

S. No.	Subjects/records Group	Retention Period	Remarks
1	Monthly Press Release giving advance data relating to India's Foreign Trade	C-5	
2	Monthly summary of important activities of D/o Commerce for Cabinet	C-3	
3	Monitoring and review of export performance vis-à-vis targets	C-3	
4.	Compilation and analysis of data on exports and imports by principal commodities and by principal countries and regions	C-3	
5.	Study of India's exports by sectors	B	
6.	Research studies on specific aspects of trade	B	
7.	Compilation and analysis of key data on international trade statistics	C-5	
8.	Macro assessment on the prevailing world economic conditions on the trade prospects	C5	
9.	Reg. Macro-economic indicators	C-5	
10.	Five year plans & Mid-term Review	B	
11	Performance & Outcome Budget	C-5	
12.	Specific economic advice on emerging issues relating to trade	B	