



WEB ARCHIVAL POLICY



**Corporation Bank
Head Office
Mangalore**



1.0 INFORMATION GOVERNANCE

1.1 Information governance is an approach to managing information assets across the Bank to support its business outcomes. It involves having frameworks, policies, processes, standards, roles and controls in place to meet regulatory, legal, risk and operational requirements. Information governance is an essential element of corporate governance that must be aligned with business outcomes and risks. A strategic approach to managing information and records reduces business risk, increases accountability and improves operational efficiencies.

1.2 Records and information need to be managed and retained for ongoing business use; for legal purposes; as evidence; and for historical and cultural purposes. Just like paper and digital files, website supports the current and future activities of the Bank. Our Bank's website (www.corpbank.com/ www.corpbank.in) is valued as records for the information it contains. Capturing, managing and retrieving that information for as long as it is needed shall be a powerful and positive contribution to management of the Bank's essential records and information.

1.3 The management of information on a website shall be a part of a wider approach by the Bank to information and records management. It shall be managed, reviewed and selected by following the same practices used for any other records created by the Bank.

1.4 The Bank's website is a record in itself, of how the Bank wanted to present itself to the public and what information it communicated to them. All of the information and documents on websites are records of the activities in the Bank that created them. They have value as assets to the people and the Bank, as time and money has been invested in their creation and management.

1.5 The Bank's website changes and evolves over time as it is updated. Evidence of how the Bank's website appeared, and the information it contained at certain points in time is a valuable record and would be essential if needed for evidential or legal purposes.

UPLOADING CONTENTS

The contents of the Bank's website shall always be checked and double-checked before it is published online; even if it is only on the live web for a day, it may have been archived somewhere, or cached by search engines.

2.0 NEED FOR A WEB ARCHIVE

2.1 'Archiving', means taking material/contents out of active use and storing it elsewhere. It is the first step in a series of processes to ensure long-term access to the Bank's information in electronic formats. If there is an need to retain the material for an extended time, the User Division will put in place preservation strategies to



make sure the information being archived will remain accessible in future even after multiple changes to hardware and software.

2.2 Web archiving is the process of collecting information from the website and preserving these in an archive. Web archiving is a similar process to traditional archiving of paper or parchment documents; the information is selected, stored, preserved and made available to people. Access is usually provided to the archived websites collected and cared for by archivists, in this case 'web archivists'.

2.3 The website of the Bank is a part of its communication with the public and other organisations as they are powerful tools for sharing information. Bank's website documents the public character of the organisation and its interaction with its audiences and customers. In addition, information published on the web is increasingly becoming the only place where it is available. Because of this, the website is a crucial part of the records and identity of the Bank.

2.4 There is recognition of the ongoing value of legacy information published online. The web has become significant as a hub of information. As a result, the web has become integrated into other activities, such as research, referencing and quotation. These activities that used to rely on physical records now increasingly use and link to pages and documents held on websites. Web archiving is a vital process to ensure that people and organisations can access and re-use knowledge in the long-term, and comply with the needs of retrieving their information.

2.5 Archiving websites gives the Bank the chance to provide access to legacy information that it may not necessarily want to keep on its 'live' website. Evidence shows a significant and ongoing user demand for access to older content that an organisation may consider out of date or unimportant. Archiving and providing access to this content becomes part of wider information and records management activities. As such, web archiving can contribute to a positive image of the Bank's ability to manage its information effectively.

2.6 A court may need to examine records as evidence under the Evidence Act 1872 of the Bank's decisions and actions. So the Web Archive must meet the legal obligations for retention and disposal of records under the Evidence Act.

3.0 VALIDITY

3.1 All the content components on the Bank's website shall be created with metadata, source and validity date.

3.2 If the contents are considered to be of value, then arrangement shall be made for it to be archived. It is to be born in mind that not all content on a web page can be captured through web archiving.



3.3 **Short Term Validity:** Some of the content components are of short life utility e.g. announcements, tenders, recruitment, draft for discussion etc. In case of such components only the live content whose validity date is after the current date shall be shown on the Website. Such components will not have any relevance on the website after the event or intended purpose.

3.4 The content is to be reviewed at least two weeks prior to the validity date and if required the content shall be revalidated and the validity date be modified. If content is not relevant, then the content will be archived and will no longer be published on the Website.

3.5 **Medium Term Validity:** For other components like documents, schemes, services, forms etc. there is a medium term utility. For such components there shall be a quarterly review of the same on regular basis before the expiry of the validity date.

3.6 **Perpetual Validity:** The validity date of the contents on the web-site shall be maximum of ten years. Under no circumstances, any content will be displayed on the Website after the validity date. However, in case the content is stated to be perpetual in nature, it can be re-displayed on the website after a review before the expiry of the validity date.

3.7 **Unspecified Validity:** Validity of some of the components may not be known at the time of creation. Such content shall be treated as perpetual and the validity date shall be ten years from the date of creation. The content shall not be displayed on the Website after the validity date.

3.8 The expired contents such as documents, information, and procedures etc. shall be archived as detailed hereunder:

Sl. No.	Content Element	Entry Norm to Archive	Exit Norm from Archive
1	Notifications	Overruling Office Memorandum or Notification issued.	10 years since date of entry into archive.
2	Publications/ Reports	Completion of its validity period.	10 years since date of entry into archive.
3	Contact Details	Not required	Not required.
4	What's New	As soon as it loses relevance.	To be decided by the contributing HO division.
5	Tenders /Recruitments	As soon as it loses relevance.	10 years since date of entry into archive.
6	Others	To be decided by the contributing HO division	To be decided by the contributing HO division



4.0 PROCEDURE FOR ARCHIVING

4.1 The following factors shall be considered while deciding validity period of contents on the website

- [i] the value of the website and the business or historical value of its contents
- [ii] whether this content is kept or preserved elsewhere, for example, in a shared network drive or an electronic records management system,

4.2 The User Division shall use the principles of business, evidence and historical value to evaluate the information and documents on the Bank's website. In the above perspective the contributing Division shall decide which information to keep and how long it is required to be kept.

