DNS Record Change Checklist and Log

Use one copy for each existing record set you change. Type into the fields or print a copy.

Log each date and time in UK local time and include GMT or BST.

Before the Change

Full DNS name

Record type

Change owner / ticket

Current value / old endpoint

Replacement value / new endpoint

- [ ] Save the current DNS record set and TTL. Confirm access to the correct authoritative zone.
- [ ] Test the new endpoint and agree how long the old endpoint can remain available.

Allow Time for the Old TTL

Lower the TTL while the old answer is still in place. Check every authoritative server.
Earliest planned switch = time the last authority confirmed the lower TTL + one full old TTL.

Old TTL (s)

Short TTL (s)

Last authority confirmed at

Earliest planned switch

Verify the Switch

Publish the replacement value with the short TTL. Record each observation separately.

Check	UK date and time	Server or network and observed result
Authoritative servers		
Recursive resolver 1		
Recursive resolver 2		
Application test		

For DNS, record the answer and TTL. For the application, record the service action, target and outcome.

Decide Whether to Keep or Reverse the Change

Keep the TTL short while validating. If you revert, cached replacement answers can still be in use.

Rollback trigger and action

Decision, owner and UK time

- [ ] Restore the normal TTL after sign-off and check it on the authoritative servers.
- [ ] Review traffic and errors at both endpoints before retiring the old one.

A resolver check samples one cache. The timing calculation is a planning assumption.