

# Information Technology Resource Management Council (ITRMC)

## **ENTERPRISE STANDARDS – 5000 INFORMATION AND DATA**

**Category: S5120 – WEB PUBLISHING**

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### **I. DEFINITION**

Web design and web publishing is the production of Hypertext Markup Language (HTML) documents and websites for dissemination on World Wide Web services using the Internet.

### **II. RATIONALE**

These standards are intended to assist agencies in the preparation and development of public-facing web pages by providing common standards for State websites. For citizen ease-of-use and navigation, a logical and consistent presentation of web-based materials and services is important. The user, whether a citizen or employee, expects to find information and services quickly.

### **III. APPROVED STANDARD(S)**

#### **A. Style Standards**

1. Do not use HTML frames.
2. Avoid underlining text except for links.
3. Pages must be designed for no left-to-right scrolling at a width of 1024 pixels.
4. Limit vertical scrolling.
5. Do not disable the Back button or function of browsers.

6. Do not use the “Blink” tag or any other method to control the flicker of an end user’s screen.
7. All pages must be thoroughly checked for the appropriate use of any materials. All possible copyrighted, patented, and/or trademarked materials must be properly authorized and cited.
8. Use external Cascading Style Sheets (CSS) for formatting and positioning.

**B. Content Standards**

Information published on State of Idaho Internet web servers should not include any content that may aid terrorist activities. Public Information Officers (or an applicable designee) should review all content published on applicable Internet web servers to identify potentially sensitive information that could assist in the development and/or execution of terrorist acts. Suggested information that should be restricted includes, but is not limited to, the following:

1. bio-terrorism response plans;
2. chemical accident risk management plans;
3. computer network diagrams;
4. computer network risk/vulnerability assessment reports;
5. detailed floor plans to government facilities;
6. facility risk/vulnerability assessment reports;
7. physical security plans and procedures;
8. preparedness or status reports on the ability to respond to terrorist acts; and
9. water supply maps.

**IV. REFERENCE DOCUMENTS**

In addition to this standard, the following documents apply:

- A. [ITRMC Enterprise Policy 1020 – Idaho.Gov Portal Privacy Notice](#)
- B. [ITRMC Enterprise Policy 5010 – Web Publishing](#)

C. [ITRMC Enterprise Standard 5110 – Metatags](#)

D. [ITRMC Enterprise Guideline 310 – Web Publishing](#)

## V. CONTACT INFORMATION

For more information, contact the ITRMC Staff at (208) 332-1876.

## VI. REVIEW CYCLE

Twelve (12) months

## VII. TIMELINE

Date Established: April 24, 2002

Last Reviewed: April 22, 2009

Last Revised: April 22, 2009

## VIII. REVISION HISTORY

4/22/09 Updated the Style Standards section to address screen resolution, scrolling, font size adjustability, and fluid web page design. Provided a list of cross-referenced documents. Added a Contact section. Adjusted the language so that it would be consistent with the Web Publishing Policy (P5010) and Web Publishing Guideline (G310).

5/15/07 Adjusted the Review Cycle to 12 months.

4/25/05 Updated the Style Standards section to reflect changes in the resolution of monitors that are being used by citizens, to clarify how contact information is to be used on web pages, to clarify the format of file names, and to recommend that style sheets be used to help keep formatting consistent on agencies' web pages. These changes, suggested by the webmasters, help the ITRMC standards reflect the industry standards.