

## Plantation 'B'

| Sl. No. | Subjects/records Group   | Retention period       | Remarks   |
|---------|--|------------------------|---|
| 1.      | Legislation/ amendment of Coffee Act, 1942   | A                      |   |
| 2.      | Rules and Regulations framed under the Act   | B                      |   |
| 3.      | Coffee Board<br>a) Establishment of<br>b) Reconstitution<br>c) Appointments of Chairman/<br>Directors<br>d) Meetings of Board Agenda-<br>Minutes | B<br>C-5<br>C-5<br>C-5 | Notification<br>in Guard file                     |
| 4.      | Fixation of minimum/ maximum prices  | B                      |   |
| 5.      | Representations regarding fixation of prices   | C-3                    |   |
| 6.      | Foreign collaboration/ agreements between India and foreign countries/ organizations relating to Coffee  | B                      |   |
| 7.      | Research and Development Schemes   | B                      |   |
| 8.      | Statistics regarding exports/ imports of Coffee  | C-5                    | Four copies of publication may be kept in library |
| 9.      | Delegation send abroad   | C-5                    |   |
| 10.     | Import of Machinery  | C-5                    |   |
| 11.     | Five Year Plans  | B                      |   |
| 12.     | Weekly, monthly, yearly report from the Coffee Board   | C-3                    |   |
| 13.     | Meetings of International Coffee Organization, Agenda, Minutes   | C-5                    |   |
| 14.     | Participation in Indian/ International Exhibition/ Fairs/ Seminars etc.  | C-5                    |   |