APPENDIX 4
WEB SITE REVIEW TEMPLATE

	Available?	Easy to Locate?	Notes	Potential Best/Worst Practice?
AGENCY:				
Web Site Address:				
Date of Review:				
Reviewer:				
A. Web Site Basics				
1. FOIA link on main agency home page (note where on page link is found)				
2. Agency/component maintains FOIA page				
3. Agency web search feature (from FOIA page)				
4. Designated "electronic reading room"				
Links to component ERRs				
B. FOIA Reference Material				
1. Initial request information:				
Contact name for initial requests				
Mailing address				
Fax number				
Email to submit request				
Electronic submission form				
Sample FOIA letter				
2. Fee status information				
3. Fee waiver information				
4. Basic information about reply time				
5. Explanation of exemptions				
6. Reference to publicly available information				
7. Location of agency conventional reading rooms				
8. Information on multi-track processing				
9. Information on expedited processing				
10. Index of major information systems				
Description of major information and record locator systems				
Link to GILS				

11. Appeal information:				
Description of appeal rights				
Contact person/office for appeals				
Mailing address				
Fax number				
E-mail/electronic submission				
12. Information about judicial review rights				
13. Contact Information				
FOIA Service Center				
Public Liaison				
Chief FOIA Officer				
14. Additional useful FOIA info/guidance available?				
C. Required records available on FOIA web site:				
1. Agency final opinions and orders				
2. Statements of policy and interpretations				
3. Administrative staff manuals and instructions to staff affecting public				
4. Frequently requested records: have been or likely to become subject of subsequent requests				
5. Index of frequently requested records				
Including non-electronic (pre-1996) frequently requested records				
6. Annual reports [FY1998 to present]				
7. Agency's current FOIA/PA regulations				
8. Additional records or links on FOIA home page or in electronic reading room				
D. FOIA Site Links				
1. For d*ecentralized agencies:* Links to FOIA pages of agency components				
Other contact info for component FOIA offices (i.e. where to file a request)				
Description of component mission/records				

holdings				
2. Each FOIA page contains link to agency/component main home page				
For components: return link to agency's main FOIA home page				
E. Overall subjective assessment of website				
1. Content: clear and concise; easy to read; appropriate for audience				
2. Usability				
All links accurate and current (note how many broken links on main FOIA page, if any)				
Date last updated, if available (main FOIA page)				
Site loads quickly, is generally functional				
Content and design seems suitable for a broad range of different users, platforms, etc.				
File format: most pages in standard HTML				
Alternative formats: PDF for downloadable docs; include link to free viewer; provide HTML version of doc whenever feasible				
3. Structure and navigation				
Consistent navigation scheme; link placement/function is same across site				
Intuitive and transparent structure; easy to find what you are looking for				
4. Visual appearance of site: high quality, clear, appropriate for audience				
5. *Overall Experience*				