



Sant Longowal Institute of Engineering and Technology
Longowal, Distt. Sangrur, Punjab – 148106
(Deemed to be University under MoE, GOI)

Ref. No. SLIET/Admn./2020/A2/13028

Dated : 31/12/2020

CIRCULAR

**RECORD RETENTION SCHEDULE (WEEDING OUT POLICY) OF
SLIET, LONGOWAL**

The Board of Management in its 39th meeting held on 10.11.2020, vide Agenda Item No. 39.20, has approved the Record Retention Schedule (Weeding out Policy) of the Institute.

This Record Retention Schedule (Weeding out Policy) is to be implemented w.e.f. 1st January, 2021.

All the Deans/HODs/Section Incharges are requested to follow this Record Retention Schedule (Weeding out Policy) for records in their respective departments/Sections.

The guidelines for weeding out of old records are given on the page 17-18 of the Record Retention Schedule (Weeding out Policy). A proper record of weeded out record is to be maintained as per weeding out policy. A copy of the Record Retention Schedule (Weeding out Policy) is placed at Institute website for information and further necessary action by all Departments/Sections.


Registrar (Officiating)

Copyt to:-

1. Director's Cell of kind information.
2. All Deans/HODs/Section Incharges
3. FI, ACSS – for uploading the circular along with policy on the Institute website.
4. Deputy Registrar (Admn.)
5. File copy

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(Deemed-to-be-University
(Estd. by MoE, Govt. of India)



LONGOWAL-148106
DISTT. SANGRUR (PUNJAB), INDIA
<http://www.sliet.ac.in>

RECORD RETENTION SCHEDULE
(WEEDING OUT POLICY)

(APPROVED IN 39TH MEETING OF BOARD OF MANAGEMENT)

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Registrar
Sant Longowal Institute of Engineering
& Technology, Longowal, Distt. Sangrur (Pb)

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL
MANUAL FOR RETENTION OF RECORD (WEEDING OUT POLICY)

Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
A GENERAL ADMINISTRATION			
1	Statutory Record	Record related to Establishment of SLIET, Longowal, Constitution of Statutory Committees, Agenda and Minutes of the Board of Governors/Management, Finance Committee, Building and Works Committee, Senate, Sub Committees of the Board	Permanent and to be uploaded on Institute website.
		Correspondence related to meetings	Weeding out the superseded one, except office orders
		Delegation of power	Permanent in case office order. For other record weeding out the superseded one as and when they become obsolete
		Honorarium/ awards	Permanent if office order is issued. Individual case- 3 years (subject to entries in service book/ dossier of concerned employee)
2	Staff Benefit Fund Scheme	Policy matters	Permanent as regards creation/ policy formulation
		Maintenance of accounts	3 years or till the audit is completed whichever is later
		Committee meetings / related matters	3 years

B ADMINISTRATION SECTION			
1*	Attendance register	-----	10 years
2	Bill register	-----	Permanent
3	Office copies of pay bills/ pension bill	-----	Permanent
4	Office Orders	-----	Permanent
5	File of circulars issued	-----	Permanent
6	Transfer orders	-----	3 years
7	Pension cases	-----	Permanent
8	Personal files	-----	5 years after retirement/death/ resign / after issue of final/gratuity payment orders
9	Service Books	-----	5 years after retirement/death/resign/ after issue of final/gratuity payment orders

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
10	Personal file relating to persons on deputation	-----	Permanent
11	Roster of teaching and non-teaching staff	-----	Permanent
12	Correspondence file relating to roster	-----	Permanent
13	Standing orders file relating IV, V, VI and VII pay commissions	-----	Permanent
14	Revision of pension file	-----	Permanent
15	Seniority	-----	Permanent
16	Roster	-----	Permanent
17	Representations	-----	1 years
18	Orders	-----	Permanent
19	File relating to compassionate appointment	-----	10 years
20	Selection panel for appointment of Teaching and Non-Teaching staff	-----	Permanent
21	Files relating to constitution of DPC and its recommendations	-----	Permanent
22	Recruitment Rules	-----	Permanent
23	Recruitment from open market, including advertisement and inviting of applications	-----	10 years
24	Applications of non-selected and ineligible candidates	-----	1 years after final recruitment process not having pending legal proceeding in Court of Law
25	Non-Teaching cadre re-structuring files	-----	Permanent
26	Pay fixation files of teaching and non teaching staff	-----	Permanent
27*	In ward (Dairy) Register	-----	5 years
28*	Outward (Despatch) Register	-----	5 years
29*	Dak Book	-----	2 years
30	Stamp Account Register	-----	5 years
31	General election of Parliament/Assembly / Local Bodies	-----	7 years

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MANUAL FOR RETENTION OF RECORD (WEEDING OUT POLICY)

Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
32	Personal files of employees appointed on contract	-----	5 years from the date of final relieving from the Institute's service.
33	Contract document relating to hiring vehicles	-----	5 years
34*	Casual Leave / Special Casual Leave/ Compensatory Leave	-----	To be destroyed at the end of the year. Special Casual Leave : 02 years
35	Additional assignment / Heads/ Deans / Chief Wardens / Wardens/ I/c's etc	Orders	Permanent
		Other records	1 years
36	Legal	Court cases	3 years after disposal of the case (Entries shall be made in the register to be maintained permanently)
		Record of payment of court fees	1 year
37	Annual Property Return	---	For the period of personal file of the employee is retained.
38	Advertisement	Recruitment of regular posts	Permanent
		Adhoc/temporary/ Contract	3 years
		Record of bills	6 months or till passed for payment, whichever is earlier
39	Correspondence with outside agencies viz. CVC/UGC/AICTE/MHRD/ NPI/ POLICE etc	Orders/ Notifications/ OMs/ Circulars/ Permission / Approval/ Directives/ Guidelines	Permanent
		Other than above	3 years
40	Staff Association/ Union/ Community Centre/ Faculty Club	Recognition of Association/ Union	Permanent
		Correspondence with Association / Union	5 Years
		Election Record	7 Years
41	Pay/ Pension	Orders/ Notifications and correspondence of the Government related to fixation/ revision of pension	Permanent
		Correspondence from other organizations	3 years
		Representation of employees	1 year or till the redressal is taken care, which is earlier

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MANUAL FOR RETENTION OF RECORD (WEEDING OUT POLICY)

Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
42	Promotion/ Reversion	General principles	Permanent
		Departmental Promotion Committee	Consultation: 3 years or one year after the D.P.C. has been reconstituted whichever is later.
		DPC/MACP proceedings	5 years, Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being placed in the personal file
		Representations and petition	3 years, If the representation results in the original order being revised, an authenticated copy of the relevant order/ decision will be kept in the precedent book, personal file and suitable entries made in the appropriate service record.
43	Appointment of AMA (Authorized Medical Attendant)	-----	5 years or one year after new AMA is appointed, whichever is later.
44	Circulars regarding holidays and suspension of office working	-----	To be weeded out at the end of the 02 years
45	Canteen /Shops	Office orders/Instructions	Permanent
		Purchase of crockery/ utensils/ furniture etc	3 years
		Record related to rent, rates, prices	2 years after completion of contract

C	ACCOUNTS & AUDIT		
1	Salary Pay Bill	-----	Permanent (till further order)
2	Salary Arrear Bill	-----	Permanent (till further order)
3	Salary Routine Files (Personal File)	-----	Permanent (till further order)
4	Income Tax Statement / Form 16	-----	15 Year
5	Order Regarding Dearness Allowance	-----	Permanent
6	Cash Books	-----	Permanent
7	Ledgers/ Journals	-----	11 Years
8	Bank Reconciliation Statement	-----	10 Years
9	EMD /Security Refund Register	-----	13 Years

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MANUAL FOR RETENTION OF RECORD (WEEDING OUT POLICY)

9	EMD /Security Refund Register	-----	13 Years
Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
10	Payment Vouchers/ Journal Vouchers	-----	18 Years
11	Imprest Accounts Registers	-----	13 Years (and Till Settlement)
12	Cash Receipts (carbon) copy	-----	05 years
13	Register of Cheques	-----	18 Years
14	Advance Account Registers	-----	13 Years
15	Register of issues of Receipt Books	-----	05 years
16	Correspondence about issue of Cheques	-----	10 years
17	Bank Statements	-----	Permanent
18	Correspondence Regarding Advances	-----	13 Years
19	Rough Budget File/ Correspondence etc.	-----	05 years
20	Printed copy of Budget	-----	Permanent
21	Printed copies of Annual Account	-----	Permanent
22	U C of Grants	-----	12 Years
23	CPF Statement/CPF Advance/ Loan Register	-----	Permanent
24	GIS Register	-----	Permanent
25	Final Payment of CPF Files	-----	Permanent
26	Scholarship Registers	-----	10 Years
27	Stipends, Scholarship & Fellowship	-----	05 years
28	Scholarship Routine Files	-----	05 years
29	Insurance Policies (Cash Chest/Cash Handling)	-----	7 Years
30	Caution Money Release Files	-----	5 years
31	Govt. Grant Files	-----	20 Years
32	Internal Audit Reports	-----	18 Years
33	Annual Audited Accounts & Balance Sheets with AG Audit Reports	-----	Permanent
34	Employee Payment Register	-----	15 Years
35	Medical Payment Register	-----	15 Years

