

## **Content Archival Policy (CAP)**

The content components are created with metadata, source and validity date. There would be some content which is permanent in nature and for such content it is assumed that the content would review in every ten years unless it is edited / deleted based on the requirement. The content shall not be displayed on the Website after the validity date.

Some of the short lived content components like tenders, recruitment etc., which will not have any relevance on the website after the intended purpose.

The content components like documents, reports, latest news is regularly reviewed as per the Content Review Policy.

The content is reviewed at least two weeks prior to the validity date and if required content will be revalidated and validity date is modified. If content is not relevant, then the content is archived and no longer published on the Website.

The above mentioned policy in force will be followed while maintaining the Mana Isuka Vahanam Website.