

Sl. No.	Subjects/records Group	Retention period	Remarks
<b><u>Infrastructure – I</u></b>			
1	Shipping issues	C-5	
2	Committee/Conferences related to International trade.	C-5	
3	Standing Committee on promotion of export by Air, Shipping – Constitution, Agenda and Minutes	B	
4	Freight increase by shipping companies in the field – Air freight increase and Rail freight increase	C-5	
5	Shipping and International Organisations rules, Membership etc.	B	
6	Complaints/Representations relating to infrastructure	C-3	
7	Establishment of Inland complain Depot/container Freight stations	B	
8	Setting up of Air Cargo Complexes in India	B	
9	Policy on Civil Aviation/Airport Infrastructure	B	
10	Issues relating to movement of exports goods by rail	C-3	
11	Matters relating to allotment of wagons on priority	C-3	
12	Issues related to Sea ports	C-3	
13	Representations from Exporters/Importers regarding infrastructural bottlenecks & constraints in movement of air cargo in course of imports and exports	C-3	
14	Setting up of Committees/and task forces	C-10	
15	Meetings of Electronic Data Interchange (EDI)/EC Council India, Electronic Data Interchange for Administration Commerce and Transport (EDIFACT) Committee, EDI Working Groups and Millennium Development Goals (MDGs) etc. – Minutes thereof	C-5	
16	Meeting of UN/Asia EDIFACT Board/ Asia Pacific for Electronic Business and Trade facilitation (AFACT) – Minutes thereof	C-5	
17	Hosting of Conferences to spread awareness about EC/EDI	C-5	
18	Sectoral meetings to review implementation of EC/EDI in the country	B	
19	Review of EDI/MC by Export Promotion Board	C-5	