

WSA WEBSITE DESCRIPTION FORM

1. WEBSITE URL:	
2. AGENCY UNIT SUPPORTED BY WEBSITE:	
3. PURPOSE/FUNCTION OF WEBSITE:	
4. DATE SNAPSHOT WAS TAKEN:	
5. FILE FORMATS AND VERSIONS: <input type="checkbox"/> HTML: version(s) - <input type="checkbox"/> Portable Data Format (PDF): version(s) - <input type="checkbox"/> Text (ASCII) <input type="checkbox"/> Word processing software (Word, WP, etc.): version(s) - <input type="checkbox"/> Audio: format(s) and version(s) - <input type="checkbox"/> Video: format(s) and version(s) - <input type="checkbox"/> Image: format(s) and version(s) - <input type="checkbox"/> CGI Scripts - <input type="checkbox"/> Active X - <input type="checkbox"/> Java: version(s) - <input type="checkbox"/> Java Scripts <input type="checkbox"/> Web server software: software name and version(s) - <input type="checkbox"/> Specialized formats (Please describe) - <input type="checkbox"/> XML (Please describe and note versions used) - <input type="checkbox"/> Visual Basic (Please describe and note versions used) - <input type="checkbox"/> Visual Basic Script (Please describe and note versions used) - <input type="checkbox"/> .NET (Please describe and note versions used) - <input type="checkbox"/> Other (Please describe and note versions used) -	
6. TOTAL NUMBER OF MEDIA UNITS:	7. MEDIA UNIT VOLUME SERIAL NUMBERS:
8. TOTAL NUMBER OF FILES SUBMITTED:	
9. TYPE OF CD-ROM PROVIDED: <input type="checkbox"/> complies with Joliet modifications <input type="checkbox"/> complies with ISO 9660	
10. DOCUMENTATION INCLUDED: See instructions for guidance on what must be included. <input type="checkbox"/> Site map (e.g., hierarchical list of files, graphical representations, etc.) – MANDATORY <input type="checkbox"/> Other lists of files, if available (e.g., list of the forms and publications available on website)	
THIS DOCUMENTATION IS PROVIDED IN: <input type="checkbox"/> Paper <input type="checkbox"/> Electronic form (ASCII only) <input type="checkbox"/> Combination of paper and electronic	
11. RECORDS OFFICER: PHONE: EMAIL:	12. TECHNICAL CONTACT: PHONE: EMAIL:
13. FORM PREPARED BY: PHONE: EMAIL:	
14. DATE ACCESSED TO WYOMING STATE ARCHIVES: ACCESSED BY: DATE FORM RETURNED:	