

Content Archival Policy

The content Element on the Website has different Entry/Exit Policy and Archival Policy as enlisted below:

S. No	Content Element	Entry Policy	Exit Policy
1	About Us/Management/Organization Structure	As soon as it is notified by PR Dept / Web Information Manager asks for change.	As soon as it is notified by PR Dept / Web Information Manager asks for change.
2	Our expertise/Key Projects	3 month after project is completed.	As soon as it is notified by PR Dept / Web Information Manager asks for change.
3	Policies	As soon as it is notified by PR Dept / Web Information Manager asks for change.	As soon as it is notified by PR Dept / Web Information Manager asks for change.

4	Corporate Governance	As soon as it is notified by PR Dept / Web Information Manager asks for change.	As soon as it is notified by PR Dept / Web Information Manager asks for change.
5	Circulars/Notifications	As soon as it is notified by PR Dept / Web Information Manager asks for change.	As soon as it is notified by PR Dept / Web Information Manager asks for change.
6	Documents/Publications/Reports	As soon as it is notified by PR Dept / Web Information Manager asks for change.	As soon as it is notified by PR Dept / Web Information Manager asks for change.
7	Tenders	As soon as it loses relevance.	
8	Banners	As soon as it loses relevance.	Automatically after the expiry of the validity period.
9	Photo Gallery	As soon as it loses relevance.	After 1 year of uploading.
10	Group Wise Contents	As soon as it loses relevance.	After 1 year of uploading.

Thank You,

Web Information Manager

RCIL – Website

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