

**The Department of State Health Services  
Governor's EMS and Trauma Advisory Council (GETAC)  
Web Posting Policy**

**Background:** The Department of State Health Services (DSHS) offers GETAC and its committees access to the EMS and Trauma Systems home page website for the purpose of communicating with the stake holder community and the public at large regarding the GETAC and committee activities. Submissions to this webpage are controlled by the EMS and Trauma Systems Group and any documentation or information is reviewed prior to posting to ensure it is in alignment with the mission and vision of GETAC. DSHS reserves the right to refuse to post to its website any item that is contradictory to DSHS policy or otherwise may violate state or federal laws.

**Types of documents considered for posting on the DSHS website:**

1. Resource documents for committee or council meetings.
  - a. Any document pertaining to a specific committee or council agenda item that will be discussed at the upcoming meeting will be temporarily posted.
  - b. Documents for posting must not violate any copyright or trademark laws. Verification/compliance with such is the sole responsibility of the requesting committee and must be ensured prior to requesting the document posting.
  - c. Documents must be no larger than 10 MB.
  - d. Documents must comply with HIPAA requirements.
  - e. DSHS prefers to post links, but will post documents to be used as a resource for a particular meeting. These documents will remain on the website for two weeks after the meeting and then be removed.
2. Position papers or guidance documents created or identified by a GETAC committee as a resource.
  - a. Position papers created by a committee of GETAC and supported by a majority vote of the GETAC may be posted to the GETAC webpage.
  - b. Guidance documents, best practice reference material, and other related material not directly created by a committee of GETAC but which has the support of GETAC, may be posted to the GETAC website by way of a web link to the external website containing the requested material, supplied to the DSHS by the respective committee for posting.
  - c. Links will remain until the committee chair instructs DSHS to remove them or until such time as the link no longer works.
  - d. All links will contain the DSHS disclaimer (per DSHS web policy): External links to other sites are intended to be informational and do not have the endorsement of the Texas Department of State Health Services. These sites may also not be accessible to persons with disabilities.