BIS Web Content Management Policy

Background:

The Department of Commerce Internet Use Policy mandates that all Department of Commerce Web sites be "subject to appropriate management controls" and remain "official information sources over which the Department retains complete editorial control."

On September 4, 2001, I issued a policy for clearing content for all Bureau of Industry and Security (BIS) Web sites. That policy mandates that BIS's presence on the Web "should be current and accurate, with well-written material and a professional appearance."

Procedure:

In order to ensure that the information found on all of BIS's Web sites is current and accurate, the following procedure is established:

1. BIS Web Content Owners[1] will be identified for all Web pages (i.e., files, documents, applications, and databases) found on the various BIS Web sites.

2. Web Content Owners shall review on at least a quarterly basis the Web pages for which they are responsible and shall:

   a. Certify to the BIS Web Coordinator (the Director of Congressional and Public Affairs) that all the content on their pages is current and accurate; and

   b. Identify content that is not current and accurate and forward edits to the BIS Web Site Editorial Board for concurrence.

   The schedule for completing the Web content review shall be established by the BIS Web Coordinator. The quarterly review shall be entered into the correspondence tracking system, WebCIMS, and assigned to the BIS Web Site Editorial Board representatives to ensure accountability and a timely response.

   As deemed appropriate by the BIS Web Coordinator, additional site-wide content reviews may be scheduled. Web Content Owners are also responsible for more frequent updates, if necessary to meet the "current and accurate" standard.

3. Any BIS Web Content Owner who proposes the addition or modification of material on any of the various BIS Web sites shall forward a list of related pages that need to be modified or removed from the site as a result of the proposed update.

4. When the proposed changes have been approved by the BIS Web Site Editorial Board, a priority date for their completion shall be established and then the drafting of the changes

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[1] A BIS Web Content Owner is the person who developed the initial content or is currently responsible for the content of a Web page.

assigned to either the BIS Web Site Team or an appropriate BIS official for action.

Currently BIS owns and maintains five Web sites in addition to its main site. These are listed below with reference to their content owners:

Main BIS Web Site	Owner: BIS Web Site Editorial Board
BIS Technical Advisory Committee Web site	Owner: EA/OEXS
Chemical Weapons Convention Web site	Owner: EA/CWC
Simplified Network Application Process Web site	Owner: EA/OCIO
Electronic Freedom of Information Act Web site	Owner: Admin/OPEM
Nonproliferation Export Control Technical Information Center Web site	Owner: NEC Team

5.   It also is expected that the BIS Web Site Editorial Board will act promptly in reviewing the recommendations made by Web Content Owners.

_____   12 / 2 /2003
Kenneth I. Juster
Under Secretary
Bureau of Industry and Security
U.S. Department of Commerce