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**Appendix B: Website Description Form**

**WEBSITE DESCRIPTION FORM**

<b>1. WEBSITE URL:</b>	
<b>2. AGENCY UNIT SUPPORTED BY WEBSITE:</b>	
<b>3. PURPOSE/FUNCTION OF WEBSITE:</b>	
<b>4. DATE SNAPSHOT WAS TAKEN:</b>	
<b>5. FILE FORMATS AND VERSIONS:</b>	
<input type="checkbox"/> HTML: version(s) - <input type="checkbox"/> Portable Data Format (PDF): version(s) - <input type="checkbox"/> Text (ASCII) <input type="checkbox"/> Word processing software (Word, WP, etc.): version(s) - <input type="checkbox"/> Audio: format(s) and version(s) - <input type="checkbox"/> Video: format(s) and version(s) - <input type="checkbox"/> Image: format(s) and version(s) - <input type="checkbox"/> CGI Scripts - <input type="checkbox"/> Active X - <input type="checkbox"/> Java: version(s) - <input type="checkbox"/> Java Scripts - <input type="checkbox"/> Web browser version for which site is optimized - <input type="checkbox"/> Specialized formats (Please describe) - <input type="checkbox"/> Other (Please describe and note versions used) -	
<b>6. TOTAL NUMBER OF MEDIA UNITS:</b>	<b>7. MEDIA UNIT VOLUME SERIAL NUMBERS:</b>
<b>8. TOTAL NUMBER OF FILES SUBMITTED:</b>	
<b>9. DOCUMENTATION INCLUDED: See instructions for guidance on what must be included.</b>	
<input type="checkbox"/> Site map (e.g., hierarchical list of files, graphical representations, etc.) – MANDATORY <input type="checkbox"/> Other lists of files, if available (e.g., list of the forms and publications available on website)	
<b>THIS DOCUMENTATION IS PROVIDED IN:</b>	
<input type="checkbox"/> Paper <input type="checkbox"/> Electronic form (ASCII only) <input type="checkbox"/> Combination of paper and electronic	
<b>10. RECORDS OFFICER:</b>	<b>11. TECHNICAL CONTACT:</b>
PHONE:	PHONE:
EMAIL:	EMAIL:
<b>12. FORM PREPARED BY:</b>	
PHONE:	
EMAIL:	