

Example Company, Inc.
Identity Management Architecture
Policy on Directories

Status: [Approved | Draft – RFC | Final Draft – Awaiting Approval]

Date: 01APR04

1.0 Purpose

The purpose of this policy is to provide guidance concerning the use of directories at Example Company, Inc..

2.0 Scope

This policy applies to all Example Company, Inc. projects, procurements, employees and affiliates.

3.0 Definitions

Canonical directory – The directory that contains trustworthy information about its contents. Information from a canonical directory trumps information about the same entry from a non-canonical directory.

Enterprise directory – Organization-wide directory of information related to Example Company, Inc.

4.0 References

Policy on Naming and Certificates

5.0 Policy

5.1 Enterprise Directory Director. The CIO will designate, as a collateral duty, an individual to server as the Enterprise Directory Director (EDD). The EDD will have authority to

- Create and chair a council of directory managers from the organization.
- Develop rules and processes for self-managed directory content.
- Develop rules and processes for managing the enterprise directory.
- Define schema for the enterprise directory.
- Approve design decisions for the enterprise directory.
- Define the rules and processes by which an organizational directory is deemed “canonical.”

Rules developed by the EDD and approved by the CIO will be enforceable under this policy.

The EDD shall work closely with the Registrar (see Policy on Naming and Certificates) to ensure that naming conventions and rules

5.2 Enterprise Directory. The enterprise directory for Example Company, Inc. shall be created and maintained as a federation of canonical directory information from individual organizations in Example Company, Inc. The enterprise directory will be considered a canonical directory for the information it contains. Systems and projects shall use the enterprise directory as the canonical source of any information it contains. The EDD will determine how the enterprise directory is accessed and establish authentication and authorization procedures for the enterprise directory.

5.3 Organizational Directories. Individual organizations within Example Company, Inc. are allowed to create and maintain directories of their employees and assets for use in carrying out those missions. Organizations are encouraged to avoid duplication in directory information.

5.4 Canonical Directories. Any directory information to be federated into the enterprise directory, must be designated as “canonical” by the EDD. Canonical directories must follow the naming policies in the Policy on Naming and Certificates and rules established for canonical directories by the Office of the CIO.

6.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

7.0 Contacts

7.1 Custodian

IMA Team, Office of the CIO
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7.2 Approval Body

Identity Management Architecture Review Board

8.0 Revision History

Version	Approval Date	Comments
1.0	01APR04	Initial version approved.