

Data Retention Policy In Website

Web Records Retention Managing web records correctly is a shared responsibility extending to not only information technology, records management, legal, and web administrative staff, but all required areas that create the web content and maintain the structure of the website.

- Web content records, including introductory or descriptive information about the institute, its activities or particular areas it manages, but also publications that it makes available on the web .
- Inputs/outputs of transactions performed via the web e.g. data submitted via online forms.
- Website administrative records which provide evidence of website operations and management.
- Web content pages that reside on the site including introductory or descriptive information about the organization, its activities, programs, or particular areas it manages.
- Web communication from the public including comments or routine requests for information or publications.
- Website design records, Web management and operations records.
- Templates, style sheets, and code that determines site architecture.