

## Content Archival Policy (CAP)

Each of the content components is accompanied by meta data, source and validity date. For some of the components the validity date may not be known i.e., the **content is stated to be perpetual**. Under this scenario, the **validity date should be ten years hence**. Under no circumstances, any content is to be displayed on the Website after the validity date.

For few of the components like announcements, tenders, only the live content whose validity date is after the current date is shown on the Website. For other components like documents, schemes, services, forms, websites and contact directory there is a need for timely review of the same as per the Content Review Policy.

List of content contributed is sent to the content contributor two weeks prior to the validity date to revalidate the content and if required modify the validity date. In case of no response, then a reminder is sent a week before the validity date and therefore the content is archived and no longer published on the Website.

For the retrieval of content which has expired, there is a need to archive the content. **Government Websites, Forms, Services and Contact Directory** which are discontinued should be expunged. The content Element on the Website has different Entry/Exit Policy and Archival Policy as enlisted below:-

**Table- (Content Archival Policy)**

| S.No. | Content Element                 | Entry Policy   | Exit Policy   |
|-------|---------------------------------|--|---|
| 1     | About District/Department/State | Whenever Departments/ Ministries are merged /changed.                                      | Perpetual (10 years) since date of entry into archival.                 |
| 2     | Programme/Schemes               | Discontinuation of Sanction of Programme/Schemes for Central Sector, State Sector or both. | Five (05) years since date of discontinuation.                          |
| 3     | Policies                        | Discontinuation of Policy by Government – Central/State                                    | Perpetual (10 years) since date of entry into archival.                 |
| 4     | Acts/Rules                      | Issued through the gazette/ Passed by the Central or State Government                      | Perpetual (10 years) to be always available in the acts/rules database. |

| S.No. | Content Element                | Entry Policy   | Exit Policy   |
|-------|--------------------------------|--|---|
| 5     | Circulars/ Notifications       | Overruling Office Memorandum or Notification issued. | Five (05) years since date of discontinuation.          |
| 6     | Documents/Publications/Reports | Completion of its validity period.                   | Perpetual (10 years) since date of entry into archival. |
| 7     | Directories                    | Not required   | Not Applicable  |
| 8     | What's New                     | As soon as it loses relevance.                       | Automatically after the expiry of the validity period.  |
| 9     | Tenders                        | As soon as it loses relevance.                       | Five (05) years since date of discontinuation.          |
| 10    | Highlight                      | As soon as it loses relevance.                       | Automatically after the expiry of the validity period.  |
| 11    | Banners                        | As soon as it loses relevance.                       | Automatically after the expiry of the validity period.  |
| 12    | Photo-gallery                  | As soon as it loses relevance.                       | Five (05) years since date of discontinuation.          |
| 13    | Group Wise Contents            | As soon as it loses relevance.                       | Five (05) years since date of discontinuation.          |

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