

DHHS POLICIES AND PROCEDURES

Section III:	Communications
Title:	Review of Items for Foreign Language Translation
Current Effective Date:	3/30/05
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Purpose

To ensure that appropriate documents and electronic media (including websites or portions of websites) are translated into foreign languages.

Policy

Before undertaking a foreign language translation of public documents or electronic media, the Department of Health and Human Services (DHHS) entities must contact the DHHS Office of Public Affairs (PAO).

Implementation

- If an entity of the DHHS is interested, or is proposing to translate a document or electronic media into a foreign language, then it must be submitted to the DHHS PAO.
- In consultation with the division/office, the DHHS PAO will determine if the document is appropriate for translation.
- If the DHHS PAO determines that translation is not needed or is not appropriate, an explanation will be provided to the originating division or office.

For questions or clarification on any of the information contained in this policy, please contact [the Office of Public Affairs](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).