# Web Snapshot Project - Web Site Description Form (alternative to NA Forms 14028 and 14097)

*This form and the instructions are available at http://www.nara.gov/records/websnapshot.html.*

## Part 1 of 2 - *Complete one part 1 form per web site snapshot*

**1. WEB SITE URL:**

**2. AGENCY COMPONENT SUPPORTED BY WEB SITE:**

**3. WEB SITE DESCRIPTION**

**3a. PURPOSE/FUNCTION OF WEB SITE**:

**3b. TARGET AUDIENCE(S):**

**3c. UNIQUE FEATURES OF THE SITE**  (e.g., Dynamic or interactive features, unusual services, etc.):

**3d. DATE THE SNAPSHOT WAS TAKEN:**

**4. FILE FORMATS AND VERSIONS:**

☐ HTML: version(s) -
☐ Portable Data Format (PDF) version(s) -
☐ Text (ASCII)
☐ Word processing software (Word, WP, etc.) and version(s) -
☐ Audio: format(s) and version(s) -
☐ Video: format(s) and version(s) -
☐ Image: format(s) and version(s) -
☐ CGI Scripts -
☐ Active X -
☐ Java: version(s) -
☐ Java Scripts
☐ Web server software: software name and version(s) –
☐ Specialized formats (Please describe) -

**Federal Web Site Snapshot information, including this form, is accessible at http://www.nara.gov/records/websnapshot.html.  Contact NARA at 301-713-6639 or CER@nara.gov for detailed advice specific to your web site.**

☐ Other (Please describe and note versions used) -

**5. HARDWARE PLATFORM AND OPERATING SYSTEM:**

**Hardware make and model** (e.g., Sun 450, Ultrasparc II, etc.):

**Operating System** (e.g., Windows NT, UNIX, etc.):

**Web server configuration and software** (e.g., clustered, single; Apache, IIS, ColdFusion, etc):

**6. DOCUMENTATION INCLUDED**: *See instructions for guidance on what must be included.*

☐ Site map (e.g., hierarchical list of files, graphical representations, etc.) –**MANDATORY**
☐ Other lists of files, if available (e.g., list of the forms and publications available on web site)
☐ Other information useful for interpreting or navigating the site, if available.

    **THIS DOCUMENTATION IS PROVIDED IN**
☐ Paper      ☐ Electronic form (ASCII only)    ☐ Combination of paper and electronic

**7. AGENCY CONTACTS** (Names, addresses, phone numbers, email addresses)

| **7a. RECORDS OFFICER:** | **7b. WEB SITE CONTACT:** |
|---|---|
| | |

**7c. PREPARER'S NAME, PHONE NUMBER, AND
EMAIL ADDRESS** (If different from above):

| **SIGNATURE :** | **DATE :** |
|---|---|

# Web Snapshot Project - Web Site Description Form

*This form and the instructions are available at http://www.nara.gov/records/websnapshot.html.*

## Part 2 of 2 - Technical Information Sheet - *Complete one information sheet per media unit*

| 1. WEB SITE URL: | 2. MEDIA UNIT NUMBER: _____ OF _____ |
|---|---|
| 3. SEGMENT OF SITE MAP WHOSE FILES ARE INCLUDED IN THIS MEDIA UNIT (e.g. directory structure and files)<br><br>☐ Listing attached | 4. FORMAT OF DOCUMENTATION in block 3:<br>☐ Paper<br>☐ Electronic Format (ASCII only) |
| 5. AGENCY NAME: | 6. TECHNICAL CONTACT(S) (names and postal and email addresses, and phone numbers): |

| MEDIA CHARACTERISTICS | TAPE (including DLT) | CD-ROM |
|---|---|---|
| **7. TYPE OF MEDIA PROVIDED**: | ☐ DLT Type 3 (III)<br>☐ DLT Type 4 (IV)<br>☐ 3480-Class Tape Cartridge | ☐ CD-ROM (complies with Joliet modifications)<br>☐ CD-ROM (complies with ISO 9660) |
| **8. STORAGE MEDIA UNIT VOLUME SERIAL NUMBER** (if applicable): | | |
| **9. CHARACTER SET** (e.g., ASCII, Binary, Packed Decimal, etc.) | | |
| **10. NUMBER OF FILES ON MEDIA UNIT:** | | |
| **11. DATE FILE(S) COPIED ONTO MEDIA**: | | |
| **12. RECORD TYPE** | ☐ Variable Length<br>☐ Fixed Length<br>☐ Fixed Length Blocked<br>☐ Other record types (specify): | Not applicable for CD-ROM |

**Federal Web Site Snapshot information, including this form, is accessible at http://www.nara.gov/records/websnapshot.html.  Contact NARA at 301-713-6639 or CER@nara.gov for detailed advice specific to your web site.**

| | | |
|---|---|---|
| **13. NUMBER OF TRACKS, if applicable** (e.g., 9, 18, other (specify): | | Not applicable for CD-ROM |
| **14. DENSITY (CPI/BPI), if applicable:** | | Not applicable for CD- ROM |
| **15. Are Files TARRED?** (Yes/ No) | | |
| **16. TAPE DRIVE MODEL if DLT** (specify) | ☐ 2000    ☐ 7000 <br> ☐ 4000    ☐ 8000 <br> ☐ 6000 | Not applicable for CD- ROM |
| **17. AGENCY COMMENTS:** | | |
| **18. FORM PREPARED BY:** | **PHONE:** <br><br> **EMAIL:** | **19. DATE FORM COMPLETED**: |