

## Plantation 'A'

Sl. No.	Subjects/records Group	Retention period	Remarks
1	Plan targets and achievements (extension, improvement reclamation survey of new areas) a) Policy b) Others	B C-5	
2	Plan targets and achievements a) Policy b) Others	B C-5	
3	Schemes (Schemes for rehabilitation to small growers, replantation subsidy schemes, tea plantation scheme, irrigation finance scheme) a) Policy b) Others	B C-5	
4	State legislation affecting area under tea	C-10	
5	Tea machinery and irrigation equipment – import	C-3	
6	All matters regarding tea package industry a) Policy b) Other	B C-5	
7	Information about production in other countries Data	C-3	
8	Auction, Market – data, surveys	C-3	
9	Transport subsidy scheme	C-3	
10	Representations from Exporters, Growers/tea Industry	C-3	
11	Action taken under the Tea Act, 1953	C-10	
12	Take over of sick Tea Gardens	B	
13	Court Cases	C-3 after final settlement of the case, under normal course of law	
14	Exports to various countries	C-3	
15	London and Colombo auction, prices, stocks and other information	C-3	
16	Trade agreements with individual countries	C-3	
17	Export of Tea Seeds and Quality control		

Sl. No.	Subjects/records Group	Retention period	Remarks
	etc.	C-5	
18	Commercial reports from Indian Missions abroad	C-3	
19	International Fairs/ Exhibitions	C-5	
20	Trade delegations to/ from India	C-3	
21	Appointments of Chairman/ Directors	C-5	
22	Agenda, Minutes of Tea Board	C-3	Copy of Agenda, minutes may be kept for reference
23	Establishment of tea Board	B	
24	Constitution/ Reconstitution	C-10	
25	Committees of Tea Board	C-3	
26	Export Duty-Policy	B	
27	Excise Duty, cess on tea and other levies by the center	B	
28	Fiscal incentives for export and development i) Policy ii) Others	B C-5	
29	International: i) Indo-Sri Lanka free trade Agreement ii) FAO	C-10 C-10	
30	Meetings with tea industry representatives	C-3	
31	Amendments/ Legislation of Tea Act, 1953	A	
32	Clarifications/ Interpretations of the clauses of Act.	B	
33	Framing of rules under the Act.	B	
34	Amendment of by-laws and orders	B	
35	Research Schemes	B	
36	Training of Plantation Personnel and Foreign Nationals	C-5	
37	Tea Advisory Committee	C-10	
38	Delegation abroad	B	
39	Annual Report of Tea Board	C-3	Report-B
40	Medium term Export Strategy for Tea	C-10	