

## Recording essential information

It is recommended that all organisations maintain a record of information that is essential to running their Janet connection. The [Record of Network Information and Contacts form](#) <sup>[1]</sup> can be used to record information such as IP addresses and domain names. This record will not only be a quick reference source for the member of staff who is responsible for the day-to-day running of the site network, but will also provide vital background information for new or temporary staff.

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**Source URL:** <https://community.jisc.ac.uk/library/janet-services-documentation/recording-essential-information>

### Links

[1] <http://www.ja.net/documents/support/supportmanual/app3.pdf>