**Policy Acknowledgement Form**

**DEPARTMENT/DIVISION ONLINE RESOURCE MANAGEMENT PROCESS**

*Instructions: Complete highlighted fields and return to the Office of Strategic Communications at communications@valdosta.edu.*

The following is the Department or Division’s process for creation and management of online resources under the university’s control:

* **Web domains**: The purchase or acquisition of a new web domain must be approved in writing by the Chief Information Officer. All institution web domains are maintained and managed by the Division of Information Technology. To acquire a new domain, contact domainrequest@valdosta.edu.
* **Web pages**: Department or division supervisor must approve the creation of all new webpages managed by department or division name. Approval authority may also be delegated to another designated employee in the department/division for all departmental/divisional resources or for specific projects. Delegation will be documented in writing, which may be through an email sent to the designee. Department or division supervisor or their designee must also approve all content prior to publication on an institution webpage.
* **Web and Mobile applications**: The Division of Information Technology must approve the creation of all new web and mobile applications managed by department or division name. Approval authority may also be delegated to another designated employee in the department/division for all departmental/divisional resources or for specific projects. Delegation will be documented in writing, which may be through an email sent to the designee. Department or division supervisor or their designee must also approve all content prior to publication on an institution web or mobile application.
* **Official Social Media Accounts**: The Office of Strategic Communications must approve the creation of all new social media accounts managed by department or division name. Approval authority may also be delegated to another designated employee in the department/division for all departmental/divisional resources or for specific projects. Delegation will be documented in writing, which may be through an email sent to the designee. Department or division supervisor or their designee must also approve all content prior to publication on an institution social media account.
* **Other online resources**: Include other written approval process(es) as needed that may be specific to the department or division
* **Deletion of obsolete resources**: Department or division will periodically review its inventory of online resources and purge those that are no longer needed in accordance with any applicable [records retention policies](https://www.valdosta.edu/administration/policies/documents/records-retention.pdf) and procedures.

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**Department Head/Unit Director Date**