

# Domain Name Record

A domain name not only powers your website, making it accessible online, but also controls your emails! It's vital for your business to keep these safe and secure at all times, part of this is knowing where it's registered, who to contact for support, as well as what services are connected to it. This 'Action Plan' will help you collect all of the important details, so you have everything to hand in an emergency.

## Domain Name

### Where is it registered?

Include company name or website address of the direct supplier of the domain name

### Who has logins/access?

Include contact details, usernames, email addresses and who can grant access

### When does it renew?

What date does the domain name renew?  
Is it set to auto-renew? How many years?

### Billing details

What are the billing details set to?  
When do these expire? Who should update these?

### Nameservers/DNS

Are the nameservers/DNS set to the same account? If not, please list suppliers here

### Hosting

Is there hosting linked to the domain?  
If so, list details and contacts

### Email

Does this domain have email accounts tied to it?  
If so, list details and contacts

### Notes/Comments

For example, custom DNS settings or general comments on the domain name that may be useful for administration in an emergency

### Document review

When was this last reviewed? How long is it valid for?  
Who is responsible/the contact for more details?