

Content Archival Policy (CAP)

S.No.	Content Element	Entry Policy	Exit Policy
01	Programme information	As required	Perpetual (10 years)
02	Circulars/ Notifications	As required.	Two (02) years since date of publication.
03	Quotations	As soon as made available	Two years from the date of publication
04	News	As made available	Two years from the date of publication