

Content Archival Policy (CAP)

The contents of the CEA website can be classified as perpetual and with validity period. For time sensitive content which expires after a certain date, a policy on whether the content should be archived for future reference or removed altogether from the website should be decided by the concerned Section after careful consideration of their nature of content. For a few of the components like press releases, tenders etc. only the live content whose validity date, is after the current date is shown on the website. For the retrieval of content which has expired, there is a need to archive the content. The contents of the website have different Entry/Exit policy and archival policy as enlisted below:

Sr. No	Content Element	Entry Policy	Exit Policy
1.	Home page	Whenever there is a change, it may be incorporated	Whenever new/revised write up comes up, the old one should be removed
2.	What's new, Tenders	Whenever there is a change, it may be incorporated	Whenever new/ revised write up comes up, the old one should be removed
3.	About us, Organization Chart, Circulars/Notifications	Whenever there is a change, it may be incorporated	Whenever new/ revised write up comes up, the old one should be removed
4.	Acts/Rules/Guidelines/Procedures, Documents, Forms, Reports, Regulations	Whenever there is a change, it may be incorporated	Whenever new/ revised write up comes up, the old one should be removed