

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	About Us	Whenever Departments / Ministries are merged / changed.	Perpetual (10 years) since date of entry into archival.
2	Meet the Ministers	Whenever any Minister changes during cabinet reshuffles	Not Applicable
3	E-Citizens/E-Tenders	Completion of its validity period or whenever it loses relevance	Perpetual (10 years) since date of entry into archival.
4	Programme/Schemes	Discontinuation of Programme/Schemes for Central Sector, State Sector or both.	Five (05) years since date of discontinuation.
5	Documents	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
6	Organizations	Whenever any organization is non-existent	Perpetual (10 years) since date of entry into archival.

7	What's New	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
8	Contact List	Replaced with New version	Not Applicable
9	Photo Gallery	Completion of its validity period or whenever it loses its relevance.	Five (05) years since date of discontinuation.
10	Vacancies	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
11	Ticker	Completion of its validity period or whenever it loses its relevance.	One (01) years since date of discontinuation.
12	E-Governance	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
13	Forms & Procedures	Replaced with New version	Not Applicable

Thank You,

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