

Content Archival Policy (CAP)

The content components are created with metadata, source and validity date. The validity of some of the components may not be known at the time of creation. Such content is treated as perpetual and the validity date shall be ten years from the date of creation. The content shall not be displayed on the Website after the validity date.

The archival and expiry policy for contents as below:

S. No.	Content Element	Archival Date	Expiry Date
1.	About the Department/ Organization	N.A.	No Expiry only updation
2.	Programme/Schemes	N.A.	No Expiry only updation
3.	Services	N.A.	No Expiry only updation
4.	Contact Details	N.A.	No Expiry only updation
5.	News	6 Month	1 Year
6.	Events	6 Month	1 Year
7.	Downloads	1 Year	1 Year
8.	Circulars/Notifications	6 Month	1 Year
9.	Documents/Reports	1 Year	1 Year
10.	Photo Gallery	N.A.	Automatically after the expiry of the validity period.
11.	Forms	N.A.	1 Year
12.	Acts/Rules and Policies	N.A.	No Expiry only updation

Thank You,

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