

Sl. No.	Subjects/records Group	Retention period	Remarks
<u>Export Products (Marine Products)</u>			
1	Export Policy a) Policy b) Others	B. C-10	
2	Export Incentives schemes	C-10	
3	Statistical Data	C-5	Printed copy of annual statistical data B, and be kept in Departmental Library
4	Study/ Sales Team/Delegation to foreign countries	C-5	
5	Participate in Exhibitions/Seminars	C-5	
6	Legislation/Amendments to the Marine Products Export Development Authority (MPEDA) Act, 1972/ MPEDA Rules, 1972	A.	
7	MPEDA Board Constitution/Reconstitution	C-10	
8	Agenda/Minutes of Authority Meetings	C-5	
9	Appointments of Chairman; Director (Marketing); Trade Promotion Officers at New York and Tokyo of MPEDA	C-5	
10	Appointment of Secretary and Director, MPEDA	C-3	
11	Study team/sales team abroad containing reports	C-5	Report
12	Complaints/representations-	C-3	
13	Court Cases	C-3 After final settlement under normal course of law	
14	Deep Sea fishing	C-5	
15	Aquaculture related issues	C-5	
16	Action Plan	C-5	
17	Market Studies	C-10	
18	Indo-EU Joint Working Group on Agriculture and Marine Products	C-5	
19.	Proposals for assistance under Market Development Assistance (MDA)/Market Access Initiative Scheme (MAIS)	C-5	

