

# NIA Website Content Audit and Archive Guidance

NIA strives to develop and maintain timely and accurate website content and archives historical content in accordance with the [21<sup>st</sup> Century IDEA Act](#), [NIH Social Media and Web Records Guidance](#), and [HHS Website Content Lifecycle Management \(CLM\) and Archive Guidance](#). To align with this legislation and guidance and build public trust, NIA must implement a cohesive content audit and archiving process that will ensure web content is relevant, accurate, up-to-date, and meets best practices.

## Background

The archiving of content on websites and web applications must align with federal requirements, policies, and regulations for web records guidance, archive guidelines, user experience, and accessibility. The Digital Media Branch within the Office of Communications and Public Liaison (OCPL) is responsible for overseeing compliance for all NIA public websites, and the Information Technology Branch (ITB) is responsible for NIA's intranet websites.

In the past, content archiving has been largely ad-hoc and inconsistent across the content types, locations, and various websites. With this policy, OCPL aims to establish a standard archiving schedule for the major content areas of NIA websites. This policy and archiving schedule will help NIA:

- Ensure compliance with federal policies and regulations
- Mitigate risks associated with non-compliant NIA websites
- Continuously improve navigation and findability
- Identify opportunities to improve content to ensure it remains accurate, up to date, and on message
- Make informed, consistent decisions about content to develop, update, remove, or archive
- Safeguard the reputation of NIA/NIH and help promote public trust

## Scope of the NIA Audit and Archive Process

This guidance applies to NIA's main website ([www.nia.nih.gov](http://www.nia.nih.gov)), all other public-facing websites managed by OCPL as well as NIA's intranet ([nih.sharepoint.com/sites/NIA-Intranet](http://nih.sharepoint.com/sites/NIA-Intranet)) website which is managed by ITB. Digital content for each site will be inventoried and reviewed on a regular schedule as determined by OCPL and ITB respectively.

## Out of scope

This guidance does not apply to internal collaboration websites such as department SharePoint portals, NIA Team Channels, etc. In addition, this guidance does not address documents posted on websites (whether Excel, Word, or PDF files). All documents, whether digital or paper, are covered under the NIH Records Management Policy. The responsibility of records management for documents remains with the originating office or division.

Also, out of scope are:

- Embedded videos on the website, which are stored on YouTube
- Knowledge and data sharing web applications designed to host scientific data indefinitely
- Grantee-developed websites or web applications

## NIA Website Archiving and Audit Review

The NIA Website Archive Schedule below, adapted from the [HHS archiving schedule](#), provides review guidance for NIA websites including [nia.nih.gov](#), [alzheimers.gov](#), [order.nia.nih.gov](#), [card.nih.gov](#), and NIA's intranet ([nih.sharepoint.com/sites/NIA-Intranet](#)). These content archiving and audit review guidelines do not apply to NIA web applications designed as knowledge and data sharing platforms with login requirements, such as [AlzPED](#), [BLSA](#), and [IADRP](#). Archiving for scientific data and knowledge platforms will be addressed in a future policy.

## Content Inventory and Audit

A content inventory is a comprehensive list of digital content present on a website. It is designed to help manage content and identify missing or duplicate information. OCPL's Digital Media Branch gathers digital content into a content inventory in accordance with [Digital.gov](#) guidelines.

[NIA's content inventory](#) is a resource for conducting an audit or review of each webpage to determine whether specific webpages should be revised or removed. The content inventory document pinpoints existing content in each area, identifies gaps that may exist, and helps prioritize improvements. OCPL, in partnership with program staff, may also use the content inventory to identify where new content is needed.

## Archive Schedule

The archive schedule applies to external and internal websites but does not apply to knowledge sharing web applications. While the NIA Audit and Archive Guidance calls for content to be reviewed either annually or on a recurring two-, three-, or five-year basis as determined by the archive schedule, content may also be reviewed and revisited as circumstances evolve. For example, content should be reviewed when there is a major change in the science, or when NIA or broader NIH policy guidance changes.

This archiving policy and associated archiving schedule can be extended if the web author or content owner demonstrates that older content meets the following criteria:

- Content continues to drive a large volume of traffic to the section of the site based on the top five pages for the particular section.
- Content considered "evergreen" is reviewed annually at a minimum.

Regardless, if the content references outdated techniques, uses old sources, lists former staff, or is otherwise deemed inaccurate, OCPL or ITB may require the content be reviewed and refreshed.

The NIA archive schedule outlined the table below provides guidance for when to archive specific types of content. This is a living document and will be modified as needed.

