

Sl. No.	Subjects/records Group	Retention period	Remarks
<b><u>Foreign Trade (Minerals &amp; Ores)</u></b>			
1	Policy & procedure, Exim Policy etc.	B	
2	Export Promotion of Iron Ore, Manganese, Chrome Ore, Mica-Granite, Marble, Fertilizer etc. issuance of Licence.	B	
3	Infrastructural Issues, Freight rate, Port charges/Facilities of movement	C-5	
4	Anti-dumping	B	
5	C&AG Report- functioning of MMTC	C-5	
6	MMTC/Administrative Matters, Court after settlement of Cases . Cases/ MOU	C-5 after final settlement of case	
7	Periodical Reports O&M, Annual Action Plan, Annual Administrative Report etc.	C-3	