

## 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, Services 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)**

S.No	Content Element	Entry Policy	Exit Policy
1	About Institute	Not Applicable	Not Applicable
2	Governance	Not Applicable	Not Applicable
3	Faculty	Not Applicable	Not Applicable
4	Departments/Cells	Not Applicable	Not Applicable
5	Programme/Courses	Before Due date	Automatically after the expiry of the validity period.
6	Research Projects	2 Months	Not Applicable
7	Publications/Reports	Not Required	Not Applicable
8	Acts/Rules	-	Five (05) years since date of discontinuation.
9	Circular/Notifications	Overruling office memorandum or Notification issued.	Five (05) years since date of discontinuation.
10	Directories/Contact Details(WII)	Not Applicable	Not Applicable
11	What's New	As soon as it loses relevance.	Automatically after the expiry of the validity period.
12	Tenders	As soon as it loses relevance.	Five (05) years since date of discontinuation.
13	Announcements	As soon as it loses relevance.	Five (05) years since date of discontinuation.
14	Recruitment	As soon as it loses relevance.	Five (05) years since date of discontinuation.

**Web Information Manager**

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