Type of Content	Content Example	Audit review recommendation	Timeline for Archive*
Alzheimers.gov Page (including Resources at the bottom of the page).	<a href="https://www.alzheimers.gov/alzheimers-dementias/alzheimers-disease">https://www.alzheimers.gov/alzheimers-dementias/alzheimers-disease</a>	Review annually. Resource availability will be reviewed on an ongoing basis as part of broken link scanning. Resource relevance will be reviewed annually as part of the content review of the page.	Archive when outdated and/or no longer relevant
Health Information Articles (including Spanish Health Information Articles)	<a href="https://www.nia.nih.gov/health/brain-donation-gift-future-generations">https://www.nia.nih.gov/health/brain-donation-gift-future-generations</a>	When scientific guidance changes are required, relevant pages will be updated within 1 week. If updates are complex in nature or require further review, an “under review” banner will be added to the page until it is updated. Otherwise, content will be reviewed at least every three years.	Archive when outdated and/or no longer relevant
Intranet/SharePoint Online	nih.sharepoint.com/sites/NIA-Intranet	Reviewed annually	Archive when outdated and/or no longer relevant
Meeting and event materials, including agendas, speaker bios, and other materials (Pages for events and summits)	<a href="https://www.nia.nih.gov/2023-dementia-care-summit">https://www.nia.nih.gov/2023-dementia-care-summit</a>	Review annually	Archive within two months unless there is an associated event report posted to the page. For NIA hosted Summits, agendas will be kept on the site for the previous three Summits EX:

			2017, 2020, and 2023 Dementia Care Summits. Anything prior to the third most recent Summit will be archived. Exception when part of NACA material (see below).
Major website landing pages (known as Basic Page or generic landing page in NIA's Drupal instance.)	<a href="https://www.nia.nih.gov/research">https://www.nia.nih.gov/research</a> <a href="https://www.nia.nih.gov/health/topics">https://www.nia.nih.gov/health/topics</a>	Review annually	Archive when outdated and/or no longer relevant
Blog	<a href="https://www.nia.nih.gov/research/blog/2023/01/model-ad-next-generation-mouse-models-alzheimers-disease">https://www.nia.nih.gov/research/blog/2023/01/model-ad-next-generation-mouse-models-alzheimers-disease</a>	Review annually and identify potential for developing content pages.	Do not archive.
Budget, financial, and performance	<a href="https://www.nia.nih.gov/about/budget/fiscal-year-2022-budget">https://www.nia.nih.gov/about/budget/fiscal-year-2022-budget</a>	Review annually	Do not archive. Budgets should remain online in perpetuity.
Bypass budgets, progress reports	<a href="https://www.nia.nih.gov/report-2020-2021-scientific-advances-prevention-treatment-and-care-dementia/recruitment">https://www.nia.nih.gov/report-2020-2021-scientific-advances-prevention-treatment-and-care-dementia/recruitment</a>	Review annually	Archive after three years
CARD Staff	<a href="https://card.nih.gov/about-card/meet-team/mark-cookson">https://card.nih.gov/about-card/meet-team/mark-cookson</a>	Review annually	Archive as soon as possible when a staff member no longer works for NIA
card.nih.gov page	<a href="https://card.nih.gov/research-programs/ipsc-neurodegenerative-disease-initiative">https://card.nih.gov/research-programs/ipsc-neurodegenerative-disease-initiative</a>	Review annually	Archive if not updated or reviewed within 2 years
Division Landing page	<a href="https://www.nia.nih.gov/research/dgcg">https://www.nia.nih.gov/research/dgcg</a>	Review annually	Do not archive
Division Pages	<a href="https://www.nia.nih.gov/research/dn/research-areas">https://www.nia.nih.gov/research/dn/research-areas</a>	Review annually	Archive if not updated or reviewed within 2 years

