

South Dakota Web Site Change Request

Please fill out the form, use the submit button to send to Web Master. The Web Master will have the appropriate Management Steering Team (MST) member approve the request.

Information

Date (to Webmaster):

Deadline for Posting (if any):

Requesting Employee:

Signature of MST Member: _____

Website Changes

Type of Change:

Title/Subject:

Location (URL) for File or Page:

Expiration (Removal) Date:

Review Date (If No Expiration):

NOTE: Please attach a layout of changes or additions as you would like them to look, along with captions for photos, titles of articles, full URL link information and titles, etc. Photos/maps and text should be attached as separate files.

Public Affairs Use Only

Date Received:

Estimated Completion Date:

Reviewer's Name:

Approval:

Reviewer's Signature: _____

Comments:

Date Completed: