

PART—II RECORDS (OTHER THAN THOSE RELATING TO ESTABLISHMENT AND HOUSE-KEEPING WORK) COMMON TO ALL DEPARTMENTS

Description of Records Head/Sub-head	Retention period	Remarks
1	2	3
Creation/abolition of offices. Re-organisation and re-distribution of functions :	Permanent*	
(a) Inter-departmental	Permanent*	
(b) Inter-departmental	Till they are superseded.	One copy to be deposited with the State Archives.
Bills, acts and ordinances	Permanent*	One original copy to be deposited with the State Archives.
Rules, Regulations, codes, manuals, executive procedural instructions (including amendments and interpretations) :		
(a) Statutory	Permanent*	
(b) Non-statutory	5 years or till they are superseded	Subject to standing orders on the subject being maintained.
(c) Delegation of powers.	Permanent*	
Committee/Commissions of enquiry :		
(a) Appointment/including composition, terms of reference, status of members.)	} Permanent* if set up under a Govt. resolution; otherwise appropriate retention periods to be determined by administrative departments concerned.	} The State Archives may be consulted before files pertaining to any of these categories are weeded out.
(b) Report (including their processing and implementation).		
(c) All other matters concerning the commissions/committees, e. g. evidences tendered before it, its proceedings.		
Other committees, study teams, working groups, seminars, etc.	5 years after final decisions on the report.	
	Appropriate retention periods to be determined by administrative departments concerned.	
International agreements, conventions, etc.	Permanent*	
Annual reports	3 years	
Monthly summary for the Cabinet	1 year	
Monthly note for Indian Missions abroad.	1 year	

1	2	3
Notices, agenda and proceedings of inter departmental meetings :		
(a) For departments organising such meetings	Appropriate period to be prescribed by departments concerned in their record retention schedule.	
(b) For other departments	1 year	Subject to follow-up action, where necessary being taken on appropriate subject files to which relevant extracts may be taken.
Notices, agenda and proceedings of inter-departmental meetings :		
(a) For units organising such meetings.	3 years	} Subject to follow-up action where necessary being taken on appropriate subject files to which relevant extracts may be taken.
(b) For others	1 year	
Work study/Case study reports	3 years	Subject to a copy of the report being kept in the departmental library. Cases containing material of a high precedent/reference value may be retained for appropriate longer periods, either initially or at the time of review.
Arbitration and litigation cases.	3 years	Subject to : (a) the file not being closed until the award/judgement become final in all respects by limitation or final decision in appeal/revision' and (b) cases involving important issues, or containing material of high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
Notices under section 80 of the Civil Procedure Code.	1 year	If such a notice is followed up by a civil suit, it would become arbitration/litigation case and would therefore, need to be retained for 3 years.
Money order receipts and acknowledgements	1 year after completion of audit, and settlement of audit objections, whichever is later.	
Circulars regarding holidays and closure of office.	To be weeded out at the end of the year.	
Attendance register.	1 year.	