

Sl. No.	Subjects/records Group	Retention period	Remarks
<u>Export Products (Chemicals & Allied Products)</u>			
1	Establishment of Councils (Govern to Councils)/Assistance to States for Infrastructure Development for Export ASIDE .	B	
2	Reconstitution of Committee of Administration of Councils	C-5	
3	Meetings of Committee of Administration of Councils – Agenda and Minutes	C-5	
4	Study/Sales Team/Delegation to foreign countries	C-5	
5	Proposals for assistance under Market Development Assistance (MDA)/Market Access Initiative Scheme (MAIS) and Assistance to State for infrastructure Development for Exports (ASIDE)	C-5	
6	Representation form exporters	C-3	
7	Monthly reports	C-3	
8	Draw-back/Excise Duty cases	C-3	
9	Review of export performance of Councils	C-3	
10	Suggestions from Councils for incorporation in the Import Policy	C-3	
11	Ban on export of Chemicals & Allied Product commodities	C-3	
12	Import of Raw material	C-3	
13	Classification of Chemical and Allied Product commodities	C-5	
14	Fixation of export targets	C-3	
15	Government of India responses for Anti Dumping/Anti Subsidy/ Countervailing duty cases	C-10	