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
36	Employee Advance Register & Ledger (GIA & SET)	-----	13 Years (and Till Settlement)
37	Party Advance Register & Ledger (GIA & SET)	-----	13 Years (and Till Settlement)
38	Party Payment Register	-----	15 Years
39	Office Copy of Expenditure & Income Tax Certificates to Students	-----	5 years
40	Copy of Admission & Semester Fee Receipts	-----	10 years
41	Form No. 16/16A	-----	15 Years
42	Saving Proofs (projections)	-----	12 Years
43	ETDS / GST Return etc.	-----	Permanent
44	Works Register	-----	15 Years
45	Files related to internal correspondence of Finance Committee for seeking information internally	-----	Last 25 Meetings

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL
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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
D	ACADEMIC SECTION/OFFICE OF DEAN (ACADEMICS)		
1	Admission of students	Admission Forms	6 years or 02 years after course completion (whichever is more)
		Admission Registers	Permanent
		Roll list (entry year)	5 years
		Admission cancellation	2 years
2	Scholarship/ Stipend	Application forms/ letters/ refund orders	5 years from the year of sanction
3	Railway concession	Concession forms and related correspondence	1 year
4	Official correspondence	Approval / permission/ NOCs/ Orders/ notifications from Government / other organizations viz. Police, AICTE, UGC, AIU, MHRD, Government of India, State Governments, NITs/IITs etc	Permanent
		Other than the above	1 year
5	Student correspondence	-----	1 year
6	Duplicate details marks, Date of Birth, Provisional Certificates, Counter foil and Degree in absentia, bonafide certificate, character certificate etc.	-----	2 years
7	Legal cases		3 years after disposal of the case
8	Session wise exam record	Control Sheet	Permanent
		Control sheet in departments	1 year
		Tabulation register	Permanent
		Correspondence regarding corrections in exam data i.e. marks/ grades/ attendance etc.	Permanent
		Correspondence regarding software corrections	6 years
		Grade cards of lower semester (i.e, 1 to 7 semester) exams not collected by students	2 years

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
9	Correspondence related to student verification	-----	1 year
	Students representations for correction in grade cards	-----	1 year
	Degree certificates, Award certificates awards and certificates not collected by students	-----	Permanent
10	Course registration	Data received from the Department for respective session and correction	5 years from the date of registration
		Enrollment register	Permanent
		Time table (class, faculty, exam)	6 months after completion of semester
		Question Papers	3 years
		Evaluated answer books	One year after the declaration of result
		Scheme including syllabus	Permanent (weeding out the superseded once as and when they become obsolete)
11	Internal correspondence from Central Office (Director's office, Registrar's Office)	-----	1 year
12	Departmental Circulars	-----	1 years
13	Copy of documents related to recoverable advance (other than in Accounts Section)	-----	Till next financial year
14	Convocation	Related correspondence	5 years
15	Correspondence with outside agencies viz. CVC/UGC/AICTE/MHRD/NPI/ POLICE etc	Orders/ Notifications/ OMs/ Circulars/ Permission / Approval/ Directives/ Guidelines	Permanent
		Other than above	3 years
16	Appointment registers indicating the names of Examination Superintendent, Deputy Superintendents, Supervisors		3 years

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
17	UMC Files		2 years after the period of final disposal
18	Re-evaluate/Re-checked answer books		One year after the re-evaluation case is finalized
20	Proceedings of the Meeting of the Boards of Studies		5 years
21	Proceedings of the Academic Council		5 years
22	Printed Syllabus and Prospectus (5 copies)		Permanent

E CONTROLLER OF VEHICLES			
1	Record of purchase / Registration Certificate Vehicles		Permanent
2	Disposal Record		Permanent
3	Vehicles maintenance record		6 months or bill posted for payment which is earlier
4	Log Books		3 years or one year after completion of audit, whichever is less
5	Vehicle Insurance		1 year
6	Hiring of Vehicles		3 years
7	Stock register		3 years or one year after completion of audit, whichever is less

F SECURITY			
1	Internal correspondence		1 year
2	Police record		3 years
3	Record related to fire services		Orders- Permanent, other- 3 years

G RIGHT TO INFORMATION			
1	Orders, instructions, notifications, guidelines received from Government agencies		Permanent
2	RTI cases disposed without attracting 1 st Appeal		3 years
3	RTI attracting 1 st Appeal		3 years

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
4	RTI attracting 2 nd Appeal		3 years
5	1 st Appeal cases Files		3 years
6	2 nd Appeal cases files		3 years or till the compliance of CIC orders
7	File Register of RTI application i.e., record other than file		Permanent

H	DEAN (R & C)		
1	Consultancy	Reports and related correspondence	3 years after completion of the project
2	Testing	Reports, challan, certification and other related correspondence	3 years
3	Documents related to R & D scheme		3 years after completion of the scheme/project or as per the requirements of the funding agency, whichever is earlier

