

# Does this document qualify as an **Archived Document?**

Ask yourself these questions to see if it qualifies according to the Title II DOJ Guidelines

**CITY PERMIT APPLICATION**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Date \_\_\_\_\_  
Permit Type \_\_\_\_\_

**DESCRIPTION OF WORK**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

Permit Fee	Approval	Comments

**April 2025  
Board Meeting  
Minutes**

\_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
\_\_\_\_\_

**ANNUAL  
FINANCIAL  
DISCLOSURE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS FOR  
REQUESTING  
ASL INTERPRETERS**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_



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# Question 1:

1

Is the document currently in active use or needed for any public service or program?



**KEY FOCUS:** Functional Relevance

No

Yes

## CITY PERMIT APPLICATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Permit Type \_\_\_\_\_

### DESCRIPTION OF WORK

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OFFICE USE ONLY

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**Yes:** The document is frequently referenced by the public or staff.  
**Make it accessible!**

### Example:

A form or application needed to apply for a city permit.



# Question 3:

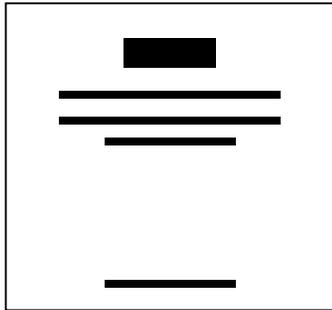
3 Is there a legal or regulatory requirement to keep the document accessible, regardless of its age or usage?

 **KEY FOCUS:** Compliance

No

Yes

## ANNUAL FINANCIAL DISCLOSURE



**Yes:** The document pertains to federal, state, or local laws that mandates document retention and accessibility.  
**Make it accessible!**



### Example:

Annual financial disclosures required by law to maintain for a certain period of time.

# Question 4:

**4** Does the document contain information critical to people with disabilities or relate to civil rights obligations?

 **KEY FOCUS:** Civil Rights & Accessibility

No

It can be considered an archiveable document.

Yes

## INSTRUCTIONS FOR REQUESTING ASL INTERPRETERS

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

**Yes:** The document contains information that may impact someone's civil rights or access to services.

**Make it accessible!**



### Example:

Instructions for requesting a transcript or for an ASL interpreters at a public event.

# 5 Steps to properly archive a document on your website



in accordance with DOJ Title II Guidelines



## Caution: You Cannot Archive to Avoid Compliance

The DOJ has made it clear that "archived" does not mean "exempt by default." If:

1. The document is still actively linked,
2. Still useful for understanding policies, services, or rights,
3. Or commonly requested...

...it's not truly archived and must remain accessible.

1

## 1. Remove it from primary navigation/search

- Don't keep archived documents in public-facing search results.
- Remove from site search indexing, menus, and key user journeys.

2

## 2. Create a separate "Archived Documents" section or page

- Make it clear that the content is historical and not current.
- Label the section as "Archived" or "Historical Reference Only."

3

## 3. Provide a clear accessibility notice

Example: "This document is archived and may not be accessible. If you need assistance accessing this content, please contact [name or department] at [email/phone]."

4

## 4. Ensure a process is in place to provide access upon request

Someone in your organization must be able to:

- A. Retrieve the document
- B. Convert it to an accessible format if needed (PDF remediation, alt text, etc.)
- C. Respond in a reasonable timeframe (typically within days)

5

## 5. Avoid linking archived documents to active services

- If an archived document is still being linked from live program pages, it must be made accessible again or removed from that context.