

Content Archival Policy for C-DOT

1. Purpose: The purpose of this Content Archival Policy is to define guidelines for managing outdated content hosted on the C-DOT website, ensuring it remains up-to-date and relevant, while preserving essential records for future reference and compliance.

2. Scope: This policy applies to all digital content hosted on the C-DOT website, including but not limited to announcements, tenders, recruitment notices, news, press releases, promotional banners, schemes, and other temporary or permanent information.

3. Retention and Archival Process: 3.1 General Guidelines:

- Divisions will be reminded periodically to update their content and transfer outdated materials to the archive section as per the defined policies.
- Promotional banners will be published or deleted based on requests from content owners (e.g., Nodal Officers and Group Heads). No banners will be archived unless specifically requested.
- Content elements such as notifications, tenders, and vacancies will display both "Published On" and "Unpublished/Archive Date" fields on the website.

3.2 Specific Archival Policies: The following table outlines the entry and exit policies for different content types:

S.No	Content Element	Entry Policy	Exit Policy
1	About C-DOT	Whenever organizational changes occur	Retained perpetually (10 years) since archival entry date.
2	Programmes/Schemes	Discontinuation of sanctioned programmes or schemes	Retained for 5 years since discontinuation.
3	Policies	Discontinuation of government policy	Retained perpetually (10 years) since archival entry date.
4	Acts/Rules	Issued through gazette or passed by the government	Always available in the acts/rules database.
5	Circulars/Notifications	As soon as it loses relevance	Retained for 5 years since discontinuation.

6	Documents/Annual Reports	Completion of validity period	Retained perpetually (10 years) since archival entry date.
7	What's New	As soon as it loses relevance	Automatically archived after the validity period.
8	Tenders	Upon losing relevance	Retained for 5 years since discontinuation.
9	Banners	Upon losing relevance	Automatically archived after the validity period.
10	Photo Gallery	Upon losing relevance	Retained for 5 years since discontinuation.
11	Division Contents	Upon losing relevance	Retained for 5 years since discontinuation.

4. Archival Process Implementation:

- For archival of outdated documents, schemes, services, forms, or contact directories, content owners must email the webmaster with a request for archival, as per the Content Review Policy.
- Content that no longer needs to be publicly accessible will be stored securely in the Content Management System (CMS) for internal reference.

5. Access to Archived Content:

- Archived content will remain accessible through a dedicated "Archive" section of the website, categorized by year and content type.
- Confidential or sensitive content will be securely stored with restricted access.

6. Responsibilities:

- **Web Information Manager:** Responsible for overseeing the implementation of this policy and maintaining the archival infrastructure.
- **Content Owners/Divisions:** Responsible for ensuring timely updates and adherence to the archival policy.
- **IT Team:** Responsible for secure storage and accessibility of archived content.

7. Review and Updates: This policy will be reviewed annually to ensure it remains relevant and aligned with organizational needs and regulatory requirements.

8. Contact Information: For any clarifications or assistance with this policy, please contact:

Web Information Manager C-DOT

Email: yaseen@cdot.in