

Content Archival Policy (CAP) (clause 10.4)

For TRTI website the Content Archival Policy is in place to ensure that all outdated URLs are removed from the website and moved to archive. Program and Schemes which are discontinued should be archived. The content elements on the directory have different Entry/Exit Policy and Archival Policy as enlisted below.

SR. No	Type of Contents	Addition Policy	Exit/Archive Policy
1	Institute/Department data	Active Department	Inactive/ Exit of Department
2	Schemes/Tender Notices	Proposal approved date / Start Date	End Date + 12 months
3	Documents	Approved for Public	Validity date of Document + 7 days.
4	Links	Active and Relevant	Periodic review indicating "Page not found", irrelevance