North Carolina Department of Cultural Resources, Office of Archives and History
Instructions for Web site Description Form

Part I 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 the Office of Archives and History. Please complete one Part 1 for each Web site included in the snapshot, and one part 2 for each media unit transferred to the office.

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. http://www.ah.dcr.state.nc.us/default.htm.)

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. Department of Cultural Resources, Department of Secretary of State, etc.)

Note: In the three block 3 boxes below, describe characteristics of your Web site. This information will help the Division 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 site.

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 this 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 drawing information from previously linked databases (and give titles of the databases).

Block 3d. Provide the date the snapshot was taken.

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 Archives and History 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 Archives and History 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 of the records officer or webmaster responsible for the Web site.

Block 7b. The name, telephone number, and email address of the person who can provide an overview of the Web site (e.g. webmaster, information systems professional, etc.).

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

Instructions for Part 2—Technical Information Sheet
(Complete one sheet per media unit)

Block 1. Enter the top-level URL of the snapshot being taken. This is the same URL entered in Part 1 of this form.

Block 2. Enter the date this form was prepared.

Block 3. Enter the name of the agency that is responsible for the transfer.

Block 4. 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—form003.html) instead of listing each file.

Block 5. Check the appropriate block.

Block 6. Enter number of the media unit as <number> of the <total number of media units in the snapshot>. The first unit should be numbered "1 of total #," then numbered sequentially thereafter.

Block 7. Enter the volume serial number that uniquely identifies this media unit. 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 if the media unit does not have a serial number.

Block 8. Enter the number of files copied onto the media unit.

Block 9. This is the date the records were copied onto the storage media unit(s), not the date of the snapshot.

Block 10. Identify the person who will respond to technical questions about the records if they arise during archival processing. Please provide the telephone number and email addresses.

Block 11. Enter the name, telephone number, and email address of the individual who prepared this form.

Block 12. Provide additional information as necessary or desired. If the information pertains to another item on the form, identify the relevant item number.