

**WAC 434-662-140 Website management.** All state and local government agencies must retain all web content in accordance with the approved retention schedules. Pursuant to a transmittal agreement, the digital archives will use a software program commonly known as a spider to copy state and local government websites that are determined to have archival value either annually or more frequently. All state and local government agencies shall use the following best management practices in the maintenance of their websites:

(1) Each page shall contain identifying information as outlined in the transmittal agreement;

(2) If an agency website is determined to have archival value and cannot be copied using a spider software program, the agency must copy and preserve all code for the website.

[Statutory Authority: RCW 40.14.020(6), chapters 40.14, 42.56, and 43.105 RCW. WSR 08-21-073, § 434-662-140, filed 10/13/08, effective 1/1/10.]