

Sl. No.	Subjects/records Group	Retention period	Remarks
Export Products (Agriculture)			
1	Export Policy a) Policy b) Others	B C-3	
2	Export incentives/cash assistance a) Policy b) Others	B C-10	
3	Statistical data (Export/Import of Agri. Products)	C-1	printed copy of annual statistical data B and be sent to the Departmental library
4	Study/Sales Team/Delegation to foreign countries	C-5	
5	Exhibitions/Seminars	C-5	
6	Constitution/Reconstitution of Boards (i) Tobacco Board (Guntur) (ii) Spices Board (Kochi)	B	
7	Agenda/minutes of Boards	C-3	
8	Legislation/amendments to Acts/Rules & Boards.	A	
9	Establishment of Council Cashew Export Promotion Council (CEPC), Kochi. Agricultural and Process Food Export Development Authority (APEDA)	B	
10	Constitution of Council	C-5	
11	Agenda/Minutes of Council meetings-correspondence	C-3	
12	Complaints/representation on Exports	C-3	
13	Court cases (Complaints against exporters)	C-3 After final settlement of the case, under normal course of Law.	Judgement -B
14	Canalisation of export/import commodities through Government agencies (MMTC, STC and PEC)		

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	a) Policy b) Others	B C-5	
15	Project reports/Feasibility study reports	C-5	Report- B
16	Fixation of minimum support price for various commodities i) Policy ii) Others	B C-3	