

Content Archival Policy (CAP):

The content components are created with metadata, source and validity date. Validity of some of the components may not be known at the time of creation. Such content is treated as perpetual and the validity date shall be ten years from the date of creation. The content shall not be displayed on the Website after the validity date.

Some of the short lived content components like tenders, recruitment, draft for discussion etc which will not have any relevance on the website after the event or intended purpose. The content components like documents, reports, what's new are to be regularly reviewed as per the Content Review Policy.

The content is to be reviewed at least two weeks prior to the validity date and if required revalidate the content and modify the validity date. If content is not relevant, then the content is archived and no longer published on the Website.

The expired contents components such as documents, CA related information, and Office of CCA issued procedures etc need to be archived. The content Element on the Website has different Entry/Exit Policy and Archival Policy as enlisted below:-

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S. No	Content Element	Entry Policy	Exit Policy
1	About CCA	Whenever IT ACT Changes / Govt decision with respect to responsibilities of CCA	Seven (07) years since date of entry into archival.
2	CA related Information	Discontinuation of CA	Seven (07) years since date of entry into archival.
3	CCA issued Guidelines	Overruling Office Memorandum or Notification issued.	Seven (07) years since date of memo/ notification
4	IT Acts/Rules/Regulation	Issued through the gazette/ Passed by the Central or State Government	Perpetual (10 years) to be always available in the Acts/rules database
5	Disclosure record/ CRL	Closure of Licensed CA	Seven (07) years since date of entry into archival.
6	Notifications	Overruling Office Memorandum or Notification issued.	Five (05) years since date of entry into archival.
7	Publications/Reports	Completion of its validity period.	Five (05) years since date of entry into archival.

8	Contact Details	Not required	Not required.
9	What's New	As soon as it loses relevance.	Automatically after the expiry of the validity period.
10	Tenders /Recruitments	As soon as it loses relevance.	Seven (05) years since date of entry into archival.
11	RTI related	Issued through the gazette/ Passed by the Central or State Government	Five (05) years since date of discontinuation.