

TEXTILES COMMITTEE
(Laboratories)
Government of India, Ministry of Textiles
P. Balu Marg, Prabhadevi,
Mumbai 400 025.

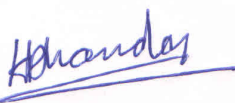
No. TC/Lab/Disposal/Mumbai/2019(18-12)

5th Nov, 2019

Office Notice

In accordance with MSP Nos. 7.4(Procedure For Handling And Disposal Of Test Items), 8.4(Procedure For Control Of Records) and Circular Nos. 5/77/94-lab dated 4th Jan, 1996, TC/CUSTOMS/07-LAB-VOL.III dated 5th October, 2009 the retention Policy of Laboratory Textiles Committee, Mumbai for remnant samples and Test report are as follows:

Sr. No.	Items	Retention Period
1.	Regulatory test reports along with the copies of samples forwarding letters, internal instruction notes, manuscript test reports, test data sheets etc.	5 Years
2.	Non-regulatory test reports along with the copies of samples forwarding letters, internal instruction notes, manuscript test reports, test data sheets etc.	2 Years
3.	Regulatory samples	1 years
4.	Non-Regulatory samples	3 months


(KARTIKAY DHANDA)
Director (Laboratories)