

Sl. No.	Subjects/records Group	Retention period	Remarks
Foreign Trade (Coordination)			
1	Processing of Appellate Committee Cases	C-10	
2	Coordination of Labour issues concerning Department of Commerce.	C-3	
3	Petitions received by Grievance Cell & redressal thereof.	C-3	
4	Work of Territorial Division and coordination general issues	C-3	