

Instructions for WSA Website Transfer Form

This form captures information about the web site included in the snapshot. Please complete one WSA AR-4 form for each Website transferred to WSA.

(Complete one form per web site snapshot)

Block 1. Enter the top-level URL of the snapshot being taken [e.g., <http://wyoarchives.state.wy.us>]
(MA Block is for WSA use only)

Block 2. Enter the name of the highest-level agency component the URL (Block #1) represents. If the snapshot is for the entire agency web site, give the full name of the agency (e.g., State Parks and Cultural Resources, State Treasurer, etc.).

Block 3. Describe the purposes of the web site, the services provided, and any agency mission specific requirements met by the web site, e.g.:

- To provide information to the public (note specifically if any information provided on the web site is unique and therefore only obtainable or accessible from the web site.)
- 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; business transactions; rulemaking comments)
- to provide access to mission-critical databases (identify which ones)

Block 4. Provide the date the snapshot was taken.

Block 5. Place an “X” in the box of all the file formats present on the web site. Identify the software and version used to create the files. This information is needed so that WSA can copy and preserve the files on appropriate media.

Block 6. Enter number of the media unit as <number> of the <total number of media units in the snapshot>. The first unit should be numbered “1 of total #,” then numbered sequentially thereafter.

Block 7. Enter the volume serial number that uniquely identifies this media unit. If the file is recorded on multiple volumes, enter the first volume serial number in this item and list others, in sequence. You do not have to enter this number if the media unit does not have a serial number.

Block 8. Enter the number of files copied onto the media unit.

Block 9. Check the appropriate block to reflect the type of media.

Block 10. 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 web site 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 11. The name of the records officer responsible for the web site.

Block 12. The name, telephone number, and email address of the person who can provide an overview of the web site (e.g., webmaster, director of communications, etc.).

Block 13. The preparer’s name, telephone number, and email address. If the records officer or web site contact prepared the form, you may enter just the name. Please sign and date in the space provided.

Block 14. This block is for WSA use. We will return a copy of the completed AR-4 to you.