

Content Archival Policy UIDAI:-

The contents of the UIDAI website can be classified as perpetual and with validity period. For time sensitive content which expires after a certain date (e.g. tender, notifications, announcements etc.), a policy on whether the content should be archived for future reference or removed altogether from the website should be decided by the concerned Division after careful consideration of their nature of content. However, 'expired' content can be archived for future reference or removed. For the retrieval of content which has expired, there is a need to archive the content. The Department MUST have a clearly laid out Content Archival Policy (CAP) clarifying the rules set in this regard.

Government Websites, Forms, Services and Contact Directory which are discontinued should be expunged. The content Element on the Website has different Entry/Exit policy and Archival Policy as enlisted below:

Sl. No	Content Element	Entry Policy	Exit Policy
1.	About UIDAI	Changed content to be updated immediately	Content type is permanent.
2.	What's New	As soon as it loses relevance.	No archival is required.
3.	Photo/ Videos	As soon as it loses relevance	Five (05) Years from date of discontinuation.
4.	Logo	Any change in the content will have to be incorporated.	Old content to be moved to archive.
5.	Deputation/ contract	One year from the last date of Application.	Five (05) years since date of entry into archival.
6.	Tenders	As soon as it loses relevance.	Perpetual Five (05) Years since date of entry.
7.	Sanction orders	Five (5) years from date of publication.	Perpetual Ten (10) Years since date of entry.
8.	Circulars, Notifications & Office Memorandums	Overruling Office Memorandum or Notification issued.	Five (05) Years since date of discontinuation.
9.	Notifications	Overruling office – Memorandum or Notification issued.	Ten (10) years from date of discontinuation.

10.	Banners	As soon as it loses relevance.	Automatically after the expiry of the validity period.
11.	Directories	Any change in the content will have to be incorporated.	Not Applicable.
12.	Advertisement	As soon as it loses relevance	Five (05) Years from date of discontinuation.
13.	Press release	18 months from the date of publication	Keep permanent in archival.
14.	Annual Reports	Five (5) years from date of publication.	Perpetual Ten (10) Years since date of entry.
15.	Division wise content	As soon as it loses relevance	Five (05) Years from date of discontinuation.
16.	Parliament Questions	Permanent.	No Archival Required.
17.	FAQs	The content to be checked to ascertain its relevance.	The irrelevant content to be removed.
18	Officers served in past	Changed content to be updated immediately	Not applicable
19	Internship in UIDAI	Changed content to be updated immediately	Not applicable