Web Snapshot Project – Instructions for Web Site Description Form

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

Federal agencies use NA Form 14028 (Information System Description Form), and NA Form 14097 (Technical Description for Transfer of Electronic Records to the National Archives), to transmit specific information about the content and technical specifications of data from information systems transferred into the permanent holdings of the National Archives. **This Web Site Description Form contains the information required for this one-time snapshot of Federal agency web sites taken on or before January 20, 2001, and may be used instead of the NA Forms 14028 and 14097.**

Part 1 captures information about the web site included in the snapshot; and Part 2 captures technical information about the media units used to send the snapshot to NARA. For this one-time snapshot of agency web sites, please complete one Part 1 for each web site included in the snapshot, and one Part 2 for each tape or CD-ROM (i.e., media unit) transferred to NARA.

INSTRUCTIONS FOR PART 1 – Complete one Part 1 form per web site snapshot

Block 1. Enter the top-level URL of the snapshot being taken [e.g., www.nara.gov; www.irs.gov]

Block 2. Enter the name of the highest-level agency component the URL (Block #1) represents. If the snapshot is for the entire agency web site, give the full name of the agency (e.g., USDA, Treasury, etc.).

> NOTE: In the three block 3 boxes below, describe characteristics of your web site. This information will help NARA identify and manage the preservation of your web site. It will also allow future archivists and researchers to understand the purpose(s) of an agency's web site and the target audience(s) without first having to mount the data and recreate the web. You may also complete the items by attaching excerpts from other records that describe your agency's web service, e.g., portions of information technology plans, previous year Y2K planning reports, etc.

Block 3a. Describe the purposes of the web site, the services provided, and any agency mission specific requirements met by the web site, e.g.:

- To provide information to the public (note specifically if any information provided on the web site is unique and therefore only obtainable or accessible from the web site.)

- to serve as an interface for submissions of information from the public (describe – e.g., questions or general comments from users; submission of forms/data; rulemaking

comments)

- to provide access to mission-critical databases (identify which ones)

Block 3b. Describe the target audience(s) [e.g., the general public, medical personnel, contractors, state and/or local government officials]. If different parts of the web site have different target audiences, describe briefly.

Block 3c. Provide information about unique features of the web site, if applicable. Use this block to describe the dynamic pages draw the information from previously linked databases (and give the titles of the databases).

Block 3d. Provide the date the snapshot was taken. If the snapshot was taken over more than one day, include the date range.

Block 4. Place an "X" in the box of all the file formats present on the web site. Identify the software and version used to create the files. This information is needed so that NARA can copy and preserve the files on appropriate media.

Block 5. Identify the hardware platforms (make and model), operating systems, and web server configurations (e.g., cluster, single server) and web server software, if known (e.g., Apache, ColdFusion, IIS). This information is needed so that NARA can preserve the files and resolve preservation problems, if they occur.

Block 6. You must provide a site map including URLS, or a similar comprehensive list of files including extensions. (A graphical representation, if already available, is desired.) Identify additional documentation that is included with your snapshot submission. You may print information from the web site if it is already available there. Indicate whether the site map and other documentation is in paper or electronic form, or a mix of the two media. Electronic files must be in ASCII (text).

Block 7a. The name, address, telephone number, and email address of the records officer responsible for the web site.

Block 7b. The name, address, telephone number, and email address of the person who can provide an overview of the web site (e.g., webmaster, director of communications, etc.).

Block 7c. The preparer's name, address, telephone number, and email address. If the records officer or web site contact prepared the form, you may enter just the name.

INSTRUCTIONS FOR PART 2 –

TECHNICAL INFORMATION SHEET - Complete one sheet per media unit (tape or CD-ROM)

Block 1. Enter the top-level URL of the snapshot being taken [e.g., www.nara.gov; www.irs.gov]. This is the same URL entered in Part 1 of this form.

Block 2. Enter number of the media unit as <number> of the <total number of media units in the snapshot>. The first tape or CD-ROM should be numbered "1 of total #," then numbered sequentially thereafter.

Block 3. Provide a listing of what part of the site map is contained in the files on this media unit. If you have sequentially named or numbered files, you can indicate the span (e.g., **form001.html – form3000.html**) instead of listing each file.

Block 4. Indicate whether the listing in block 3 of part 2 is provided in paper or electronic (ASCII) form. If produced in electronic form, please provide it as an ASCII (text) file.

Block 5. Enter the name of the agency that is responsible for the transfer.

Block 6. Identify the person who will respond to technical questions about the records if they arise during archival processing. Please provide the postal and email addresses and telephone number.

MEDIA CHARACTERISTICS (Please label each media clearly.)

Block 7. Check the appropriate block.

Block 8. Enter the volume serial number that uniquely identifies this tape/tape cartridge or CD-ROM. If the file is recorded on multiple volumes, enter the first volume serial number in this item and list others, in sequence. You do not have to enter this number is the media unit does not have a serial number.

Block 9. Enter the information in the appropriate column.

Block 10. Enter the number of files copied onto the tape or CD-ROM.

Block 11. This is the date the records were copied onto the storage media unit(s), not the date of the snapshot.

Block 12. This applies only to tape formats. If other than variable or fixed length, give a specific description of the format, e.g., proprietary or unusual blocking schemes.

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.

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Block 13. Complete if the media used is tape.

Block 14. Enter the characters or bytes per inch, if the media used is tape.

Block 15. Enter a yes or no in the appropriate box to indicate whether or not the files have been "tarred." (Note: If you are using DLT, you must use a "tar" utility.)

Block 16. Complete this only if you are using DLT.

Block 17. Provide additional information as necessary or desired. If the information pertains to another item on the form, identify the relevant item number. Provide attachments if the information required will not fit in Item 17.

Block 18. Enter the name, email address, and phone number (including area code) of the individual who prepared this form.

Block 19. Enter date this form was prepared.