



# Nebraska Information Technology Commission

## STANDARDS AND GUIDELINES

### Web: Location of Disaster Documentation

Category	<b>E-Government Architecture</b>
Title	<b>Web: Location of Disaster Documentation</b>
Number	

Applicability	<input checked="" type="checkbox"/> <b>State Government Agencies</b> <input type="checkbox"/> All ..... <b>Not Applicable</b> <input checked="" type="checkbox"/> Excluding Higher Education ..... <b>Guideline</b> <input type="checkbox"/> <b>State Funded Entities</b> - All entities receiving state funding for matters covered by this document..... <b>Not Applicable</b> <input type="checkbox"/> <b>Other:</b> ..... <b>Not Applicable</b>  <b>Definitions:</b> <b>Standard</b> - Adherence is required. Certain exceptions and conditions may appear in this document. <b>Guideline</b> - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Draft Version Date: October 12, 2006 Date Adopted by NITC: Other:

## **1.0 Guideline**

This guideline establishes the recommended location of disaster documentation on State of Nebraska agencies, boards and commissions websites.

### **1.1 Document Name**

1.1.1 The name of the document should be 'disaster.html' in all lowercase. This web page may contain links to other disaster documentation.

### **1.2 Document Location**

1.2.1 The disaster document should be placed in the top level directory of the entities website. Example –'<http://www.mydomain.com/disaster.html>'. NOT '<http://www.mydomain.com/docs/disaster.html>'

## **2.0 Purpose and Objectives**

The purpose of this guideline is to establish a standard location and document name that entities (defined in section 4) shall use to disseminate public disaster information via the Internet. This guideline does not regulate the contents of the above-mentioned disaster document itself.

## **3.0 Definitions**

### **3.1 Web Page**

A document stored on a server, consisting of an XHTML file and any related files for scripts and graphics, viewable through a web browser or the World Wide Web. Files linked from a web page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not web pages, as they can be viewed without access to a web browser.

### **3.2 Web Site**

A set of interconnected web pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group or organization.

## **4.0 Applicability**

This guideline shall apply to all State of Nebraska agencies, boards and commissions.

## **5.0 Responsibility**

Compliance with this standard is voluntary but strongly recommended.