

***PROCEDURE FOR MAINTAINING CURRENCY OF MATERIAL
POSTED ON THE CAU WEB SITE***

The following procedure applies to maintaining currency of material on the CAU Web site:

- On a monthly basis, the Webmaster will review material posted on the CAU Web site to identify outdated material.
- The Webmaster will contact the originator of the outdated material to:
 - request that new or updated material be provided, and
 - notify that the outdated material will be deleted.
- On the next scheduled monthly review of material posted on the Web site, the Webmaster will delete outdated material.

Revised and updated material may be submitted to the Webmaster consistent with the established procedure for submitting and posting of revised/updated material for the CAU Web site. The procedure and form can be accessed on the CAU Web site by clicking on the link for the **Webmaster**, located on the home page of the Web site (bottom right).

Inquiries about this procedure and other matters related to the CAU Web site should be directed as follows:

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