5 FAH-8 H-600
WEB SITE CONTENT

5 FAH-8 H-610
CONTENT MANAGEMENT

(CT:WEB-5; 06-21-2012)
(Office of Origin: IRM/BMP/GRP/GP)
(Updated only to revise Office of Origin)

5 FAH-8 H-611 SUBJECT MATTER CONTENT

(CT:WEB-1; 09-29-2005)

a. Keeping the Web site current should be the most time intensive activity during the operations and maintenance (O&M) period. Visitors to the Web site expect the information to be current, accurate, and easy to find. Old information should be removed and archived as soon as it becomes outdated. New information should be added to the site as soon as it is made available to the Webmaster.

b. Guidance for content is available from the Internet Steering Committee at http://isc.state.gov/index.cfm?fuseaction=file.DownloadForm&WEBSITE_OBJECT_ID=B60327ED-76BC-44DB-8C8C-3DF2E212EEF1.

c. Depending on the size and complexity of the Web site, content management software could provide an effective means of keeping the site current. When considering specialized software, program managers need to evaluate application cost, user training requirements, and target platform. If personnel turnover is high, the recurring training cost may become excessive. If specialized software must be installed on the operational network, IT Change Control Board (IT CCB) approval is required before it can be used.

5 FAH-8 H-612 COPYRIGHT AND FAIR USE

(CT:WEB-1; 09-29-2005)

a. Use of copyrighted material within the Department of State, including on

Department of State Web sites, is governed by 5 FAM 480 Use of Copyrighted Material.

b. Frequently, authors give permission to use clipart and scripts on the condition that a link to the author's Web site is provided. When required, a separate page must be created to contain these acknowledgments (see 5 FAM 776.3 l).

5 FAH-8 H-613 DISCLAIMERS, PRIVACY, AND LIABILITY

5 FAH-8 H-613.1 Disclaimers

(CT:WEB-1; 09-29-2005)

a. A set of general disclaimers can be obtained by linking to the Department of State Disclaimer page (http://www.state.gov/r/pa/ei/rls/dos/413.htm).

b. Specific disclaimers must be used for all links going from a Department of State Web page to a non-Department of State Web page. This requirement applies to both public and private sector Web pages (see 5 FAM 772.2). It is sufficient to have a single warning on a page that has several links.

5 FAH-8 H-613.2 Privacy

(CT:WEB-1; 09-29-2005)

All Department of State Web sites accessible by the public must contain a privacy notice. The easiest way to satisfy this requirement is to create a link to the Privacy and Computer Fraud and Abuse Acts Notices page at U.S. Department of State Web site (http://www.state.gov/documents/privacy.cfm).

5 FAH-8 H-613.3 Liability

(CT:WEB-1; 09-29-2005)

If the Web site does not link to the Department of State's Disclaimer page, it must display the following statement. Any variation from this wording must be approved by the Legal Advisor's Office (L/LM).

"This system is made available by an agency of the United States

Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of originators expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof."

5 FAH-8 H-614 VALIDATION

5 FAH-8 H-614.1 Links

(CT:WEB-1; 09-29-2005)

As a best practice, every Web site should be checked regularly, at least monthly, to revalidate the links on all of the Web pages. This will become a mandatory requirement starting on January 1, 2006.

5 FAH-8 H-614.2 Information

(CT:WEB-1; 09-29-2005)

In addition to keeping the subject matter information current, dynamic data must be revalidated on a regular basis. Scripts that filter the data should be tested with known samples to ensure they continue to function correctly.

5 FAH-8 H-615 THROUGH H-629 UNASSIGNED

(CT:WEB-1; 09-29-2005)