

Content Archival policy (CAP)

Each of the content components that is valid for a particular period of time is accompanied by a validity date. For some of the components the validity date may not be known ie, the content is stated to be perpetual. Under no circumstances, any content is to be displayed on the portal after the validity date.

S.No	Content Element	Entry Policy	Exit Policy
1.	Policy	90 Days/Immediate in case of any change or it loses its relevance.	Perpetual (10 years) since date of entry into archival.
2.	Outcome Budget	365 Days/ Immediate in case of any change or it loses its relevance.	Perpetual (10 years) since date of entry into archival.
3.	Publication	365 Days/ Immediate in case of any change or it loses its relevance.	Perpetual (10 years) since date of entry into archival.
4.	News & Highlights	60 Days/ Immediate in case of any change or it loses its relevance.	Perpetual (10 years) since date of entry into archival.
5.	Major Achievement	365 Days/ Immediate in case of any change or it loses its relevance.	Perpetual (10 years) since date of entry into archival.