

Department of Industrial Policy & Promotion

Content Archival Policy (CAP) for DIPP Website <http://www.dipp.nic.in>

The Guidelines for Indian Government Websites (GIGW) stipulate that expired contents *must* not be presented or flashed on the website. Therefore, as per the content archival policy adopted by this department, contents will be deleted from the site after its expiry date. Important data will be shifted to the archives page. Therefore, the content contributors should revalidate/modify the content periodically to ensure that expired data is not present/flashed in the site. Wherever contents are no longer needed to be displayed, suitable advice may be sent to the web information manager for their archival/deletion. Entry/Exit Policy and Archival Policy for the content elements on the DIPP website will be as per the following table:

S.No	Content Element	Entry into archives	Exit(removal) from archives
1	About Ministry/Deptt.	Whenever Ministries/ Departments are realigned/created/change in work distribution	To be kept for 5 years in the archives
2	Programme/Schemes	Discontinuation of Programmes/schemes	To be kept for 10 years in the archives
3	Policies	Discontinuation/change of the policy by Government– Central/State	To be kept for ever in the archives
4	Acts/Rules	De-notification/change	To be kept for ever in the archives
5	Circulars/ Notifications	Overruling circulars/Notifications issued.	To be kept for 5 years in the archives
6	Documents/ Publications/Reports	Completion of its validity period.	To be kept for ever in the archives
7	Directories/who's who/staff details	Not required	Not applicable
8	What's New	As soon as it loses relevance.	After the expiry of the validity period.
9	Tenders	As soon as it loses relevance.	After the expiry of the validity period.
10	Banners	As soon as it loses relevance.	After the expiry of the validity period.
11	Photo-gallery	As soon as it loses relevance.	Five years since date of discontinuation.
12	Group Wise Contents	As soon as it loses relevance.	Five years since date of discontinuation.

Web Information Manager