

McLean Gardens Condominium Association Website General Administration Policies

I. Administration of Website

- A. Administration of the MGCA website shall be the responsibility of the Community Manager. The Community Manager must approve all material before it is posted on the website.
- B. The Community Manager may, at his/her discretion, delegate the work of posting approved material.

II. Material on the Website

- A. The Community Manager shall review and approve all proposed revisions and/or reorganizations of website content before posting on the website.
- B. The Community Manager will submit all new material for the website to the Board for its review and approval before it is posted on the website.
- C. It shall be the responsibility of the Community Manager and the MGCA Communications Committee to update material on the website. The Communications Committee shall have primary responsibility for providing the content for any new material for the website.
- D. It shall be the responsibility of the Community Manager and the MGCA Communications Committee to remove outdated and/or no longer current material from the website in a manner consistent with the following guidelines:
 - 1. Outdated forms will be removed when new forms are posted.
 - 2. Board Meeting Agendas, Summaries, and Minutes shall remain on the website at least 3 years.
 - 3. All back issues of the *Lion's Roar* shall remain on the website.
 - 4. Back issues of the *Digest* shall remain on the website for at least one year.
 - 5. Material posted in the Governing Documents section shall not be removed.
 - 6. The Community Manager shall decide how long an individual Manager's Memo will remain on the website.
- E. It shall be the responsibility of the MGCA Communications Committee and the Community Manager to cite sources of material properly and to ensure adherence to copyright and intellectual property rights law.