

Sl. No.	Subjects/records Group	Retention period	Remarks
Export & Market Development Assistance(E&MDA)			
1	Alexander Committee on Import and Exports Policy Agenda, Minutes, Reports	B	
2	Meetings of Headquarter Classification Committee, Agenda, Minutes	C-5	
3	Establishment of Export Credit and Guarantee Corporation	B	
4	Appointment of Board of Directors of Export Credit and Guarantee Corporation	C-5	
5	Meetings of Board of Directors of Export Credit and Guarantee Corporation – copy of Agenda paper	C-3	
6	Monthly Reports of Export Credit and Guarantee Corporation: a) Monthly report from Fort Offices b) Monthly reports from Indian Bank c) On Industrial Development	C-1 C-1 C-1	
7	Meetings of the Standing committee on Export Finance Agenda, Minutes	C-5	
8	National Awards to Exporters a) Criteria for the grant of awards b) Meetings of the Selection committee for National Awards, Agenda, Minutes c) Award Functions	B B C-3	
9	Meeting of the Cash Assistance committee, Agenda, Minutes	B	
10	Grant of Cash Assistance	C-5	
11	Representations from Export Promotion Councils	C-3	
12	Trade Enquiries	C-1	
13	Marketing Development Assistance (MDA)- Grant of	C-5	
14	Grant of Export Assistance a) policy and Procedure b) Instructions/Clarifications	C-10 C-3	
15	Matters relating to Federation of Indian Export Organisation a) Policy	C-10	

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	b) Others	C-5	
17	Guidelines of Marketing Development Assistance (MDA) and codification of Grants-in-aid	C-10	
18	MDA Policy and Procedure	C-10	
19	MDA main committee a) Constitution b) Agenda, Minutes and Decisions	C-10 C-10	
20	MDA Sub Committee a) Constitution b) Agenda, Minutes and Decisions	C-10 C-10	
21	Grant of recognition of Organisations as "Approved Organisation for Grant – in-aid" a) Policy b) Individual cases accepted c) Individual cases rejected	B C-10 C-3	
22	Proposal for Financial Assistance from MDA a) Accepted b) Rejected	C-5 C-3	
23	Grant-in-aid Bills from MDA	C-3	
24	Grant-in-aid Register	B	
25	India Brand Equity Fund a) Constitution b) Policy/Guidelines c) Agenda, Minutes, Decision of main committee d) Proposal for assistance of accepted cases e) Proposals for assistance of rejected cases	B B B C-7 C-7	