

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

University Archives and Records Service

WEBSITE DESCRIPTION FORM

(Complete one form per website)

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| 1. WEBSITE URL: | |
| 2. SCHOOL, DEPARTMENT, OFFICE, PROGRAM, OR CENTER: | |
| 3. WEBSITE DESCRIPTION: | |
| 3a. PURPOSE/FUNCTION OF SITE: | |
| 3b. TARGET AUDIENCE (S): | |
| 3c. UNIQUE FEATURES OF WEBSITE: | 3d. DATE WHEN SNAPSHOT WAS TAKEN: |
| 4. FORMATS AND VERSIONS (CHECK ALL THAT APPLY): <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> HTML, versions: _____ <input type="checkbox"/> CGI Scripts, versions: _____ <input type="checkbox"/> Java Scripts, versions: _____ <input type="checkbox"/> Web Server software, names and versions: _____ <input type="checkbox"/> Active X, versions: _____ <input type="checkbox"/> Text (ASCII) <input type="checkbox"/> Word Processing software (Word, WP, etc.), versions: _____ <input type="checkbox"/> Audio, formats and versions: _____ <input type="checkbox"/> Image, formats and versions: _____ <input type="checkbox"/> Specialized formats (please describe): _____ <input type="checkbox"/> Other (please describe and note versions used): _____ </div> <div style="width: 50%;"> <input type="checkbox"/> XML, versions: _____ <input type="checkbox"/> Java, versions: _____ <input type="checkbox"/> Portable Data Format (PDF), versions: _____ <input type="checkbox"/> Video, formats and versions: _____ </div> </div> | |
| 5. HARDWARE PLATFORMS AND OPERATING SYSTEM: Hardware manufacturer and model (e.g. Sun 450, Ultrasparc II, etc.): _____ Operating Systems (e.g. Windows NT, UNIX, etc.): _____ Web Server configuration and software (e.g. clustered, single; Apache, IIS, Coldfusion, etc): _____ | |
| 6. DOCUMENTATION INCLUDED: <input type="checkbox"/> Site Map (e.g., hierarchical list of files, graphical representations, etc.) – REQUIRED <input type="checkbox"/> Other lists of files, if available (e.g., list of the forms and publications available on website) <input type="checkbox"/> Other information useful for interpreting or navigating the site, if available. DOCUMENTATION IS PROVIDED IN: <input type="checkbox"/> Paper <input type="checkbox"/> Electronic form (ASCII only) <input type="checkbox"/> Combination of paper and electronic | |
| 7a. RECORDS MANAGEMENT LIAISON: Name: _____ School / Department: _____ Division / Office / Unit: _____ Campus Box #: _____ Building/Room #: _____ Phone: _____ Email: _____ | 7b. WEBSITE CONTACT: Name: _____ School / Department: _____ Division / Office / Unit: _____ Campus Box #: _____ Building/Room #: _____ Phone: _____ Email: _____ |
| 7c. FORM PREPARED BY: | |
| SIGNATURE: | DATE: |

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INSTRUCTIONS FOR: WEBSITE DESCRIPTION FORM

(Complete one form per website)

This form captures information about the website included in the snapshot.

- Block 1. Enter the top-level URL of the snapshot being taken (e.g. <http://www.lib.unc.edu/mss/uars/index.html>.)
- Block 2. Enter the name of the highest-level agency component the URL (block 1) represents. If the snapshot is for the entire agency website, give the full name of the agency (e.g. School of Medicine, Academic Affairs Library, College of Arts and Science, Department of Chemistry, Office of University Registrar, Office of Human Resources, etc.)
- Block 3. Describe characteristics of your website. This information will help University Archives identify and manage the preservation of your website. It will also allow future archivists and researchers to understand the purpose(s) of an agency's website and the target audience(s) without first having to mount the data and recreate the website.
- Block 3a. Describe the purposes of the website, the services provided, and any school/department/office's mission specific requirements met by the website, e.g.:
- Provide information to the public (note specifically if any information on the website is unique and therefore only obtainable or accessible from this website)
 - 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)
 - To provide access to mission-critical databases (identify which ones)
- Block 3b. Describe the target audience(s) (e.g. the general public, students, and faculty/staff.). If different parts of the website have different target audiences, describe briefly.
- Block 3c. Provide information about unique features of the website, 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 website. Identify the software and version used to create the files. This information is needed so that the Division 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 the Division 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 website 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 Management Liaison or Webmaster responsible for the website.
- Block 7b. The name, telephone number, and email address of the person who can provide an overview of the website (e.g. webmaster, information systems professional, etc.).
- Block 7c. The preparer's name, telephone number, and email address. If the Records Management Liaison or Webmaster prepared the form, you may just enter their name.

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TECHNICAL INFORMATION FORM

(Complete one form per CD-ROM)

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| 1. WEBSITE URL: | 2. DATE FORM COMPLETED: |
| 2. DEPARTMENT/UNIT NAME: | 4. SEGMENT OF SITE MAP WHOSE FILES ARE INCLUDED IN THIS CD-ROM: (e.g. directory structure and files): <input type="checkbox"/> Listing attached |
| 5. TYPE OF MEDIA ACCEPTED: <input type="checkbox"/> CD-ROM (CD-R, <i>complies with Joliet modifications to ISO 9660</i>) | |
| 6. CD-ROM NUMBER: _____ of _____ | 7. CD-ROM LABEL (check CD PROPERTIES for name or number of label. Example: 010405_1322): |
| 8. NUMBER OF FILES ON CD-ROM: | 9. DATE FILE(S) COPIED ONTO CD-ROM: |
| 10. Technical Contact Person: Name: _____ Phone: _____ Email : _____ | 11. Form prepared by: Name: _____ Phone: _____ Email: _____ |
| 12. COMMENTS: | |

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INSTRUCTIONS FOR: TECHNICAL INFORMATION FORM
(Complete one form per CD-ROM)

This form captures technical information about each CD-ROM that is sent to University Archives.

- 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 CD-ROM. 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 CD-ROM as <number> of the <total number> of CD-ROMs used to create the snapshot. The first CD-ROM should be numbered "1 of total #," then numbered sequentially thereafter.
- Block 7. Enter each CD-ROM's volume label (serial number or name) that uniquely identifies each CD-ROM.
- Block 8. Enter the number of files copied onto the CD-ROM.
- Block 9. This is the date the records were copied onto the CD-ROM(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.