

Content Archival Policy (CAP)

The content contributors should revalidate/modify the content periodically to ensure that irrelevant/outdated/expired data is not present/ flashed on the website. Wherever contents are no longer needed to be displayed, they should be archived/deleted. Entry/Exit Policy and Archival Policy for the content elements on the BIS website will be as per the following matrix:

Sl.No.	Content Element	Entry Policy	Exit Policy
1.	About BIS	Whenever Department is realigned / created or its work distribution is changed	Will remain in the archives perpetually.
2.	Programme/Schemes	Discontinuation of Programme/Schemes	
3.	Policies	Discontinuation/change of policy	
4.	Acts/Rules/Regulations	De-notification/change	
5.	Result Framework Document/ Gazette Documents/ Annual Reports / Citizen charter	Completion of its validity period	
6.	Circular/Orders/Memorandums	Overruling document issued or document withdrawn	
7.	RTI	On change	Five years
8.	Directory/ Contact Details	Not required	Not applicable
9.	Tenders/Award of Work	As soon as it loses relevance.	Two years
10.	What's New/Notifications		
11.	Recent/upcoming events		
12.	Training Programmes		
13.	Recruitment Advertisements		
14.	Media		
15.	Activity wise Contents	On change.	As desired by the concerned department.