

Sl. No.	Subjects/records Group	Retention period	Remarks
<u>Trade Promotion</u>			
1	Formation of India Trade Promotion Organisation (ITPO)	B	
2	Reconstitution of Board of Directors of Trade Fair Authority of India I.T.P.O	B	
3	Delegation of Powers to Trade Fair Authority of India I.T.P.O	B	
4.	Court cases/Audit Paras related to ITPO	C-3 after final settlement of case under normal course of law.	
5	Matters relating to Indian Institute of Packaging, Mumbai a) Policy b) Others	B C-10	
6	Governing Body Meeting of Indian Institute of Foreign Trade, Delhi – Agenda, Minutes	C-10	
7	National Centre for Trade Informartion		