North Carolina Department of Cultural Resources
Office of Archives and History
Web site Description Form
Part 1 of 2—Complete one Part 1 form per Web site

1. Web site URL:
2. Agency Unit Supported by the Web site:
3. Web site Description:
3a. Purpose/Function of Web site:
3b. Target Audience(s):

3c. Unique Features of Site (e.g. interactive features, unusual services, etc.)	**3d. Date the Snapshot Was Taken:**

4. File Formats and Versions (check all that apply):
☐ HTML, XML versions
☐ Portable Data Format (PDF), versions
☐ Text (ASCII)
☐ Word Processing software (Word, WP, etc.), versions
☐ Audio, formats and versions
☐ Video, formats and versions
☐ Image, formats and versions
☐ CGI Scripts
☐ Active X
☐ Java, versions
☐ Java Scripts
☐ Web Server software, name and version
☐ Specialized formats (please describe)

☐ 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 the 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, titles, addresses, phone numbers, email addresses)

7a. Records Officer:	**7b. Webmaster Contact:**
7c. Form Prepared By:	

Part 2 of 2—Technical Information Sheet—Complete one information sheet per media unit

1. Web site URL:	**2. Date Form Completed:**
3. Agency Name (Hierarchy):	**4. Segment of site map whose files are included in this media unit** (e.g. directory structure and files) ☐ Listing attached
5. Type of Media Provided:	☐ CD-ROM (complies with Joliet modifications) ☐ CD-ROM (complies with ISO 9660)
6. Media Unit Number: _____ of _____	**7. Media unit volume serial number** (if applicable)
8. Number of files on media unit:	**9. Date file(s) copied onto media:**
10. Technical Contact: **Phone:** **Email:**	**11. Form prepared by:** **Phone:** **Email:**
12. Agency comments:	