

Sl. No.	Subjects/records Group	Retention period	Remarks
<b><u>Foreign Overseas Investment (FOI)</u></b>			
1	Foreign Collaboration Cases a) Policy b) Individual Cases i) Administrative Ministry Cases ii) cases of other Ministries	B  C-5  C-1	
2	Overseas Investment (a) Policy (b) Joint venture /Wholly owned subsidiary approved cases	B  C-5	
3	Export Promotion Board Meeting i) Agenda ii) Minutes	C-5 B	
4	Export Promotion Council for EOU/SEZ units i) Establishment of Council ii) Appointment of Director General iii) MDA grant iv) Annual Action Plan v) Central Governing body/Regional Government body meeting	B C-5  C-3 C-3  C-3	