



Each of the content components is accompanied by metadata, 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. **Schemes, 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:

| Sr. No. | Content Element | Entry Criteria | Exit Criteria |
|---------|--------------------------|---|---|
| 1 | About Us | Whenever change in Ministry | Perpetual (10 years) since date of entry into archival. |
| 2 | Services | Discontinuation of any service or change in service | Perpetual (10) years since date of discontinuation |
| 3 | Policies | discontinuation of Policy by Government | Perpetual (10) years since date of discontinuation |
| 4 | Circular & Notifications | Discontinuation of Policy by Government | Perpetual (5 years) since date of entry into archival. |
| 5 | Rules | If any rule is no longer valid | 5 years since date of entry |
| 6 | Schemes | After the expiry of scheme | 5 years since date of entry |
| 7 | Tables | If any table is no longer valid | 5 years since date of entry |
| 8 | Forms | If any form is no longer valid | 5 years since date of entry |
| 9 | News & Events | As and when decided | 5 years since date of entry |

