

B.6. Content Archival Policy (clause 5.2.6)

The Guidelines for Indian Government Websites (GIGW - Compliance) mandates that contents which are expired must not be presented or flashed on the website of the institution. In line with the standard, High Court of Madras formulated the content archival policy wherein, the contents will be deleted from the website after its expiry date. It is the responsibility of the content contributors in revalidating/modifying the content periodically to ensure that expired data are not presented or flashed in the site.

Some of the content components like Notifications, Tenders, Recruitment etc., which have shorter period of validity, will not have any relevance on the website after the intended purpose. The content components like calendar, RTI Act, Telephone Directory, Security System, Citizen Charter, Articles, Publications are regularly reviewed as per the Content Review Policy.

Wherever contents are no longer needed to be displayed, archival/deletion will be decided by the Web Information Manager. Entry/Exit Policy and Archival Policy for the content elements on the High court of Madras website is depicted hereunder in the following table:

// Important data will be shifted to the archives page.

SL No	Content Element	Entry Into Archives	Exit / Removal From Archives
1	Notifications	Once in a year	To be kept for ever in the archives
2	Tenders	As soon as it loses relevance.	After the expiry of the validity period.
3	Recruitment	As soon as it loses relevance.	After the expiry of the validity period.
4	RTI Act & Rules	Subject to Modification	No archive
5	Telephone Directory	Subject to Modification	No archive

6	Security System	Subject Modification to	No archive
7	Citizen Charter	Subject Modification to	No archive
8	Articles & Sitting Arrangements	As per changes	5 year of record to be maintained
9	Publications	Once in a year	10 years of record to be maintained
10	FAQ	Subject Modification to	No Archive / Deletion
11	Old Calendars	Once in a year	No deletion
11	Webcast / Speeches	As and when required	5 years of record to be maintained
12	Act/ Rules	De-notification/change	To be kept for ever in the archives
13	Important Historical Judgments /	As and when required	To be kept for ever in the archives