

# OU Standards

**Approval Authority: Vice-Chancellor of Information Technology**

**Responsible University Office: Information Technology**

**Policy Owner: VUIT Security**

**Policy Contact: Manager of IT Security**

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## STANDARD STATEMENT

This document defines the naming, documentation, and structure standards for Organizational Units in Vanderbilt University enterprise authentication environment.

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## REASON FOR STANDARD

The purpose of this standard is to ensure that Vanderbilt University's enterprise authentication environment remains tidy, organized, and self-documenting through appropriate OU standards.

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## SCOPE

This policy applies to anyone creating OUs in Vanderbilt University's enterprise authentication environment.

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## DEFINITIONS

**Organizational Unit:** Typically abbreviated as OU, it is a general-purpose container object that is used to organize objects within a domain for administrative purposes. OUs contain objects such as users, accounts, groups, computers, printers, and others.

**Root OU Level:** The highest level of hierarchy for which to organize OUs.

**Level 1:** Immediately below the Root OU Level.

**Level 2:** Immediately below Level 1.

**Level 3:** Immediately below Level 2.

**Level 4:** Immediately below Level 3.

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## STANDARD

### OU Standards

## Background

The primary purpose of an Organizational Unit is to group directory objects together for easier delegation of administration and application of Group Policy Objects. Therefore, OUs should be created as necessary to meet that need, and it is not expected that the OU structure will exactly mirror the financial, organizational, or work structure of the University.

## OU Standards

1. OUs will only be created below the Root OU Level, and they may not be created below Level 4.
2. OU names must not contain leading or trailing spaces, or the following characters: # , + " \ < > ; :
3. OUs immediately under the Root OU Level must be named for the organization, school, center, group, department, or other business unit it is being used for. This name must be spelled out fully unless prohibited by technical length limitations. This name must be appended with the work or business unit number as found in SkyVU.

Example: Hosting Services - 46311

4. Names of OUs at Level 1 through Level 4 must describe the functional purpose of the OU, which is typically the objects it will contain.

Examples:     Lab Workstations  
                  Research Cluster  
                  Security Groups  
                  Servers  
                  Development

5. The Description attribute of the OU must be filled in with the name and number of the SkyVU work or business unit for which the OU contains assets. This name must be spelled out fully. The Description attribute may contain additional information. Although it is not required, we recommend that the description field also contain any information that documents the purpose and/or use of the OU.

Example:       Security Groups for Television News Archives – 31140. Groups are created and managed by Library Digital Services.

6. The Managed By attribute must contain the name of a Vanderbilt employee responsible for attesting to who should have access to perform technical management of the OU and the objects it contains.
7. Level 1 OUs will be created with the default subordinate (Level 2) OUs listed below. These should be used where they apply and can be deleted if not needed.
  - Security Groups
  - Servers
  - Workstations

8. Unused OUs below Level 1 are expected to be removed.
9. An OU admin security group will be created for each Level 1 OU. The name of that group will consist of the name of the OU without the unit number, followed by OU Admins. Within the OU, the admins group will have permissions to create, delete, and modify:
  - Groups
  - Computers
  - Group Policy
  - Sub-OUs

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## RESPONSIBILITIES

### Approval Authority

This authority (see the top of document) is responsible for final approval of a new or revised standard or regulation. In some cases, the “Approval Authority” may be the same as the “Responsible Administrator.”

### Responsible Administrator

This individual is responsible for overseeing the development of university standards and revision of existing policies as required in his or her area of jurisdiction and to ensure that appropriate campus constituents will be consulted during these processes. This administrator also will designate a responsible office as explained below. Implementation of the policy will be delegated to the senior staff and the offices under their jurisdiction.

### Responsible Office

Under the direction of the Responsible Administrator, and in collaboration with the various campus constituents, the responsible office may develop or assist in developing a particular standard and procedures and **will be** accountable for implementing and administering the standard. This office also will be responsible to ensure that procedures and guidelines necessary to carry out the standard are current and available.

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
<b>Primary Contact</b>	<b>Travis Chance</b>	<b>Phone</b>	<b>Travis.Chance@vanderbilt.edu</b>
Contact	Name	Phone	Fax/Email
Contact	Name	Phone	Fax/Email

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## RELATED DOCUMENTS/POLICIES

## HISTORY

### Issued:

6/13/2019

### Reviewed

6/13/2019

**Amended**