

Content Archival Policy

The Guidelines for Indian Government Websites (GIGW) stipulate that expired contents must not be presented or flashed on the Portal. Therefore, as per the content archival policy adopted by this portal, 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/flushed on the portal. 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 Punjab Portal will be as per the following table.

S. No.	Content Element	Entry Policy	Exit Policy
1	Programme/Schemes	Discontinuation of Sanction of Programme/Schemes by State Department.	Five (05) years since date of discontinuation.
2	Circulars/Notifications/Press Releases	Overruling Office Memorandum or Notification.	Five (05) years since date of discontinuation.
3	Documents/Publications/Reports/Policies	Completion of its validity period.	Perpetual (10 years) since date of entry into archival.
4	What's New/Tenders/Recruitments	As soon as it loses relevance.	Automatically after the expiry of the validity period.
5	Photo/Video Gallery	As soon as it loses relevance.	Five (05) years since date of discontinuation.

Thank You

Administrator

Punjab Portal

Email: webmastercsp2015@gmail.com