NEBRASKA INFORMATION TECHNOLOGY COMMISSION

TECHNICAL STANDARDS AND GUIDELINES

xx-xxx Blocking E-mail with Attachments

Category	**Groupware Architecture**
Title	**Blocking E-Mail with Attachments**
Number	**XX-XXX**

Applicability	☑ **State Government Agencies**
	  ☑ All...**Guideline**
	  ☐ Excluding: _____.....**Not Applicable**
	☐ **State Funded Entities -** All entities receiving state funding for matters covered by this document................**Not Applicable**
	☐ **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.

Status	☐ Adopted ☑ Draft ☐ Other:_____
Dates	Date: August 12, 2003 Date Adopted by NITC: Other:

1.0   Technical Guideline

Blocking E-Mail with Attachments

E-mails that include attachments with certain extensions should be blocked at the SMTP gateway. Setting up the blocking criteria at the SMTP gateway will stop incoming Internet mail with those attachments from being delivered. The blocking will also stop outgoing Internet mail with those attachments from being sent. If any of the extensions listed below are detected, the e-mail will be deleted and a standard non-delivery report (NDR) will be returned to the sender stating that the e-mail was not delivered. Inter-Agency mail going through a SMTP gateway with the extensions listed below will be blocked. All other attachments should be allowed to pass through and agencies can determine what other safeguards to activate on their mail servers.

Extensions to be blocked at the SMTP server:

scr - screensaver	bas – basic
bat - batch	cmd - command
com – command, executable	cpl - control panel applet
exe - executable program	inf – set up
msi – install control file	msp – probably a windows installer patch
mst – windows installer transform	reg – Microsoft registry
vbs - visual basic	pif - windows program information file
wsf - Windows Script File	

If an individual needs to receive an attachment with one of the extensions above, the sender can be asked to rename the file extension. For example, Proposal.exe.ForSue

2.0   Purpose and Objectives:

It is important to take steps to protect our environment against the threat of viruses. Attachments with certain extensions are often used in virus attacks because of their execution access and the amount of damage they can cause.

3.0   Definitions
NA

4.0   Applicability
State Government Agencies – Agencies using E-mail are encouraged to follow this guideline.

5.0   Responsibility
Anyone running a State SMTP Gateway should consider following this guideline.

**6.0   Related Policies, Standards and Guidelines
(http://www.nitc.state.ne.us/standards/)
Security Policies – Information Security Management**