

## Content Archival Policy (CAP)

The content components are created with metadata, source and validity date. The validity of some of the components may not be known at the time of creation. Such content is treated as perpetual and the validity date shall be ten years from the date of creation. The content shall not be displayed on the Website after the validity date.

The archival and expiry policy for contents as below:

| S. No. | Content Element                    | Archival Date | Expiry Date  |
|--------|------------------------------------|---------------|--|
| 1.     | About the Department/ Organization | N.A.          | No Expiry only updation                                |
| 2.     | Programme/Schemes                  | N.A.          | No Expiry only updation                                |
| 3.     | Services                           | N.A.          | No Expiry only updation                                |
| 4.     | Contact Details                    | N.A.          | No Expiry only updation                                |
| 5.     | News                               | 6 Month       | 1 Year   |
| 6.     | Events                             | 6 Month       | 1 Year   |
| 7.     | Downloads                          | 1 Year        | 1 Year   |
| 8.     | Circulars/Notifications            | 6 Month       | 1 Year   |
| 9.     | Documents/Reports                  | 1 Year        | 1 Year   |
| 10.    | Photo Gallery                      | N.A.          | Automatically after the expiry of the validity period. |
| 11.    | Forms                              | N.A.          | 1 Year   |
| 12.    | Acts/Rules and Policies            | N.A.          | No Expiry only updation                                |

**Thank You,**

Webmaster-cum-Nodal Officer (IT),  
Department of Social Security and Development of Women & Children, Punjab  
Contact Number: 0172-2608746, 2602726  
Email: noit[dot]sswcd[at]yahoo[dot]com