

Sl. No.	Subjects/records Group	Retention period	Remarks
Export Products (Overseas Projects & Services)			
1	Establishment of Project abroad a) Policy matters b) Individual Projects	B C-5 After settlement of project assistance	
2	High Value Engineering contracts	C-5	
3	Export of consultancy Services	C-5	
4	Grant of assistance from Market Development Fund	C-5	
5	Market Survey Delegations	C-5	
6	Meetings of Joint commission	C-10	
7	Exchange of Delegations	C-5	
8	Civil construction works	C-5	
9	Setting up of Agencies to cater to needs of International Consultancy in Engineering Projects	B	
10	Meetings of Screening committee for registration Consultancy Firms – Agenda, Minutes	C-5	Copy of the proceedings B
11	Meetings of Standing Committee on Export Finance of RBI – Agenda, Minutes	C-10	Copy of the proceedings B
12	Provision of Credit facilities for Export of Indian Goods	C-10	
13	Payment Agency Commission on Exports	C-5	
14	Income-Tax relief to Indian Personnel employed by Indian Firms abroad – Policy	B	
15	Deferred payment facilities	C-10	
16	Problems/Difficulties of Exporters	C-5	
17	Trade Disputes	C-5	
18	Formulation of Annual Trade Targets	C-5	
19	Export of Railway Wagons for foreign countries a) Policy b) Individual contracts	B C-5 After completion of contract	
20	Complaints/Representations	C-3	
21	Labour Matters a) Major b) Minor	B C-3	
	Task Force on Project Exports	B.	

Sl. No.	Subjects/records Group	Retention period	Remarks
22	All Policy matters pertaining to Service Exports.	B	
23	All Parliamentary related matters relating to Services Exports.	C-5	
24	Setting up of Services Export Promotion Council (SEPC)	B	
25	Meetings with Exporters/Ministries/Departments to discuss and solve the issues of trade	C-5	
26	Proposals for assistance under Market Development Assistance (MDA)/Market Access Initiative Scheme (MAIS) and Assistance to State for infrastructure Development for Exports (ASIDE)	C-5	