



**Maine State Government
Dept. of Administrative & Financial Services
Office of Information Technology**

Website Acceptance Policy

1.0 Purpose

The Office of eGovernment (eGov) Services will ensure that new web content will conform to State Web Standards and Accessibility Policy.

The purpose of this policy is to document and clarify responsibilities and processes regarding the conformance of *agency websites* that are the target of significant content augmentation and modification.

2.0 Definitions

- 2.1 **Agency Website:** A set of interconnected web pages that are generally co-located in a folder and are collectively administered in the interest of an agency.
- 2.2 **Semi-autonomous State Agency:** An agency created by an act of the Legislative Branch that is not a part of the Executive Branch. This term does not include the Legislative Branch, Judicial Branch, Office of the Attorney General, Office of the Secretary of State, Office of the State Treasurer and Audit Department.

3.0 Applicability

This policy applies to all websites, regardless of where the websites are hosted, of Executive Branch and *semi-autonomous State agencies*. This policy also applies to those websites owned by other governmental branches that are hosted on computer devices operated by the Office of Information Technology.

4.0 Responsibilities

- 4.1 Chief Information Officer of the State of Maine - [Title 5, Maine Revised Statutes, Chapter 163 §1973](#)¹, Section 1, Paragraph B authorized the Chief Information Officer to “set policies and standards for the implementation and use of information and telecommunications technologies, including privacy and security standards and standards of the Federal Americans with Disabilities Act (ADA), for information technology.”
- 4.2 Under the direction of the CIO, the eGov Services Office shall

- 4.2.1 Develop procedures and processes including:

¹ <http://legislature.maine.gov/statutes/5/title5sec1973.html>

Website Acceptance Policy

4.2.1.1 Establishing the criteria to be used in validating web content

4.2.1.2 Developing the processes by which those criteria will be applied in the review of web content in a manner that serves the dual purposes:

(i) Improving policy conformance of State web content

(ii) Educating agency staff engaged in web activities as the processes are undertaken.

4.2.2 Create the Website Review Committee, composed of web coordinators, for validating web content conforms with State policy.

4.3 InforME – (for content to be hosted in that environment)

4.3.1 Develop a website test area, closely resembling the State’s web environment, within which new content can be validated before publication to the Internet.

4.3.2 Assign temporary test locations for requestors charged with developing new websites or redesigning old ones. All requests must be authorized by the agency’s Web Coordinator.

4.3.3 Work with the Website Review Committee, eGov Services and the agency Web Coordinator in the web site review and remediation process.

4.3.4 Provide the Internet hosting location within the State’s website for validated websites.

4.3.5 Delete the test environment once the validation process is complete.

4.4 Agency Web Coordinator

4.4.1 As the agency’s representative, the Web Coordinator has primary responsibility for achieving web and accessibility policy conformance.

4.4.2 Initiating the validation process for new websites and for websites being redesigned.

4.4.3 Migrating validated content to the production location.

4.4.4 Obtaining an appropriate test location where new content can be validated.

4.5 Agency Information Technology Directors will communicate the importance of web and accessibility policy conformance to non-technical agency staff.

5.0 Directives

The Office of eGovernment Services with input from the Web Coordinators group, InforME, the Agency Information Technology Director and the Information Technology Accessibility Committee will adopt and implement standards, procedures, and best practices that will achieve the goals of this policy.

Website Acceptance Policy

6.0 References

6.1 [Maine State Web Standards](#)²

6.2 [Digital Accessibility Policy of the State of Maine](#)³

6.3 [Information Security Policy](#)⁴

7.0 Document Information

Initial Issue Date: December 18, 2006

Latest Revision Date: January 3, 2020 – To update Document Information.

Point of Contact: Policy Administrator, OIT, Enterprise.Architect@Maine.Gov

Approved By: Chief Information Officer, OIT

Enforced By: Office of Information Technology/eGovernment Services; all Agency Information Technology Directors; all agency Web Coordinators

Legal Citation: [Title 5, Chapter 163: Office of Information Technology](#)⁵.

Waiver Process: See the [Waiver Policy](#)⁶.

² <https://www.maine.gov/oit/sites/maine.gov/oit/files/inline-files/web-standards.pdf>

³ <https://www.maine.gov/oit/sites/maine.gov/oit/files/inline-files/digital-accessibility-policy.pdf>

⁴ <https://www.maine.gov/oit/sites/maine.gov/oit/files/inline-files/information-security-policy.pdf>

⁵ <http://legislature.maine.gov/statutes/5/title5ch163sec0.html>

⁶ <https://www.maine.gov/oit/sites/maine.gov/oit/files/inline-files/waiver.pdf>