4.3 **Format** - Overall, approaches shall be format-neutral. This means that records and information shall be managed according to why they were created and what they were used for. They are not managed differently because they are in a different format, such as spreadsheets, PDF documents, images, websites and so on.

4.4 **Periodicity** - The contents of the website of the Bank shall be reviewed for archival purpose every three months. Depending upon how frequently the website and its content changes, and the relative importance of the content, the Bank's website may need archiving more often at certain times. If there is a particularly important event due to which the website is changing regularly, then more frequent archiving need to be arranged.

4.5 **Saving and checking** - The back-up copies of the Bank's website shall be saved to a network drive, which is in turn backed up to another data source. The back-up copies shall be checked every 6 months to see that they work so as to prevent deterioration over time.

4.6 It should be ensured that content is not being added and removed between acquisition sessions as this content will not be captured and preserved.

4.7 Time-stamping is a computer-readable date and time that the crawler applies to each file it harvests. This ensures that the archived website is a viable representation of the website at the time the website was archived. The records in the Archive should be Time stamped.

4.8 Web archives should be harvested in their original form and be capable of being delivered as they were on the live web, providing a record of web content as it was available at a specific date and time. When a website is archived, the context of the information it provides is maintained, meaning that users can view the information in the context in which it was originally presented.



5.0 ACCESS AND PRESERVATION

5.1 Archived website of the Bank may be made available in some form to someone - either within the Bank only or otherwise. Access depends on the reasons that the website has been archived and whether this allows **open, restricted or closed access**. For legal or compliance purposes it will usually be accessed and used only within the Bank and the organisations the Bank is accountable to.

5.2 The Bank will also provide only restricted access to the authorized person onsite and online. Wholesale access to this material may be prevented due to copyright or licensing issues.

6.0 THE USER DIVISION

6.1 The HO - Publicity Division shall be the User Division for maintaining the website of the Bank.

Contributing HO Divisions, who display their materials in the website of the bank, shall send the same to HO - Publicity Division in the prescribed format appended.

In turn, HO - Publicity Division shall arrange for the material to be displayed in the website of the Bank.

The Contributing HO Divisions shall decide on the period the material is to be displayed in the website (validity period) and the same shall be communicated to the User Division.

One week prior to the expiry of the validity period of the contents (or such period as determined by the User Division), the respective Contributing Division at the Head Office shall communicate to the User Division its decision to:-

- I. Either revalidate the content, upon which the content will continue to be displayed by the User Division on the Website, by modifying the validity date.
- II. Or Archive the content, upon which the content will be archived by the User Division and will no longer be displayed on the Website.

HO - Publicity Division shall have the responsibilities of arranging for the archival of the contents of the website and also of ensuring that web records and web information are properly managed.

6.2 The User Division shall

- Authorise the retention and destruction of web records by issuing orders,



- Store and protect and make accessible web records of enduring significance which are identified as archival resources of the Bank,
- Create and maintain full and accurate web records of the Bank's business,
- Establish clear lines of responsibility for web records management and ensure that staff are trained to carry out their web records management responsibilities

6.3 The User Division shall work towards the goal of full, accurate and secure web records and information.

7.0 ARCHIVAL POLICY OF EVENTS OR INFORMATION WHICH HAVE BEEN DISCLOSED TO STOCK EXCHANGE(S) AND HOSTED ON THE WEBSITE OF THE BANK IN ACCORDANCE WITH REGULATION 30 OF THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015.

7.1 The events or information which has been disclosed by the Bank to the Stock exchanges in terms of the Regulations 30(8) and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 will be hosted on the website of the Bank for a period of five years. The Bank shall ensure to update any change in the content of its website within two working days from the date of such change in content. The assigned Personnel of the Investor Services Department of the Bank will have the responsibility for periodically reviewing the content of the website in respect of the disclosures made pursuant to the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and keep the information Up to Date with the help of User Division (HO - Publicity Division) as mentioned in Para 6.1.

7.2 On a quarterly basis all announcements/ disclosures on the website of the Bank [which have been disclosed by the Bank to the Stock exchanges in terms of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015] would be archived after a period of five years from the date on which such disclosures/ announcements were hosted on the website.

The information would be maintained in the archive for a period of 10 years since the date of entry into the archive.

After the expiry of this ten year period of Archival, the information would be removed from the archive.

8.0 OTHER ISSUES

8.1 The Bank shall have resources in place to facilitate its web records management.

These include:

- Procedures to support decisions about keeping and destroying web records.



- Systems in which web records are maintained and are accessible in order to meet continuing business needs.
- Staff with web records management training and skills appropriate to their roles and responsibilities.

8.2 If required the Bank may utilize on demand web archiving services.

8.3 This Policy shall be hosted on the website of the Bank

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Appendix

Format of request to host & remove contents in the Website of the Bank from contributing HO division to HO - Publicity Division

To,
The Publicity Division,
Head Office, Mangalore.

Date:

Sub: Request to host contents/ remove contents in the website of the Bank

Dear Sir/ Madam,

We request you to host the following contents in the website of the bank.

Name of the content: _____

Section where it is to be displayed: _____

Validity period: _____

The relevant content is attached herewith in soft copy/ hard copy.

We request you to archive the following contents which are presently hosted in the website of the bank.

Name of the content: _____

Section where it is presently displayed: _____

Archival period: _____

Regards,