

## Website Policies

### 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:-

#	Content Element	Entry Policy	Exit Policy
1	About Us	Whenever Dte.NVBDCP is merged/changed (10 years).	Perpetual (10 years) since date of entry into archival.
2	Message from Director	Whenever Director changes/transferred	Not Applicable
3	Diseases	Weekly/Monthly/Yearly data Entry. Regular Entry in case of disease outbreak	
4	Citizen/Tender	Completion of its validity period or whenever it loses relevance	Perpetual (10 Years) since date of entry into archival
5	Documents	Completion of its validity period or whenever it loses relevance	Perpetual (10 Years) since date of entry into archival
6	Human Resource	Updated wherever recruitment/ Transfer/ Retirement	Not Applicable
7	What's New	Completion of its validity	Perpetual (10 Years)

		period or whenever it loses relevance	since date of entry into archival
8	Photo Gallery	Completion of its validity period or whenever it loses relevance	Five (05) years since date of discontinuation
9.	Vacancies	Completion of its validity period or whenever it loses relevance	Perpetual (10 Years) since date of entry into archival
10	Communication Resource Centre	Whenever new Audio/Video, Print Media of VBD received	Perpetual (10 Years) since date of entry into archival
11	News & Highlights	Completion of its validity period or whenever it loses relevance	Five (05) years since date of entry into archival

**Thank You,**

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