

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