# **Websites Identification and Tracking Policy**

# **Purpose of Policy**

The purpose of this policy is to provide an accurate inventory of websites and website owners to determine accessibility compliance with WCAG 2.0 and provide a point of contact for resolving any accessibility issues within their websites.

# **Policy Scope**

This Policy covers all of UC Merced websites across our Drupal webhost and IT infrastructure.

# **Policy Statement**

## Asset Types

UC Merced Web Department will track UC Merced websites, including but not limited to:

* + Websites developed on our current webhost and any future webhost vendor monitored and supported by the Marketing Department.
  + Websites developed by OIT using OpenScholar.

## Website Identification and Tracking Requirements

* UC Merced Web Department will create a website tracking database to track all of UC Merced websites, which will include categories such as:
  + - Webhost or platform
    - URL of website
    - Site owner (if applicable)
    - Most recent site manager(s)
  + All information will be entered and maintained in the UC Merced Web Department website tracking spreadsheet and will be shared with OIT.
  + A process to identify unlisted websites will be undertaken periodically and, if any unlisted websites are discovered, immediate action will be taken to remedy the situation.
  + UC Merced Web Department’s website tracking spreadsheet will be reviewed periodically for accuracy and completeness.

# **Policy Approval**

UC Merced Web Department will review this Policy periodically for accuracy, completeness, and applicability, and will revise and approve it annually.

# **Revision History**

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| **Version** | **Date** | **Author** | **Title** | **Description** |
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