

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:

Table -(Content Archival Policy)

#	Content Element	Entry Policy	Exit Policy
1	About Us	Whenever Central TB Division is merged / changed.	Perpetual (10 years) since date of entry into archival.
2	CTD Officials	Whenever any Official changes	Not Applicable
3	E-Citizens/E-Tenders	Completion of its validity period or whenever it loses relevance	Perpetual (10 years) since date of entry into archival.
4	Performance Reports	Completion of its validity period or whenever it loses relevance	Perpetual (10 years) since date of entry into archival.
5	Thematic areas	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.

6	Frequently asked Questions	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
7	What's New	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
8	Contact Us	Replaced with New version	Not Applicable
9	Photo Gallery	Completion of its validity period or whenever it loses its relevance.	Five (05) years since date of discontinuation.
10	NIKSHAY	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
11	Standards for TB Care in India	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
12	Private Health Facilities	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
13	Achievements and Awards	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
14	Ticker	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
15	E-Governance	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.
16	Forms & Procedures	Replaced with New version	Not Applicable
17	Vacancies	Completion of its validity period or whenever it loses its relevance.	Perpetual (10 years) since date of entry into archival.

Thank You,
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