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| **Page Title** |  |
| **Page Description**  Short (<15) word description of the content of the page – used in search results, so don’t start with “this page is about” |  |
| **Primary Navigation Section** |  |
| **Secondary Navigation** (if applicable) |  |
| **Content Source (URL)**  Track the pages where content is being pulled from on the current site (if applicable) – **this is needed to set up redirects from old paths to new pages**. |  |
| **Assets**  URL of any existing images/files that need to be included.  If assets are new, indicate where they can be found |  |
| **Asset Description**  For new images – alt text for images, captions, etc. |  |

*Indicate any design features or content blocks in capital letters and brackets [PUT COPY IN A CALLOUT BLOCK], [INSERT RESOURCE LIBRARY ITEMS TAGGED AS POLICY]*