

Sample: Office of the General Counsel – Inventory of Online Resources

Below is an example of the Office of the General Counsel’s inventory of online resources. Per policy, each unit that reports to an ELT member, cabinet member, or dean must maintain a unit-level procedure. The Office of the General Counsel has three relevant units that must create a procedure. Each unit has subpages associated with the unit website(s), but it is not required that each subpage be tracked individually; this is only necessary when the procedure for section or page content management differs from the overall site procedure.

Title	URL	Authorized Administrator	Related Subpages
Office of the General Counsel	generalcounsel.gatech.edu	Matthew Riddle, Paralegal	<ul style="list-style-type: none"> ▫ Affiliated Organizations ▫ Risk Management
Office of Legal Affairs	legal.gatech.edu	Matthew Riddle, Paralegal	<ul style="list-style-type: none"> ▫ Legal Topics (18) <ul style="list-style-type: none"> ▪ ADA, FMLA and Rehab Act ▪ Conflicts of Interest ▪ Consulting ▪ Contracts ▪ Copyright ▪ Employment Issues ▪ Ethics and Compliance ▪ EU GDPR ▪ Export and International Travel ▪ FERPA ▪ Mandatory Reporting of Child Abuse ▪ Non-Disclosure Agreements ▪ Open Records Act ▪ Records Retention ▪ Research ▪ Signature Authority ▪ Student Issues ▪ Subpoenas
Ethics and Compliance	https://ethicsfirst.gatech.edu	Kelly Cross, Institute Policy Manager	<ul style="list-style-type: none"> ▫ Disclosure & Conflicts ▫ Export Control & Trade ▫ Privacy ▫ Policy Management ▫ Youth Programs

Template Procedures for Unit-level Management of Online Resources

[College / Division / Department / Unit Name]

Online Resource Management Procedures

Pursuant to the Georgia Tech Policy on Ownership, Control, and Use of Institution Online Resources (available [HERE](#)), the [COLLEGE/DIVISION] (the "Unit") has adopted the following unit-level procedures regarding the creation and management of online resources under its control. These procedures provide the method(s) of establishing [the Unit's] online resources, [the Unit's] management of existing online resources, and the deletion of online resources no longer needed. These procedures also establish the process for review and approval of content created on or posted to the Unit's online resources. The primary purpose of the Institute's and the Unit's Online Resources are to further Georgia Tech's educational and research mission.

For any type of action requiring approval under these procedures, including the posting or removal of content, the approving individual or office may adopt a written set of standards to govern such type of action, and provided that an action complies with the applicable written standards, the action shall be considered approved. Such standards could include, among other things, descriptions of acceptable content and processes for the creation and management of webpages or social media accounts.

The Unit maintains an inventory of its online resources and updates the inventory on a regular basis. In its inventory, Units should identify all roles and/or positions with authority and ability to publish online resources to the Unit's webpage and social media accounts. Units should develop procedures for removing individual's editing privileges to the Unit's website and social media accounts in the event they leave the Institute, change roles, or for some other applicable reason. Unit's Institution Online Resources are managed according to type, as follows:

1. Internet domains and pages:

- a. **Domain Management.** The purchase, acquisition, or divestiture of Unit web domains must be approved in writing by _____ [title and name of approver]. All Unit web domains are maintained and managed by _____ [title and name].
- b. **Webpage Approval.** The creation and deletion of Unit web pages must be approved by _____ [title and name of approver].
 - i. Approval authority may also be delegated to another designated employee in the Unit for all web pages or for specific projects. Delegation will be documented in writing, which may be through an email sent to the designee.
- c. **Webpage Management.** All Unit webpages are maintained and managed by _____ [title and name], provided that maintenance and management may be delegated to departments or centers within the Unit as appropriate.
- d. **Content Standards.** Content created on or posted to the Unit's internet domains and/or webpages shall be in furtherance of a legitimate institutional purpose and shall comply with all applicable Institute policies.

2. Social Media Accounts:

- a. **Account Management.** The creation, management, and deletion of Unit social media accounts must be approved in writing by _____ [title and name of approver].
 - i. Approval authority may also be delegated to another designated employee in the Unit for all departmental/divisional resources or for specific projects.
 - b. **Content Standards.** Content created on or posted to the Unit's social media accounts shall be in furtherance of a legitimate institutional purpose and shall comply with all applicable Institute policies.
3. **Other Online Resources:** [space for the creation of other written approval process(es) as needed]
4. **Removal of Content/Resources:**
 - a. **Obsolete Resources.** The Unit will periodically review its inventory of Institution Online Resources and delete or take offline those that are no longer needed in accordance with any applicable records retention policies and procedures.
 - b. **Unapproved Resources and Content.** Unapproved or improperly created or posted resources and/or content shall be removed by the individual and/or office with responsibility for approving such type of resource and/or content.
 - c. **Content Moderation Standards.** Institutional control of online resources ensures that content that may be viewed as institutional speech is aligned with Georgia Tech's mission and values. Content that does not comply with applicable policies and/or does not align with Georgia Tech's mission or values is subject to editing or removal.

Procedures should be reviewed annually and updated if appropriate.