

**FORMS****PUBLIC WEB SITE INFORMATION RELEASE**

1. The following form will be used by anyone submitting content to the NCOAGA public web site. The submitter will:
2. Complete AGH Form 6-14 and forward along with content and/or web page(s) to NCOAGA President for approval.
3. Ensure content and/or web page(s) is developed in accordance with the Public Web Site Checklist that is listed below.
4. Keep their content and/or web page(s) current.

| <b>PUBLIC WEB SITE INFORMATION RELEASE FORM</b>                                                   |                                                |                                                                 |
|---------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------|
| UNIFORM RESOURCE LOCATOR (URL) ADDRESS: <a href="http://www.ncoaga.com">http://www.ncoaga.com</a> |                                                |                                                                 |
| REQUIREMENT:<br>(select below)                                                                    |                                                |                                                                 |
| <input type="checkbox"/> INITIAL PAGE                                                             | <input type="checkbox"/> COMPLETELY<br>REVISED | <input type="checkbox"/> UNNECESSARY PAGE<br>NO LONGER REQUIRED |
| PAGE NAME:                                                                                        |                                                |                                                                 |
| FILE NAME:                                                                                        |                                                |                                                                 |
| PURPOSE, JUSTIFICATION, AND INTENDED AUDIENCE                                                     |                                                |                                                                 |
| LINKS:                                                                                            |                                                |                                                                 |
| JUSTIFICATION FOR COMMERCIAL LINKS:                                                               |                                                |                                                                 |
| INFORMATION SUBMITTED BY:                                                                         |                                                |                                                                 |

5. Approved by NCOAGA President (forward to Webmaster).

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(President/Representative)

6. NCOAGA Webmaster posted on the web site: \_\_\_\_\_  
(date)

PUBLIC WEB SITE CHECKLIST

1. The appearance of the web should be professional. The design is attractive, modern and presents material in a consistent manner. Subordinate pages should be recognizable as part of the overall site.
2. Site doesn't link to inappropriate or offensive sites.
3. The site provides feedback or request for further information instrument (e-mail or form).
4. A point of contact is available on each page.
5. "Current as of" date is provided whenever possible.
6. Personal information protected by the Privacy Act is not to be posted.
7. Copyrighted material. Only used with written permission from the owner.
8. No trademarks or logos posted.
9. "Under Construction" notices should not be used. Only complete, functional pages are authorized.
10. Information posted to the web will be revised, at a minimum every six months to ensure information posted to the internet is valid.