

# 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, 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)**

#	Content Element	Entry Policy	Exit Policy
1	Home	Whenever Departments are merged / changed.	Perpetual (10 years) since date of entry into archival.
2	About Us	Whenever any Departments Changes during cabinet reshuffles	Not Applicable
3	Organisation	Completion of its validity period or whenever it loses relevance	Perpetual (10 years) since date of entry into archival.
4	E-Citizen	Discontinuation of Programme/Schemes for Central Sector, State Sector or both.	Five (05) years since date of discontinuation.
5	Vacancies	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
6	Store	Whenever any organization is non-existent	Perpetual (10 years) since date of entry into archival.

<b>7</b>	Download	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
<b>8</b>	Public Forum	Replaced with New version	Not Applicable
<b>9</b>	Contact Us	Completion of its validity period or whenever it loses its relevance.	Five (05) years since date of discontinuation.

**Thank You,**

Web Information Manager

LHMC-Website

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