**Website Maintenance**

All content on the Office of Energy Efficiency and Renewable Energy (EERE)'s websites should be kept up-to-date, accurate, and relevant. It's also important to remove outdated, duplicative, and redundant content. The process of keeping a website up-to-date is called *website maintenance*.

EERE's web coordinators and their communication teams are expected to continuously review and improve their websites. They will be asked **twice a year** to report on their website maintenance work.

**Deadlines**

* **September 30, 2014: Optional.** EERE's officescomplete a content inventory for all of their websites.
* **Semi-Annual Meetings: June and December**: Twice a year, EERE Web coordinators will be asked to attend a Web Governance Team meeting to report on their team's progress. The first website maintenance meeting will be in **December 2014**.

**Content Inventories**

Content inventories are optional.

EERE's offices should know how much content they have online, the nature of that content, and whether or not it is current. The best way to keep track of this information is by creating a *content inventory*. Content inventories typically list every Web page on a website.

Learn how to create a content inventory on the [Content Analysis](http://www1.eere.energy.gov/communicationstandards/content_analysis.html) page on Communication Standards.

**Content Analysis**

*Content analysis* is the systematic review of every page on a website that identifies content that needs to be updated, removed, or added. Learn about content analysis and how to do it at [Content Analysis](http://www1.eere.energy.gov/communicationstandards/content_analysis.html) on the Communication Standards website.

Content analysis should be an ongoing part of an office's annual website work. When deciding what content to review, remember:

* If an office is using content inventories, they should use them to identify what content needs to be added, updated, or removed.
* Offices with a lot of content should divide them into smaller, more manageable sections and review them systematically.
* If it isn't realistic to review the entire website every year, do as much as funding and time will allow.

**Reporting to the Web Governance Team**

The Web Governance Team meeting provides web coordinators with a chance to hear about current EERE web developments and report on the status and progress of their websites. Web coordinators should be prepared to discuss:

* **Success stories**
* **Specific examples―**Content removed, added, or updated based on the content analysis.
* **Future plans―**Near and long-term.