

National Council for Cement and Building Materials

Content Archival Policy (CAP) for NCB Website <http://www.ncbindia.com>

The Guidelines for Indian Government Websites (GIGW) stipulate that expired contents *must* not be presented or flashed on the website. Therefore, as per the content archival policy adopted, contents will be deleted from the site after its expiry date. Important data will be shifted to the archives page. Therefore, the content contributors should revalidate/modify the content periodically to ensure that expired data is not present/flashed in the site. Wherever contents are no longer needed to be displayed, suitable advice may be sent to the web information manager for their archival/deletion. Entry/Exit Policy and Archival Policy for the content elements on the NCB website will be as per the following table:

S.No	Content Element	Entry into archives	Exit(removal) from archives
1	Programme/Schemes	Discontinuation of Programmes	-
2	Circulars/ Notifications	Overruling circulars/ Notifications issued.	To be kept for 3 years in the archives
3	Documents/ Publications/Reports	Completion of its validity period.	To be kept for ever in the archives
4	What's New	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.	Three years since date of discontinuation.
8	Group Wise Contents	As soon as it loses relevance.	Three years since date of discontinuation.

Web Information Manager