

Content Archival Policy for FPI Website
www.fpibangalore.gov.in

The Guidelines for Indian Government Websites stipulate that expired contents must not be presented or flashed on the website. The following Content Archival Policy will be followed while maintaining the website of FPI:

1. If the document /circular/notification is valid only for a certain time period, the validity will be clearly mentioned on the site. On expiration of the validity, the same will be moved to the archives after the expiry of the validity period.
2. Outdated tenders will be immediately removed from the website and moved to archive.
3. Information for the recruitment notices in which the last date is over will be removed from the website and moved into the archives section.
4. An announcement, once it loses its relevance or after the expiry of the time period attached to the event or happening will be archived.
5. The content will be reviewed at least two weeks prior to the validity date and if required, content will be revalidated and validity date will be modified. If content is not relevant, then the content is archived and no longer published on the website.
6. The documents/circulars/notification after the expiration of the validity will be moved to archive and not deleted since the old documents sometimes need to be referred to for regulatory purposes.

Entry/Exit Policy and Archival Policy for the content elements on the FPI website will be as per the following table:

S.No	Content Element	Entry into archives	Exit (removal from archives)
1.	Circulars/Notifications	Overruling circulars / Notifications issued	To be kept for 5 years in the archives
2.	Documents / Publications / Reports	Completion of its validity period	To be kept forever in the archives
3.	Directories/who's who/staff details	Not Required	Not Applicable
4.	News & Events	As soon as it loses relevance	After the expiry of the validity period
5.	Tenders	As soon as it loses relevance	After the expiry of the validity period
6.	Banners	As soon as it loses relevance	After the expiry of the validity period
7.	Photo gallery	As soon as it loses relevance	After the expiry of the validity period
8.	Group Wise Contents	As soon as it loses relevance	After the expiry of the validity period