

FILED

OCT 15 2002

LANCASTER COUNTY CLERK

**POLICY**

ADVISORY COMMITTEE INFORMATION ON COUNTY WEBSITE

LANCASTER COUNTY BOARD OF COMMISSIONERS

Advisory Committees may be allowed to have information available on the County website, and their webpage hosted by Information Services if the following conditions are met:

1. The Advisory Committee can show a financial tie to County and/or City government.
2. A County and/or City agency must declare itself as the sponsoring party.
3. Approval by the County Board of Commissioners.

If the above conditions are met, someone in either the County or City can maintain the pages. However, if the services of Citizens Information Services (CIC) or Information Services are required, there will be a charge for those services.

Information Services has a policy in place regarding approval with regard to links to outside pages (see attachment). In addition, all pages must be approved by the sponsoring agency as to appropriateness. Sponsoring agencies must review the pages every six months and report to the County Board of Commissioners in writing that the review has been accomplished.

There is no in-house staff available to support multilingual pages.

Costs for development and maintenance of these pages shall be shared equally between the sponsoring agencies and the advisory committee.

Approved by the Lancaster County Board of Commissioners on October 15, 2002.

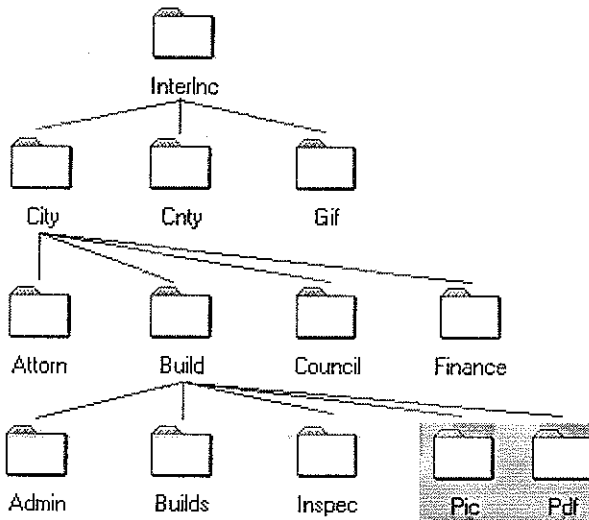
By  Chair

**Physical structure of your page**

These charts shows how your test files should be named, and the directories and subdirectories in which you should provide your files to Information Services. The first chart is the list of city and county directories. The Second is an example of Building & Safety's Directory.

The test home directory for InterLinc is: \\WPSRV01\SYS\FILES\INTERLINC

City		Cnty			
Attorn	Mayor	Assess	Commiss	Hserv	Sheriff
Build	Parks	Atten	Correct	Juven	Treas
Council	Person	Attorn	Deeds	Lmanor	Vets
Finance	Plan	Budget	Discret	Mental	Weeds
Fire	Police	Build	Election	Pdefen	
Health	Pworks	Civil	Engin	Record	
Library	Urban	Clerk	Exten	Safety	



InterLinc is the home Directory

The City & Cnty Directories host their corresponding agencies.

The Gif Directory Hosts the commonly used images throughout the whole site.

Each agency has it own directory.

Every division within the departments has their own directories. Every section within the division has their own directories.

Create new directories when needed to group like objects. Ex: pic and pdf

**Choosing InterLinc standard header and footer**

Every home page needs a standard header at the top of every page. You can copy the code at the top of your home page. You can substitute your logo for the InterLinc seal. You can use a bigger logo on the department home page, but on the rest of your pages the logo needs to be the same size as the InterLinc seal. Every home page needs an InterLinc navigation footer at the bottom of the page. You can either copy the full code at the bottom of your home page or you can just use the yellow bullet line.

**Policy for external links**

GAIC Web Subcommittee has adopted the following policy for external links from InterLinc. Each agency is free to adopt it as its own when it is deciding to which, if any, outside sites to link. Before you add links to your pages, please get prior approval.

The GAIC Web Subcommittee will, upon request, consider links to any site that, in the group's consensus opinion, provides useful resources subject to the following criteria:

1. If the link requested is to governmental resources, only official government sites (e.g., federal, state, local, and government-funded agencies/boards, etc.) will be considered. The requesting entity must validate that the site is official via email communication with the designated official.

However, no site that is overly political will be considered appropriate. On an exception basis, IS will consider non-official sites which, at its sole discretion, are deemed to be of merit and value with respect to InterLinc's mission.

2. Sites should not easily link (i.e., a site is linked from in the index of a requesting site's home page) to inappropriate sites (e.g., illegal activities such as graffiti, sites with content of a prurient nature such as X-rated descriptions, or graphics, or sites with excessive negative commentary.)
3. Sites with content written by many different people (e.g., chat rooms, interactive bulletin boards, etc.) which are not appropriately moderated or edited by the host and where participation criteria has not been posted on the site should be avoided.

GAIC Web Subcommittee handles requests for links to sites and reciprocal links by:

1. When a request to link comes in, reviewing the site against the adopted criteria;
2. Making a decision to link to a site by formal consensus; and,
3. Notifying the requesting sponsor when the decision is in the affirmative.

Sites that are linked from InterLinc are reviewed quarterly to confirm that the link policy criteria are still being met and the site still exists.

This policy will be periodically reviewed by the GAIC Web Subcommittee and revised as necessary.

### **Copyright policy**

If the content, graphics, photographs—even the design—of your pages were not created by City employees for City use, then you must get an appropriate legal release from the content creators or copyright holders. Please see your agency's general counsel for guidance in obtaining these releases. Your counsel may contact the Law Department for more information. You may need to file these releases.

### **Submitting your new pages to Information Services**

You must meet both of the following requirements.

1. Check that you have verified all the necessary requirements listed on the checklist and annual Letter of Certification.
2. Place all of your text and graphics files, each one in the correctly named directory, into your corresponding test web directory. If this is not possible, please use one of the following methods to send the information to us at IS.
  - a. on a regular 3.5" - 1.4 M disk
  - b. on an Iomega 100 M zip disk
  - c. if under 500 K, one zipped file and that is recursed into the correct directories, sent through e-mail to Information Services.

The technical review process will be processed as first in, first out from all web assistants. It will only take a few minutes once process starts. IS will be able to post new content to the server from the point of approval and the satisfaction of the technical quality. The hours for submitting are 8:00 am to 4:00 pm. Once the content has been copied to the server, the web assistant will be notified thru email.

**Please let us know in advance**, if it is important that your material be online by a particular date so we may schedule our time to accommodate you. To speed up the review process, let us know if your material has already been published in hard copy, such as a newsletter, that has already been approved by your agency head.