THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
University Archives and Records Service

WEBSITE SNAPSHOTS – GUIDELINES

Why Take Website Snapshots?

Snapshots capture the look and feel of active campus websites at particular points in time and ensure that University Archives and Records Service, per its charge in the Public Records Act, documents campus use of the Internet over time.

Frequency of Capture.

The frequency of website changes and revisions will vary greatly from office to office. Some that publish fairly static versions of policies, publications or images may not see major changes to their website design for months at a time. However, offices with more advanced services (interactive forms, streaming video, etc.) might undergo major changes a number of times each year. Recognizing those differences, University Archives and Records Service recommends that website snapshots be taken at the time of each major version change to the website (different look, additional features, etc.) or at least once a year, whichever occurs first.

Website Description and Technical Information Forms.

University Archives and Records Service has prepared Website Description and Technical Information Forms (see attachments) that enable university offices to easily capture information about the contents, format, and technical characteristics of their websites. Submission of this descriptive information, along with copies of all active source files and both electronic and hard copy versions of relevant log files that document the names of files supporting the website, will allow University Archives and Records Service to provide continuing access and a historical perspective for the provision of university information and services.

What to Include in the Website Snapshot.

You should include all active documents available to the public that are located on the office's web server, including copies of office documents that exist in another form elsewhere, **EXCEPT:**
1. Databases
2. Files located on a web server external to the office (e.g. another office's website).

Acceptable Media for Submission of Website Snapshots.

To ensure ease of transfer and standardization of the media being submitted for preservation, University Archives and Records Service suggests that offices adhere to the following media specifics when capturing their websites:
1. Use a fresh CD-ROM (CD-R*, not CD-RW*)
2. A gold reflective surface is preferred but not required.
3. Source files should not be compressed.
4. The CD's case should be appropriately labeled, but the CD itself should not. A volume label is automatically created during initial use of the CD, and may be edited to reflect your office's nickname/acronym, date, and/or disk number within the allotted 11 characters. Place this number/name on the case and all related transfer documentation.
5. The CD writing should comply with Joliet modifications to ISO 9660 specifications. These settings are available in your CD creation software options.

Procedure for Submission of Website Snapshots to the UNC-CH University Archives and Records Service.

The CD-ROM and documentation may only be transferred under provisions of an approved records retention and disposition schedule. Contact University Archives and Records Service at 962-6402 with any questions.

Attachments

Website Description Form
Technical Information Form