

Sl. No.	Subjects/records Group	Retention period	Remarks
<u>Export Products (Gems & Jewellery)</u>			
1	Export policy	B	
2	Export incentive a) Policy b) Others	B C-5	
3	Establishment of Council	B	
4	Constitution/Reconstitution	C-5	
5	Agenda/Minutes	C-5	
6	Study/Sales Team/Delegation to foreign countries	C-5	
7	Exhibition/Fairs/Seminars	C-3	
8	Complaints/representations	C-3	
9	Statistical data	C-5	
10	Proposals for assistance under Market Development Assistance (MDA)/Market Access Initiative Scheme (MAIS)	C-5	
11	Trade Protocols/Joint Commission Agreements	C-1	Foreign Trade (Territorial) Section to retain as -B