

North Carolina Department of Cultural Resources
Office of Archives and History
Website Description Form
Part 1 of 2—Complete one Part 1 form per website

1. Website URL:	
2. Agency Unit Supported by the Website:	
3. Website Description:	
3a. Purpose/Function of Website:	
3b. Target Audience(s):	
3c. Unique Features of Site (e.g. interactive features, unusual services, etc.)	3d. Date the Snapshot Was Taken:
4. File Formats and Versions (check all that apply): <input type="checkbox"/> HTML, XML versions <input type="checkbox"/> Portable Data Format (PDF), 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"/> Video, formats and versions <input type="checkbox"/> Image, formats and versions <input type="checkbox"/> CGI Scripts <input type="checkbox"/> Active X <input type="checkbox"/> Java, versions <input type="checkbox"/> Java Scripts <input type="checkbox"/> Web Server software, name and version <input type="checkbox"/> Specialized formats (please describe) <input type="checkbox"/> Other (please describe and note versions used)	
5. Hardware Platform and Operating System: Hardware make and model (e.g. Sun 450, Ultrasparc II, etc.): Operating System (e.g. Windows NT, UNIX, etc.): Web server configuration and software (e.g. clustered, single; Apache, IIS, ColdFusion, etc.):	
6. 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 the site) <input type="checkbox"/> Other information useful for interpreting or navigating the site, if available.	
This documentation is provided in: <input type="checkbox"/> Paper <input type="checkbox"/> Electronic form (ASCII only) <input type="checkbox"/> Combination of paper and electronic	
7. Agency Contacts (Names, titles, addresses, phone numbers, email addresses)	
7a. Records Officer:	7b. Webmaster Contact:
7c. Form Prepared By:	

Part 2 of 2—Technical Information Sheet—Complete one information sheet per media unit

1. Website URL:	2. Date Form Completed:
3. Agency Name (Hierarchy):	4. Segment of site map whose files are included in this media unit (e.g. directory structure and files) <input type="checkbox"/> Listing attached
5. Type of Media Provided:	<input type="checkbox"/> CD-ROM (complies with Joliet modifications) <input type="checkbox"/> CD-ROM (complies with ISO 9660)
6. Media Unit Number: _____ of _____	7. Media unit volume serial number (if applicable)
8. Number of files on media unit:	9. Date file(s) copied onto media:
10. Technical Contact: Phone: Email:	11. Form prepared by: Phone: Email:
11. Agency comments:	