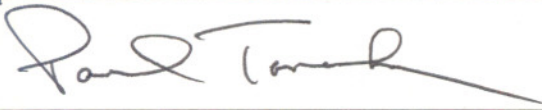




**King County
Administrative Policies and Procedures**

**Executive Orders,
Policies & Procedures**

Title	Document Code No.
World Wide Web Publishing	INF 8-3 (AEP)
Department/Issuing Agency	Effective Date
Information Resource Council	April 18, 1998
Approved	Type of Action
	NEW

1. **PURPOSE:** To establish policies to ensure that King County has a consistent approach for all of its on-line communication, whether for the public or employees. Users who access these sites not only access individual agencies' sites - they tap into the complete, integrated resources of the County's presence on the Web.

2. **POLICIES:**

2.1. **Appropriate Use of the World Wide Web**

2.1.1. Any information published on the Internet should be reviewed and approved as if the same information was printed on paper.

2.2. **County Standards**

2.2.1. All publications on the World Wide Web must follow current County World Wide Web Publishing standards.

3. **PROCEDURES:**

3.1. N/A

4. **DEFINITIONS:**

4.1. **Internet:** a global set of interconnected smaller networks that transfer data between computer applications.

4.2. **Intranet:** an interconnected network that is separated from the Internet by a firewall, generally internal to an organization.

4.3. **File Transfer Protocol:** the rules used to implement the transfer of files regardless of type across a network infrastructure; often abbreviated as FTP.

4.4. **World Wide Web:** a world wide set of documents, software, and the rules to connect them; one of the services offered across the Internet; often abbreviated as WWW.

4.5. **Download:** to copy and retain computer files.

4.6. **World Wide Web Server:** a computer that is at least partially dedicated to processing WWW requests; a server that has an Internet application that services HTTP protocol requests.

4.7. **Firewall:** software or hardware that isolates a corporate intranet from the Internet; typically allowing access to the Internet but not allowing users from the Internet access to the intranet.

5. RESPONSIBILITIES:

5.1. The Information and Telecommunications Services Division will:

- coordinate County World Wide Web development and growth
- communicate and educate County employees about the County's World Wide Web publishing development and maintenance responsibilities and County web publishing guidelines
- will maintain and improve World Wide Web technology as needed by county agencies, and will advise about what does and does not work in the existing county-wide web system
- provide and retain the required World Wide Web publication approval form for sign-off by agency management
- supply County World Wide Web publishing templates and other standard graphics
- provide a dedicated FTP server where an agency can store files for download from the County's World Wide Web site.
- perform a general review of sites before they are posted on the Internet to ensure they meet County World Wide Web publishing standards
- provide technical assistance to get County World Wide Web pages up and running based on the design, implementation and maintenance arrangements made above
- provide technical assistance after County World Wide Web pages are up and running on a limited and as-needed basis.

5.2. County agencies will:

- develop appropriate content for agency World Wide Web publications
- maintain agency World Wide Web publications
- respond to inquiries related to the agency's business.

6. ORGANIZATIONS AFFECTED:

- 6.1. County Executive employees.

7. REFERENCES:

- 7.1. King County World Wide Web Publishing Standards
7.2. INF 8-1 (AEP), "Internet and World Wide Web Usage" policy

8. KEY WORDS:

- 8.1. Internet, Intranet, World Wide Web, WWW.

9. APPENDICES:

- 9.1. None.