

Sl. No.	Subjects/records Group	Retention period	Remarks
Foreign Trade (State Trading)			
1	Establishment of Corporations- State Trading Cooperation(STC), Project and Equipment Corporation (PEC) and Spices Trading Cooperation Limited. (STCL)	B	
2	Opening of Branch Offices of Corporations	C-10	
3	Meeting of the Board of Directors	C-3	
4	Appointment of Board of Directors	C-5	
5	Meeting of Board/Cabinet Committee-Agenda, minutes	C-5	
6	Delegations sent abroad	C-3	
7	Representations from the Importers/Exporters/ miscellaneous references	C-3	
8	Supply of information to Department of Public Enterprises on 'counter trade'.	C-3	