

Content Archival Policy (CAP)

Each of the content components is accompanied by 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.

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, Projects, forms and contact directory there is a need for timely review 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 :-

S. No.	Content Element	Entry Policy	Exit Policy
1	Environmental Data (NAMP Monthly Data, Agra Air quality Data)	06 Month after uploading on website	Perpetual or as per decision
2	Latest/ Important Announcements	One (1) month after uploading on website	Two (2) year from entry into Archival
	Technical Reports	One (1) Year after uploading on website	Perpetual or as per decision
3	Draft Reports for comments/suggestions	One (1) week after Last date for comments	Two (2) year from entry into Archival
4	Office Orders/ Circulars/ Memorandums	Three (3) month after uploading on website.	Three (03) years from entry into Archival
5	Jobs	One (1) years after last date of advertisement	Three (3) Years from entry into Archival
6	Tenders	One (1) Month after last date of submission of Bids/Quotations	Three (3) years from entry into Archival

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