

Content Archival Policy

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 a 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: -

Sl. No.	Content Element	Entry Policy	Exit Policy
1	About Department	Whenever Agency/ Ministries are merged/ changed.	As per Govt. guidelines
2	Programme/ Schemes	Discontinuation of Sanction of Programme/ Schemes for Central Sector, State Sector or both.	As per Govt. guidelines
3	Policies	Discontinuation of Policy by Government – Central/State	As per Govt. guidelines
4	Acts/Rules	Issued through the gazette/ Passed by the Central or State Government	As per Govt. guidelines
5	Circulars/ Notifications	Overruling Office Memorandum or Notification issued.	As per Govt. guidelines
6	Documents/ Publications/ Reports	Completion of its validity period.	As per Govt. guidelines
7	Directories	Not required	As per Govt. guidelines
8	What's New	As soon as it loses relevance.	As per Govt. guidelines
9	Tenders	As soon as it loses relevance.	As per Govt. guidelines
10	Highlight	As soon as it loses relevance.	As per Govt. guidelines
11	Banners	As soon as it loses relevance.	As per Govt. guidelines
12	Photo-gallery	As soon as it loses relevance.	As per Govt. guidelines
13	Group Wise Contents	As soon as it loses relevance.	As per Govt. guidelines