

Sl. No.	Subjects/records Group	Retention period	Remarks
<u>Export Products (Electronics & Computer Software)</u>			
1	Export Policy a) Policy b) Others	B C-3	
2	Pre and Post Budget Proposals related E&CS Sector	C-5	
3	Study/Sales Team/Delegations to foreign countries/Exhibitions/Seminars/	C-5	
4	Electronics and Computer Software Export Promotion Council a) Establishment of Council b) Constitution/Reconstitution c) Agenda/Minutes	B C-10 C-5	
5	Complaints/Registrations	C-3	
6	Anti subsidy Cases: References from other Divisions like FT(coord) etc.	C-3	
7	Project reports/Feasibility study reports	C-3	Reports-B
8	LRMAFI schemes i) Policy ii) Release of Grant	B C-5	
9	References from Trade Policy Division	C-3	
10	Fixation of Export Targets and monitoring thereof	C-10	
11	Papers relating to Governing Council of, Software Technology Packing of India (STPI)	C-3	
12	Papers relating to Inter Ministerial standing Committee meetings (IMSC)	C-3	
13	References from Territorial Divisions	C-3	
14	Proposals for assistance under Market Development Assistance (MDA)/Market Access Initiative Scheme (MAIS)	C-5	