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Office of the President  
PPM-012-2017 (CIO)

**SUBJECT:** Public Sharing of Google Sites

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**Reference:** USU Instruction 5202.2, USU Website Policies and Guidelines

1. **Purpose:** To provide clear guidance on public sharing of Google Sites.
2. **Applicability:** The provisions of this memorandum applies to all USU personnel utilizing Google Apps Unlimited (now called G-Suite).
3. **Background:** A new Google Sites product is now available to all Google Apps customers. Sites created under the updated Google Sites product are now stored as a Google Drive file and will adhere to Drive sharing permissions like any other file/folder. USU Google Sites have always been an Intranet only product; however, this recent update permits the public sharing of sites outside of the USU Domain just as other Google Drive files.
4. **Policy:** The public release of information outside of USU, to include Google Sites, must follow procedures in USU Instruction 5202.2 as well as USU Web Policies and Guidelines. Any Google Sites that is going to be shared outside of the USU domain must be approved by the Office of External Affairs prior to making it publicly accessible.
5. **Procedures:** Submit requests to publicly share Google Sites to the Office of External Affairs for approval.
6. **Effective Date:** This PPM shall be effective from the date of signature.

Richard W. Thomas, MD, DDS, FACS  
President