



**GOVERNMENT OF INDIA**  
**MINISTRY OF STATISTICS AND**  
**PROGRAMME IMPLEMENTATION**



# **CONTENT ARCHIVAL POLICY**

## **FOR**

### **WEBSITE of MOSPI**



**Government of India**  
**Ministry of Statistics and Programme Implementation**

## **Content Archival Policy**

Data Informatics & Innovation Division (DIID), MoSPI is responsible for management of content on the website of MoSPI. As per the best practices, a Content Archival Policy as detailed below is hereby, implemented for better user experience and ease of access of information. Accordingly, the contents will be archived from the site (in searchable mode) after its expiry date. Therefore, the content contributors should revalidate/ modify/ update the content periodically to ensure that expired matter is not present on the site. Wherever contents are no longer needed to be displayed, suitable advice may be sent to Data Informatics & Innovation Division (DIID), for their archival/ deletion. Entry/Exit Policy and Archival Policy for the content elements on the MoSPI website along with the Responsibility assignment is being adopted as per the following:

<b>Sr. No.</b>	<b>Content Element</b>	<b>Entry into Archives</b>	<b>Exit (removal) from archives</b>	<b>Responsibility Intimation/ Updation</b>
1	About Ministry/ Department/ State	Whenever Departments/ Ministries are merged/ Changed.	Ten (10) years since date of entry into archival.	Intimation by Concerned Division, MoSPI/DIID
2	Programme/ Schemes	Discontinuation of Sanction of Programme/ Schemes.	Five (05) years since date of discontinuation.	
3	Policies	Discontinuation/ change of the policy by Govt.	Ten (10) years since date of entry into archival.	
4	Acts/Rules	Issued through the gazette/passed by the Central or State Govt.	Ten (10) years to be always available in the acts/rules database.	
5	Circulars/ Notifications	As soon as it loses relevance.	Five (05) years since date of discontinuation.	
6	Documents/ Publications/ Reports	Completion of its validity period.	To be kept forever in the Archives	

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7	Latest Releases	<p><b>a) Press Note on Second Advance Estimates and Revised Annual Estimates of GDP:</b> The last three Press Note on Second Advance Estimates and Revised Annual Estimates should be kept on the website. The Press Note on Second Advance Estimates of any particular Financial Year (FY) (which also have First Revised Annual Estimates of previous FY) should be archived once the Second Advance Estimates for the third subsequent financial year is released. For example, on release of Second Advance Estimates of GDP for FY 2024-25, Press Note on Second Advance Estimates for FY 2021-22 should be archived.</p> <p><b>b) Press Note on Quarterly estimates, First Advance Estimates and Provisional Estimates of GDP:</b> Once the Press Note on Second Advance Estimates of a particular FY is archived as mentioned in para(a) above, the press releases on all</p>	To be kept forever in the Archives	Intimation by Concerned Division, MoSPI/DIID

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	Latest Releases	<p>quarterly estimates and First Advance/ Provisional estimates of that FY shall enter into archive.</p> <p><b>c) Other releases (i.e. IIP, CPI, Payroll reporting in India):</b> The releases of current financial year may not be kept in Archive, Once the financial year is over, the releases of all its month may be moved to Archive Section.</p>	To be kept forever in the Archives	Intimation by Concerned Division, MoSPI/DIID
8	Highlight	As soon as it loses relevance.	Automatically after the expiry of the validity period.	Intimation by Concerned Division, MoSPI/DIID
9	What's New/ Announcements	As soon as it loses relevance.	Automatically after the expiry of the validity period.	
10	Division-wise Contents	As soon as it loses relevance.	Five (05) years since the date of discontinuation	
11	Tenders	As soon as it loses relevance.	Five (05) years since the date of discontinuation.	
12	Banners	As soon as it loses relevance.	Automatically after the expiry of the validity period.	
13	Photo-Gallery	As soon as it loses relevance/ 6 months of the relevant event.	Five (05) years since the date of discontinuation.	
14	Group Wise Contents	As soon as it loses relevance.	Five (05) years since the date of discontinuation.	

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15	Directories/ Contact Us	Not to be archived but modified from time to time.	Not applicable.	Intimation by Concerned Division, MoSPI/DIID

**Note:**

1. Archiving of Documents: Any document that is no longer relevant or valid will be moved to the archive section of the website after the specified period.
2. Once a document is moved to the archive section, it will remain there in accordance with the defined policy.
3. No document will be removed from the database; it will continue to be stored in the database or file storage even after the archival period has ended.
4. Access to archived records will be restricted to the administrator or designated division officials, based on the permissions granted through the CMS.
5. The policy will be reviewed annually to align with new regulations, and MoSPI reserves the right to update it as needed.

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