

Sl. No.	Subjects/records Group	Retention period	Remarks
<u>Export Products (Engineering)</u>			
1	Export Consultancy Services	C-5	
2	Study/Sales Team/Delegation to foreign countries	C-5	
3	Meeting of Joint Commission-inputs to Territorial Division	C-3	
4	Administrative matters relating to Engineering Export Promotion Council (EEPC)	C-5	
5	Problems/difficulties of Exporters	C-5	
6	Trade disputes	C_5	
7	Formulation of Annual Trade Targets	C-5	
8	Complaints/Representations	C-3	
9	References/Clarifications regarding export policy on engineering goods	C-5	
10	Export Promotion Statistics - Commodity wise and Country wise	C-5	
11	Panel meetings and reports	C-3	
12	International Price Reimbursement scheme (IPRS) a) work relating to pending IPRS claims and audit paras b) Court cases	C-10 C-3 After final settlement	
13	European Article Numbering, India (EAN) matters a) Promotional efforts for introducing Bar Coding system b) Court cases c) Establishment of EAN India d) Release of funds to EAN India	C-10 C-3 After final settlement under normal course of law. B C-5	
14	Matters relating to Anti-Subsidy and Anti-dumping Duties by foreign countries on Indian Engineering items.	C-5	
15	Proposals for assistance under Market Development Assistance (MDA)/Market Access Initiative Scheme (MAIS)	C-5	