

SUSSEX COUNTY

Web-Site Policy

1. The posting of all material to the County website is managed by the Sussex County Web Administrator (Deborah Davis) under the guidance and direction of the County Administrator.
 - a. Departments are not allowed to publish their own content directly.
2. All material is to be submitted to the Web Administrator electronically.
 - a. Department Directors are responsible for reviewing and approving the content on their websites, including any notices to be published prior to submittal to the Web Administrator.
3. Department Directors are also responsible for maintaining the accuracy and timeliness of the content on their respective Department Homepages.
4. Department Directors or their designated employee(s) will submit all approved content and/or requested changes to the Web Administrator for publication on the County website.
5. If the Web Administrator finds that content submitted by a Department is out of the ordinary or contrary to any guidelines established by the County Administrator, the Department Director will be contacted to determine if changes can be made.
6. Once the content material is complete and agreed to an electronic copy will be provided to the County Administrator, or designee, for final approval before the content is published to the County website.
7. The County Administrator has the final approval in any conflicts or requested materials regarding content on the Sussex County website.

Should you need any additional information, please feel free to contact Deborah Davis ddavis@sussexcountyva.com (Web Administrator) or call (434) 246-1000 or contact Thomas E. Harris, County Administrator teharris@sussexcountyva.com or call (804)731-1501.

