

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.

Some of the short-lived content components like tenders, recruitment, draft for discussion etc which will not have any relevance on the website after the event or intended purpose. The content components like documents, reports, what's new are to be regularly reviewed as per the Content Review Policy.

The content is to be reviewed at least two weeks prior to the validity date and if required revalidate the content and modify the validity date. If the content is not relevant, then the content is archived and no longer published on the Website.

The expired contents components such as documents, related information, and schemes etc need to be archived.

Thank You,

Webmaster-cum-Nodal Officer (IT),
Department of Social Security and
Development of Women & Children, Punjab
Contact Number: 0172-2608746, 2602726
Email: noit[dot]sswcd[at]yahoo[dot]com