

# WEB PAGE CHECKLIST

## I. CHECKLIST

- A. The web page quality control designees, in conjunction with the web page developers, are to review all new pages and continuously monitor existing web sites for the following types of issues:
  - 1. Broken links
  - 2. Verifying that links point to correct targets
  - 3. Verifying that all graphics have alternate text
  - 4. Verifying that graphics portray what is intended
  - 5. Correctness of dynamic content functionality (such as searches)
  - 6. Basic compatibility with all browsers
  - 7. Currency of information
  - 8. Correct grammar and punctuation
  - 9. Accurate spelling
  
- 1. The Privacy Act, 5 U.S.C. 552a and OMB Circular A-130 "Management of Federal Information Resources" require Federal Agencies to protect an individual's right to privacy when collecting personal information. The Children's Online Privacy Protection Act of 1998 imposed additional standards with respect to the collection of personal information at web sites directed to children. All DOE public access web sites are required to post clear privacy policies.
- 2. The requirement to include a security notice, which informs the public that the web site is a Federal computer system which is subject to monitoring and protected by law, linked by hypertext from the main pages of public-access web sites as directed by the Deputy Secretary.
- 3. The Copyright Act, 17 U.S.C., which gives the owner of the copyright "the exclusive rights" to "reproduce the copyrighted work".
- 4. OMB memorandum M-00-13, "Privacy Policies and Data Collection on Federal Web Sites", which states that the federal policy is that "cookies" should not be used on Federal web sites unless a series of conditions are met.
  - A. Establish an e-mail contact for your web site. Include a phone number on the web page for questions and support.
  - B. Keep your information current. Note the last date the page was updated in a prominent location.