ePrisons PROJECT

Content Archival POLICY DOCUMENT - 2024

FOR:

Implementation of ePrisons Project

GOVERNMENT OF MEGHALAYA

SUBMITTED TO: **Prisons and Correctional Services Department,**

GOVERNMENT OF MEGHALAYA

PREPARED & SUBMITTED BY:

NIC MEGHALAYA STATE CENTRE

NATIONAL INFORMATICS CENTRE

MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY

GOVERNMENT OF INDIA

NIC BUILDING, SECRETARIAT HILL, SHILLONG, MEGHALAYA

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1.0. ePrisons Project – Meghalaya

1.1. History of ePrisons project in MEGHALAYA

Under the guidance of the NIC Delhi Team under the leadership of Shri. Shashikant Sharma and our SIO Shri. T. Dkhar NIC Meghalaya and the cooperation of the Prisons dept, GOM, the project was rolled out first at Shillong. It gathered speed and by the end of 2018 -2019 we had already inaugurated ePrisons project in Shillong Jowai, Nongpoh District Jails. All of which were inaugurated by the Hon'ble Home Minister to the Government of Meghalaya, Shri. James P.K.Sangma.

Team NIC Delhi ePrisons Project is Headed by **Shri. Shashikant Sharma**. His able team is a constant support for all implantation processes under ePrisons project.

1.2. ePrisons Project Inaugural at District jails details: -

District Jail	Inaugural date	Remarks
Shillong	26 April 2018	• Training Room allocated in premises • ID cards issued to inmates via ePrisons system
Jowai	30 July 2018	• Also Launched the website of Home jails dept. https://megprisons.gov.in
Nongpoh	13 November 2018	• Also Launched the VC System at site • ID cards issued to inmates
Tura	20 November 2020	• ID cards issued to inmates – done over VC • During the C19 Emergency in India
Williamnagar	5 August 2021	• ID cards issued to inmates – done over VC during the C19 emergency in India

for more click https://megprisons.gov.in website

1.3. DATA from ePRISONS reflected on: -
1. NPIP : National Prison's Information Portal https://eprisons.nic.in/Public/Home.aspx
2. DARPAN : https://ml.cmdashboard.nic.in/Dashboard.aspx
3. MPR for NIC Meghalaya GOM: State Profile report
4. MPR for Home Jails Dept. : GOM : uploaded monthly basis https://megprisons.gov.in website

1.4. **This Document is intended for Officials and Staffs of Prisons & Correctional Homes,** and the NIC Meghalaya.

1.5. About NIC
National Informatics Centre (NIC) is a premiere Science & Technology organization of the Government of India in the field of Informatics Services and Information Technology (IT) applications, and has been instrumental in steering Information and Communication Technology (ICT) applications in Government Departments at Central, State and District Levels in government services, wider transparency in government functions, and improvement in decentralized planning and management. To facilitate this, NIC has established a nationwide ICT Network – NICNET – with

gateway nodes in Central Government Departments, 35 State/UT Secretariats, and in almost all 602 District Collect orates, for IT services. The Government has designated the nationwide Computer-Communication Network, NICNET, as the Government Network.

The long-term objective of the National Informatics Centre is 'to establish the feasibility of a system for the provision of detailed information to government ministries and agencies to assist them in making decisions relating to the country's economic and social development planning and programmed implementation'.

NIC is committed to meeting and acceding to the customer requirements by providing quality and reliable ICT services and global solutions. NIC was set up to promote economic, social, scientific and technological activities, and also for macro-economic adjustment programs of the Government, through the applications of IT.

NIC set up its first office in the State of Meghalaya at the state capital, Shillong way back in 1987 and subsequently expanded to other district headquarters. Since its inception, NIC has provided a host of services to the State and Central Government organizations in Shillong and other districts in Meghalaya, and now these services include Video-Conferencing, Internet Services, e-mail etc. apart from numerous Online Applications through dedicated Leased Line Circuits.

