

Sl. No.	Subjects/records Group	Retention period	Remarks
1	Trade Agreements	B	
2	Joint Commission – Agenda, Minutes.	C-10	
3	Monthly Commercial Reports	C-1	
4	Visits of Indian delegation abroad.	C-3	
5	Visits of foreign delegations/dignitaries	C-3	
6	Export/Import commodities	C-3	
7	Market Survey reports	C-5	
8	Trade Disputes	C-3	
9	Trade Enquiry	C-3	
10	Collection of data on Commercial/Trade matters	C-5	
11	Conference of Heads of Indian Missions Abroad	C-10	
12	Complaints/references from exporters/trade bodies	C-1	
13	Comments on International agreements received from other Ministries/Departments	C-3	
14	Conference of commercial Representatives abroad	C-10	
15	All other matters	C-1	