

3500-P015 – Web site Retention Policy

I. PURPOSE

The purpose of this policy is to establish the web site retention requirements in order to ensure compliance with Wyoming statutes 9-2-401 through 9-2-419 concerning the creation, retention, and continuing access to public records.

This policy does not supersede or rescind the requirement to send copies of public documents to the Wyoming State Library.

II. SCOPE

This policy applies to all Executive Branch agencies, boards, and commissions (collectively referred to as “agencies”) web sites.

III. POLICY

- A. Agencies will maintain a record of website content in a manner specified by the Wyoming State Archives requirements.
- B. Records that are otherwise specified in a separate retention schedule, approved by the Wyoming State Archives, are exempt.
- C. Agencies will conduct an Accountability Exposure Analysis (AEA) of each of their web sites using the tools provided by the Wyoming State Archives. The AEA will be conducted at least annually, but may be conducted more frequently at the discretion of the agency .
- D. Agencies will submit web site snapshots to the Wyoming State Archives in accordance with the results of the Accountability Exposure Analysis. The submission will include:
 - 1) A completed Web site Description Form as provided by the Wyoming State Archives
 - 2) All content available to the public that is located on the agency’s web site, excluding all content dynamically generated from databases and/or data sources
 - 3) Snapshots will be submitted using as many non-rewritable media as specified by the Wyoming State Archives, as required for the web site size
- E. Content external to the agency is specifically excluded (e.g., other web site accessed via links).

CIO Approved Date: 1/5/2011