WEB CONTENT CHECKLIST

From: FRC EAST Command Web Site Functional Manager

To: Web Content Maintainers

Date:

Subject: Review/Verification of Web Content

Reference: FRCEASTINST 5232.1

Please complete the Web Content Checklist

Checklist of Web Content Review
<Web site>

- ☐ Check Web site for accuracy and corrections
- ☐ Verify all references for accuracy and applicability
- ☐ Verify all hyper links are functional
- ☐ Verify organizational references
- ☐ Verify no duplicate links on web site
- ☐ Verify that all links are up- to- date
- ☐ Verify no Privacy Act information is on the web page.
- ☐ Verify that non-compliant multimedia or audio files are no longer on this web site

As POC or approver of this Web site, I certify that the site is accurate or has the following requirement (Please check one and sign below):

- ☐ Web content is accurate and correct
- ☐ Web content requires revision. Revision will be completed no later than

  Date:

  (Return a copy of this sheet to M. Norman immediately and then complete the Checklist of Web Content Review as you revise the Web site)
- ☐ Web site is no longer required due to

  (Return this sheet to Mary Norman, Code 7.2.2.1)

Web Content POC _____ _____

Signature of Web Content Maintainer Date