

| Sl. No.                                    | Subjects/records Group  | Retention period                                      | Remarks |
|--|---|---|---------|
| <b><u>Export Oriented Units (EOUs)</u></b> |   |   |         |
|  |   |   |         |
| 1  | Agenda for the Board of Approval (EOU/SEZ meeting scheme)       | C-5   |         |
| 2  | Minutes of the Board of approval meeting (EOU/SEZ scheme)       | B   |         |
| 3  | Export obligations<br>a) Policy<br>b) Individual cases          | B<br>C-5  |         |
| 4  | Export Oriented Unit Scheme<br>a) Policy<br>b) Individual cases | B<br>C-5 or till unit is de-bonded whichever is later |         |
| 5  | Annual Performance Report of EOUs/Monitoring Reports of EOUs    | C-5   |         |