

## **Content Archival Policy (CAP):**

The contents of the official website of Tea Board India 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. For a few of the components like press releases, tenders etc. only the live content whose validity date, is after the current date is shown on the website