

Content Archival Policy (CAP)

Each of the content components is accompanied by the meta data, source and the validity date. For some of the components the validity date may not be known ie, 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 portal 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 portal. For some of the 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 elaborated under section 4.4.

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 thereafter the content is archived and no longer published on the Portal.

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 Portal has different Entry/Exit Policy and archival policy as enlisted below: -

Table-4 (Content Archival Policy)

S. No	Content Elements	Entry Policy	Exit Policy
1.	About the Ministry/ Department/State	To have the presence on the Portal and content to be reviewed every quarter	Content to be updated when ever departments or Ministries are merged.
2.	Programme/ Schemes	Sanction of Programme/Schemes for Central Sector, State Sector or both	To be reviewed by approver two weeks prior to the expiry date in order to revalidate. Incase scheme/ programme is discontinued then to be archived.
3.	Policies	Announced by Government – Central/State	To be reviewed by approver two weeks prior to the expiry date in order to revalidate the expiry date. Discontinued Policies to be archived.
4.	Services	Citizen, Government, Business	Discontinued services to be expunged.

S. No	Content Elements	Entry Policy	Exit Policy
5.	Forms	Government, Business and Citizen centric forms	To be reviewed by approver two weeks prior to the expiry date in order to revalidate the expiry date. Discontinued forms to be expunged.
6.	Acts/Rules	Passed by the Central or State	Perpetual to be always available in the acts/rules database.
7.	Circulars/ Notifications	Issued through the gazette/ office memorandum or notification	In case of perpetual no exit policy else to be reviewed by approver two weeks prior to the expiry date in order to revalidate the expiry date.
8.	Documents/ Reports	Current year and previous year's documents/reports of importance. NPCs may decide to keep relevant documents prior to lastyear.	Available in the Documents/Reports repository for years prior to previous year.
9.	Interaction Tools	Event/demand based	End of the event. Analysis/reports to be submitted to user department/ ministry/ state if required. If reference given to the interactive tool from other websites then it is to be removed.
10.	Directories	Contact Directories, Official websites.	Changes to be incorporated in case there is a change in the Executive/legislative/Judicial setup. Biodata of previous Prime Minister, President and Vice-President to be archived and the other elements to be expunged.
11.	State/ Sector Profile	To have the presence on the Portal and content to be reviewed every quarter	Content to be updated when ever sectors are merged
12.	Announcements	Event/Demand Based	Automatically after the expiry of the validity period.
13.	News	Event/Demand Based	Automatically after the expiry of the validity period.
14.	Spotlight	Write up on 1 st of the month on all topical issues of national interest after the approval of concerned NPC. Proper cross linking between sections to be carried out, Related websites and services to be provided, feedback form if required to be designed.	1 st of the month, archived in the archival section of Spotlight and the respective section of the portal. Analysis of feedback to be sent to respective Ministry/departments