamawa State government

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## Change Records

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1.0	Initial policy release	10 - 20 - 2023

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## **1.0 Policy Statement**

This policy outlines the guidelines and procedures for migrating government entities and official websites within Adamawa State to approved government domains, ensuring a standardized and secure online presence for the government.

## **2.0 Objective**

The primary objective of this policy is to streamline domain migration activities within the Adamawa State Government to enhance consistency, security, and credibility in online communication and services.

## **3.0 Scope**

This policy applies to all government entities, departments, agencies, and institutions under the jurisdiction of the Adamawa State Government.

## **4.0 Policy Guidelines**

### **4.1. Domain Selection and Approval:**

Only government-approved domains may be used for official websites and email addresses. Approval is granted by the designated authority responsible for IT and web governance within the state government.

## **4.2. Notification and Planning:**

Government entities seeking to migrate to approved domains must notify the designated authority at least 90 days in advance. This notification should include a migration plan.

## **4.3. Migration Plan:**

A detailed migration plan must be submitted for approval. The plan should include:

- ❖ List of current domains and subdomains to be migrated.
- ❖ Timeline for migration, including a specific start and end date.
- ❖ A description of migration tasks, responsibilities, and resources.
- ❖ Contingency plans for any potential issues or downtime.

## **4.4. Data Backup:**

All data, including website content, databases, and email archives, must be backed up before migration to prevent data loss.

## **4.5. DNS Updates:**

DNS records must be updated to reflect the new approved domain. This should be done carefully to avoid downtime.

## **4.6. Testing and Verification:**

Migrated websites and services must be thoroughly tested on the new domain to ensure functionality and security.

#### **4.7. Communication and Public Notice:**

Government entities must inform their stakeholders, employees, and the general public about the domain migration in advance to minimize disruption and confusion.

#### **4.8. Security Measures:**

Adequate security measures must be in place to protect the new domain from cyber threats and vulnerabilities.

#### **4.9. Monitoring and Compliance:**

Periodic monitoring will be conducted to ensure that government entities adhere to this policy and maintain the security and functionality of their approved domains.

#### **4.10. Assistance and Support:**

Government entities requiring technical assistance for domain migration should seek support from the designated IT unit responsible for the migration process.

#### **4.11. Review and Updates:**

This policy will be reviewed and updated as necessary to adapt to evolving technologies, security threats, and governance requirements.

#### **4.12. Non-Compliance:**

Non-compliance with this policy may result in disciplinary actions, including suspension or revocation of domain privileges.

#### **4.13. Dispute Resolution:**

In cases of disputes or conflicts related to domain migration, the designated authority will act as the mediator for resolution.

#### **4.14. Implementation Timeline:**

This policy will be effective from October '23.

### **5.0 Conclusion**

The Domain Migration Policy for Adamawa State Government is designed to facilitate a seamless transition of government entities and official websites to approved government domains.

By adhering to the guidelines and procedures outlined in this policy, we ensure a standardized and secure online presence for the government, enhancing consistency, security, and credibility in online communication and services.

It is imperative that all government entities within Adamawa State comply with this policy, thus contributing to the state's digital governance framework and maintaining the integrity of its online presence.