

Content Archival Policy

The contents of the Agricultural and Processed Food Products Export Development Authority (APEDA) website can be classified as perpetual and with validity period. For time sensitive content which expires after a certain date, a policy on whether the content should be archived for future reference or removed altogether from the website should be decided by the concerned Section after careful consideration of their nature of content, e.g. such components like press releases, tenders etc only the live content whose validity date, is after the current date is shown on the website. For the retrieval of content which has expired, there is a need to archive the content. The contents of the website have different Entry/Exit policy and archival policy as enlisted below (List may be enclosed as per policy)

Archival Policy Process

Whenever the Division head shares the data/notification/RFP/Tender with the C&I Division, they also mention the last date for the content to be live on the website.

On the last mentioned date the content is sent to the archive section of the website.