Division Workshops	[coming soon]	Review annually	Remove agendas after 1 year; Archive workshop reports after 5 years.
Funding –Pages associated with specific Funding Opportunity Announcements (FOA) and grant applications like webinars, FAQs, etc.	<a href="https://www.nia.nih.gov/research/grants-funding/frequently-asked-questions-not-ag-20-022">https://www.nia.nih.gov/research/grants-funding/frequently-asked-questions-not-ag-20-022</a>	Review within two months of FOA expiration date	Archive when associated FOA expires.
Funding Line Policy	<a href="https://www.nia.nih.gov/research/grants-funding/nia-funding-line-policy-fy-2023">https://www.nia.nih.gov/research/grants-funding/nia-funding-line-policy-fy-2023</a>	Review annually	Archive funding line policies after 5 years, and only link to the past 5 years on the Funding Policies and Pay Lines page.
Internal pages that aren't associated with /health or /research (known as a Generic Node in Drupal)	<a href="https://www.nia.nih.gov/about/scientific-workforce-diversity-programs">https://www.nia.nih.gov/about/scientific-workforce-diversity-programs</a>	Review annually	Archive if not updated or reviewed within 2 years
Infographics	<a href="https://www.nia.nih.gov/health/infographics/six-tips-help-prevent-falls">https://www.nia.nih.gov/health/infographics/six-tips-help-prevent-falls</a>	Review every three years	Update as appropriate, and archive when outdated and/or no longer relevant
Lab Landing	<a href="https://www.nia.nih.gov/research/labs/lgg">https://www.nia.nih.gov/research/labs/lgg</a>	Review annually	Do not archive, unless a lab is no longer active
Lab pages	<a href="https://www.nia.nih.gov/research/labs/postdoctoral-fellow-dna-repair-section">https://www.nia.nih.gov/research/labs/postdoctoral-fellow-dna-repair-section</a>	Review annually	Archive if not updated or reviewed within 2 years
AD/ADRD Research Milestones	<a href="https://www.nia.nih.gov/research/milestones/epidemiology-population-studies/health-equity-monitor-trends-different-adlds">https://www.nia.nih.gov/research/milestones/epidemiology-population-studies/health-equity-monitor-trends-different-adlds</a>	Review annually	Do not archive

NACA materials	<a href="https://www.nia.nih.gov/about/naca/council-minutes-may-2022">https://www.nia.nih.gov/about/naca/council-minutes-may-2022</a>	Review after each council round	Agendas, Status Reports, Council Activities, and Stat Packs will be archived once a new agenda is published, and Meeting Minutes two years after the event
News including events, announcements, division news, press releases, and research highlights	<a href="https://www.nia.nih.gov/news/asknia-expert-office-hours-twitter">https://www.nia.nih.gov/news/asknia-expert-office-hours-twitter</a>	Review annually	Archive if not updated or reviewed within 5 years
Policies	<a href="https://www.nia.nih.gov/about/policies">https://www.nia.nih.gov/about/policies</a>	Review annually	Update content or archive when superseded by new policies
Recruitment Repository Resource	<a href="https://www.nia.nih.gov/research/alzheimers-dementia-outreach-recruitment-engagement-resources/recruitment-planning-guide">https://www.nia.nih.gov/research/alzheimers-dementia-outreach-recruitment-engagement-resources/recruitment-planning-guide</a>	Review annually	Archive when outdated and/or no longer relevant
Research Resources	<a href="https://www.nia.nih.gov/research/resources">https://www.nia.nih.gov/research/resources</a>	Review every three years	Archive when outdated and/or no longer relevant
Staff Listing	<a href="https://www.nia.nih.gov/about/staff/addie-siobhan">https://www.nia.nih.gov/about/staff/addie-siobhan</a>	Review biography content and images annually	Changes in employment status are dynamically pulled in from NED. Review bio content and photographs manually on an annual schedule.
Special Resources	<a href="https://www.nia.nih.gov/inchianti-study">https://www.nia.nih.gov/inchianti-study</a>	Review annually	Archive when outdated and/or no longer relevant

\* Standard Schedule refers to [GRS 6-4 - PDF](#)

## Footnotes

### NIA Website Historical Archives

OCPL systematically browses webpages for [www.nia.nih.gov](http://www.nia.nih.gov) and other NIA-managed websites to capture and archive content. This is completed on a regular schedule as determined by OCPL. These archived versions of sites will retain navigation and the ability to scroll and follow hyperlinks to other pages. However, some items within the archives may be missing or no longer work, such as hyperlinks that are no longer working, and videos.

The first capture of NIA web content occurred in December 2022 and included the following sites:

- <https://www.nia.nih.gov/>
- <https://www.alzheimers.gov/>
- <https://blsa.nih.gov/>
- <https://card.nih.gov/>
- <https://healthabc.nia.nih.gov/>
- <https://ros.nia.nih.gov>

### NIA Intranet Historical Archives

Historical archived web material for <https://nih.sharepoint.com/sites/NIA-intranet> and other NIA-hosted content was backed up prior to the recent ITB redesign effort moving to SharePoint Online. These archived versions of sites will retain navigation and the ability to scroll and follow hyperlinks to other pages. However, some items within the archives may be missing or no longer work, such as hyperlinks that are no longer valid, and videos.

The first capture of NIA intranet content occurred in March 2023.

Note: Additional archive records are available through [NIH](#) and [HHS](#).