1.6. Abbreviations

NIC	National Informatics Center
P&CS	Prisons & Correctional Services
P&CH	Prisons & Correctional Homes
ICT	Information and Communications Technology
NICNET	National Informatics Center - Network
IT	Information Technology
GOM	Government of Meghalaya
VC	Video Conference
ICJS	Integrated Criminal Justice System
PIMS	Prison Inmate Management System
VMS	Visitor Management System
CIS	Court Information System
PIS	Police Information System
PIS	Personnel Information System
RMS	Roaster Management System
NCRB	National Crime Report Bureau
SCRB	State Crime Report Bureau
SLA	Service Level Agreement
MATI	Meghalaya Administrative Training Institute
RTI	Regional Training Institute
CAP	Content Archival Policy

2.0. Content ARCHIVAL POLICY (CAP) - 2024 – version 1.0

- The validity of some of the components may not be known at the time of creation.
- Such content is treated as perpetual and the validity date shall be 10 years from the date of creation.
- Content shall not be displayed on the Website after the validity date.

2.1. The Guidelines for Indian Government Websites (GIGW): -

- ✓ *Stipulate that expired contents must not be presented or flashed on the website. Therefore, as per the content archival policy adopted by this department, contents will be deleted from the site after its expiry date.*

- ✓ *Important data will be shifted to the archives page.*
- ✓ *Therefore, the content contributors should revalidate/modify the content periodically to ensure that expired data is not present/flashed in the site.*
- ✓ *Wherever contents are no longer needed to be displayed, suitable advice may be sent to the web information manager for their archival/deletion.*

- ✓ *Each of the content components is accompanied by metadata, source, and validity date. For some of the components the validity date may not be known i.e., the content is stated to be perpetual. Under this scenario, the validity date should be 1 years.*

- ✓ *For few of the components like announcements, tenders, only the live content whose validity date is after the current date is shown on the Website.*

- ✓ *For other components like documents, schemes, services, forms, websites and contact directory there is a need for timely review of the same as per the Content Review Policy.*

- The department of the Prisons & Correctional Services, Government of Meghalaya – do hereby follow the above CAP 2024 – to update, upgrade, maintain the official department website https://megprisons.gov.in in an up-to-date manner.
- For the retrieval of content which has expired, there is a need to archive the content.
- Government Websites, Forms, Services and Contact Directory which are discontinued should be expunged.

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

Table- Content Archival Policy: -

S.No	Content Element	Entry Policy	Exit Policy
1	About Ministry/ Dept/State	Whenever depts/ ministries are merged/changed	10 years since date of entry into Archival
2	Programs/ Schemes	Discontinuation of Sanction of Program/Scheme for Central and State Sectors or both	5 years since date of Discontinuation
3	Policies	Discontinuation of Policy by Govt – State/Central	10 years since date of entry into archival
4	Acts/Rules	Issued through the gazette/Passed by Central/State Govts	Always available in the acts/rules database
5	Circulars/Notifications	Overruling Office Memos, notifications issues	5 years since date of discontinuation
6	Documents/Publications/Reports	Completion of its validity period	10 years since date of entry into archival
7	Directories	As charge is changed at both Centre and District levels	Change with requirement
8	What's New	As soon as it loses relevance	Automatically after the expiry of the validity period
9	Tenders	As soon as it loses its relevance	2 years since date of discontinuation
10	Highlights	As soon as it loses its relevance	Automatically after the expiry of the validity period
11	Banners	As soon as it loses its relevance	Automatically after the expiry of the validity period
12	Photo gallery	As soon as it loses its relevance	Automatically after the expiry of the validity period

3.0. CONCLUSION:

National Informatics Center ePrisons team Meghalaya, have extended Technical support, Trainings, debugging, deployment in all District P&CH since 2018 – phase wise. Support provided by the NIC Meghalaya on a 24*7*365 days to the Department of P&CS, GOM.

The inclusion of a Content Archival policy will go a long way in providing the required set of guidelines – for the **WIM (web Information manager)** and the department – besides the Technical expertise of NIC Meghalaya ePrisons Project Team – towards dealing with the regular but most important Maintenance and updation of the existing Prisons website https://megprisons.gov.in

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