Data Exchange Standard – Email Address

Office of the Corporate Chief Information Officer, Strategy and Governance Branch

Version: 1.0

Approved by: Corporate Chief Information Officer	**Owner:** IMT Policy Program
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Contents

Standard Statement

Data exchange standards are required to ensure the clarity and the accuracy of data exchanged between Government of Alberta (GoA) applications.

The standard below describes the GoA data standard for an e-mail address shared between GoA applications. This standard defines the required components of an email address and applies to the exchange of the email address information. It is also recommended for storage and the display of an email address.

This standard does not apply to GoA user account naming (i.e. government email address; @gov.ab.ca or @alberta.ca, etc.).

Authority

Internal use only.

Scope

This standard applies to all Ministries within the GoA.

Standard Specification

The GoA email address standard aligns with the RFC 5322, Internet Message Format, Section 3.4.1 Addr-Spec Specification.

E-mail Address			
Description	The standard format for an email address.		
Format	C254 local-part@domain		
	local-part	**C1 - C64**	The local-part identifies the name of a particular mailbox. The local part of the email address may be case-sensitive.
	@	**C1**	Must contain at-sign (@) to separate the local-part from the domain name.
	domain	**Max. Length =** **C254 minus ("local-part" plus "@")**	The domain identifies the internet address. The domain (after the @ sign) is case insensitive.

			The maximum length of the domain name is dependent on the length of the local-part plus 1. • E.g.: Maximum Domain Length = C254 minus ("local-part" plus "@")

References and Supporting Resources

- RFC 5322, Internet Message Format

  Section 3.4.1 Addr-Spec Specification defines allowable ASCII characters for the local-part and the domain.

  https://tools.ietf.org/html/rfc5322
- RFC 3696, Section 3, Local-part Length restrictions

  https://tools.ietf.org/html/rfc3696
- RFC 5321, Simple Mail Transfer Protocol, Section 2.3.5 Domain Names

  https://tools.ietf.org/html/rfc5321
- RFC 1034, Domain Names – Concepts and Facilities, Section 3.1, Domain Name Length restrictions

  https://tools.ietf.org/html/rfc1034
- RFC 1035, Domain Names – Implementation and Specification

  https://tools.ietf.org/html/rfc1035
- RFC 2181, Clarifications to the DNS Specification

  https://tools.ietf.org/html/rfc2181
- RFC 3696, Application Techniques for Checking and Transforming of Names

  http://tools.ietf.org/html/rfc3696

  Errata ID 1690

  https://www.rfc-editor.org/errata_search.php?rfc=3696&eid=1690
- RFC 4343, Domain Name System (DNS) Case Insensitivity Clarification

  https://tools.ietf.org/html/rfc4343
- Email Convention

  Specifications for email conventions within the Government of Alberta

  https://imtpolicy.sp.alberta.ca/standards/Pages/Email-Convention.aspx

Appendix A

Types of Standards	Description
Technical Standard	These are detailed, unique standards that have developed in response to government IMT policies. Technical standards are intended to be replicable, transferable, and adaptable across ministries and other government agencies. Examples of these could include address data standards or specifications for a single identifier for transacting with government electronically.
Product Standard	An IMT product or specific technology oriented standard that facilitates the task of planning for enhancements and acquisitions within the government's broad information systems environment. As a definitive list of the numerous technologies either employed or under evaluation by Workplace Technology Services, product standards are critical in establishing conformity, interoperability and interchange-ability. Examples of these could include a government-wide standard for document, record management and database, and the list of core products for government workstations.
Process Standard	An established, mandatory business practice that supports IMT projects and existing systems to improve the outcome, diminish risks, and increase reliability. Examples could include business continuity planning processes, threat risk assessment processes, etc.
Reference Standard	An IMT industry standard (either a national or international formal or de facto standard) that has been adopted for use by the Province of Alberta. A Reference Standard may be adopted either as stand-alone or as a precursor to a customized standard or policy document. Examples could include the 1024 bit RSA standard for public key encryption.