Message

From: Duran, Matt [duran.matt@epa.gov]
Sent: 12/7/2020 2:32:27 PM
To: Buhl, Rick [Buhl.Rick@epa.gov]
Subject: RE: Creating Jan 19 Snapshots of Web Properties

I don't know—I'll check in with Gina and have her research and check with public affairs as well.

Matt Duran | Chief, Information Management Branch |Mission Support Division
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From: Buhl, Rick <Buhl.Rick@epa.gov>
Sent: Monday, December 7, 2020 7:23 AM
To: Duran, Matt <duran.matt@epa.gov>
Subject: FW: Creating Jan 19 Snapshots of Web Properties

Is this a PA function since they manage the web content?

From: Henderson, Austin <Henderson.Austin@epa.gov> **On Behalf Of** Noga, Vaughn
Sent: Monday, December 7, 2020 6:59 AM
To: SIOs <SIOs@epa.gov>
Cc: OMS-EI-Leadership <OMS-EI-Leadership@epa.gov>; IRM BCs <IRM_BCs@epa.gov>; IRM BCs-Backup <IRM_BCsBackup@epa.gov>; Web Council <Web_Council@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Alvarado, David <alvarado.david@epa.gov>; Darlington, Lin <Darlington.Lin@epa.gov>; Fagan, Susan <Fagan.Susan@epa.gov>; Hessling, Michael <Hessling.Michael@epa.gov>
Subject: Creating Jan 19 Snapshots of Web Properties

Greetings Senior Information Officials,

I am writing to remind you that NARA requires content owners to capture web records to ensure that important information is not lost when presidential administrations change. Although website snapshots are not official records, they help reduce the number of FOIA requests from the public about website changes made by the incoming administration. Each NPM is required to create snapshots of their web properties before the Presidential inauguration (i.e., on January 19, 2021) and make them available online by February 26, 2021.

OMS-EI creates a snapshot of EPA's primary website, www.epa.gov, every four years before each Presidential Inauguration. Our last snapshot was created on January 19, 2017 and our next snapshot will be created on January 19, 2021. These snapshots help preserve information for the American public.

The Office of Information Management (OIM) has prepared a guideline that we follow for taking a snapshot of www.epa.gov. This guideline is technology independent, and broadly applicable to a variety of web applications. As a general rule, snapshots should:

- **Generate static HTML files**, including links to all images and documents. Static HTML files are most secure
- **Disable forms** (such as contact us forms)
- **Transform links** as needed so that snapshot content links lead to other snapshot content

- **Centralize common assets** like CSS files, page elements, etc., so they can be changed globally if needed
- **Add an alert banner** warning that this snapshot is not the current EPA website, that the content is no longer maintained, and that links may break, as well as a link to the current website
- **Alert users** when they click a link to leave the snapshot site

There are many technical options for generating snapshots. The easiest option is to ensure that your office's websites are included in the End of Term Presidential Harvest 2020. See CIO/SAC presentation for an overview of technical options. Your office should select the snapshot solution that works best for your web properties.

A high-quality snapshot helps ensure that the American Public and EPA staff can easily access historical information that may change across administrations. Since each office manages its own web properties, each office must do its part to make snapshots available. Should you or your staff have any questions about the guideline, please contact me at (202) 566-0307 or Noga.Vaughn@epa.gov or Jennie Campbell, Director, OIM at 202-564-4180. Contact your Records Liaison Officer or Records Contact (headquarters office, region, or laboratory) or contact the Records Help Desk for expert assistance with capturing web records.

Thanks,

Vaughn Noga, Chief Information Officer
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