

Content Archival Policy (CAP)

Divisions are informed by sending timely reminders to them for updating their content & putting the old content into Archive section.

Promotional banners published or deleted on the website only as per the requests from content owners (Nodal Officers and Group Heads). No banners are kept as an archive data. In case there is a lapse in request for removal of banner a reminder is sent to the content owner before archiving the same.

For few of the components like Notifications, Tenders, Vacancies the content Published On date & Unpublished/Archive Date is always available on the website.

For archival of old contents (documents, schemes, services, forms, websites and contact directory), the content owners are required to send an email to webmaster for archival of the same as per the Content Review Policy. The content Element on the Website has different Entry/Exit Policy and Archival Policy as enlisted below:-

Table- (Content Archival Policy)

S.No.	Content Element	Entry Policy	Exit Policy
1	About Ministry	Whenever Ministries are merged /changed.	Perpetual (10 years) since date of entry into archival.
2	Programme/Schemes	Discontinuation of Sanction of Programme/Schemes for Central Sector, State Sector or both.	Five (05) years since date of discontinuation.
3	Policies	Discontinuation of Policy by Government - Central/State	Perpetual (10 years) since date of entry into archival.
4	Acts/Rules	Issued through the	Perpetual (10 years) to be

S.No.	Content Element	Entry Policy	Exit Policy
		gazette/ Passed by the Central or State Government	always available in the acts/rules database.
5	Circulars/ Notifications/	As soon as it loses relevance.	Five (05) years since date of discontinuation.
6	Documents /Annual Reports	Completion of its validity period.	Perpetual (10 years) since date of entry into archival.
8	What's New	As soon as it loses relevance.	Automatically after the expiry of the validity period.
9	Tenders	As soon as it loses relevance.	Five (05) years since date of discontinuation.
11	Banners	As soon as it loses relevance.	Automatically after the expiry of the validity period.
12	Photo-gallery	As soon as it loses relevance.	Five (05) years since date of discontinuation.
13	Division Contents	As soon as it loses relevance.	Five (05) years since date of discontinuation.

Tenders, Vacancy, OMs, Schemes, Gazette Notifications - It is removed from website manually in 5 years but we keep records in Content Management System.

Thank You,

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