I	PURCHASE & STORE SECTION (Ref. DR (S&P) IOL No. SLIET/PUR/1024 DATED 19.03.2019).		
(a)	PURCHASE		
1	Non consumables	EMD/Tender registers Procurement files File containing physical verification reports along with register	5 years after the contract /agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.
2	Consumables/recu rring	Procurement files	
		Rate contract files (Lab consumables, custom clearing agent	
		BSNL contract	
		Advertising agency	
		AMC of photocopier & office automation software	

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
3	Other Miscellaneous Record in the Section	Attendance Registers	5 years after the contract /agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.
		File containing Leave record	
		Dairy & Dispatch Register	
		File Index Register	
		Enlistment of Firms	
		Telephone Call Register	
		Photocopy Record Register	
		Bill Register	To be retained permanently.
		Registration with DSIR - record file	
		ED & Custom Duty Exemption Register	
		File containing AG audit record	
		File containing RTI record	
		Enquiry related files	
(b) STORE SECTION			
1	Non consumables	Department wise stock registers	To be retained permanently.
		Office Equipment Register	
		Furniture Register	
		Record related to written off items	
2	Consumables/recu rring	Stationery Register	To be retained for 5 years.
		Department wise stock Register/Physical verification reports (N/C & Cons)	
		Store Issue Voucher	
		Dispose - off items files	
3	Other Miscellaneous Record in the Section	Attendance Registers	
		Diary & Dispatch Register	

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
J	DISPENSARY/ HEALTH CENTRE		
1	Current Stock register of medicine		3 years
2	Individual case files		1 year after the retirement of employee

K	VIGILANCE OFFICE		
1	List of officers of doubtful integrity		3 years
2	Granting of vigilance clearance in respect of faculty and the staff		3 years
3	Annual Reports of CVC		3 years

L	DIRECTOR'S CELL		
1	Confidential Reports	Confidential Reports	Permanent
		Communication of adverse entries	3 years
		Representation for expunction of adverse entries	3 years

M	Estate office (Ref. No. FI (Civil) Note No. SLIET/EST/3445 dated 18.03.2019)		
1	Property/Land Record	Immoveable	Permanent
		Lease of Land to other agencies/ Banks/ Centre etc.	Permanent
		Record related to addition, alteration and maintenance of buildings	3 years
2	Tender and quotation works	Record related to tender of Civil/maintenance works	3 years after completion of work or till audit, whichever is earlier.
		Record related to quotations of Civil maintenance work	3 years after completion of work or till audit, whichever is earlier.
		Measure books	Permanent
		Bill entry register	3 years after completion of work or till audit, whichever is earlier.
		Record relation to registration of petty contractors	1 year after completion of validity period
3	Civil/ Electrical /Sanitation/ Horticulture Maintenance		3 years after completion of work or till audit, whichever is earlier.

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
4	Record related to maintenance complaints		6 months
5	Electric bill, water bill and related record		3 years
6	Vacation and possession of staff quarter files & Inventories		3 years
7	Approval/ permission/ NOCs/ Orders / notifications from Government/ other organizations viz. CPWD, PWD, NMC, Forest, Police, AICTE, NEERI etc.		Permanent
8	Record other than the above		1 year
9	Accommodation	Applications for allotment of residential accommodation	1 year
		Applications for change/ exchange of accommodation	1 year
		Applications for free/reduced rent accommodation	1 year
		Application/offer of out of turn accommodation, its acceptance, rejection and relevant correspondence in relation there to	1 year
		Application for sharing residential accommodation	1 year
		Application for surrender of accommodation	1 year
		Unauthorised sub-letting of Government accommodation	1 year, if, as a result of the enquiry the employee is disqualified for accommodation or any other penalty is imposed on him/her, a copy of relevant order may be placed in the personal file.
10		Waiting list of quarter allotment	To be destroyed on 31 st December

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
N	LIBRARY		
1	Purchases / Procurement	Order	Permanent
		Accession Register	Permanent
		All other correspondence including bills	3 years
2	Periodicals	Academics	Permanent
		General reading	1 year
		Newspapers	3 months
		All other related correspondence	3 years
		Bill register and quotation file	3 years
3	Book Volumes	-----	Till written off by following appropriate procedure
4	General	Committee reports, correspondence related to RFID, LIBSYS, INDEST, Circulars and all other correspondence	3 years
5	Social Welfare	Membership file	3 years
		Transaction form file	1 year
		Laptop issue file	1 year
6	Copy of M.Tech/Ph.D Thesis		Permanent

O	HOSTEL		
1	Student related records	Hostel form and other related documents	2 years after student leave the hostel
		Applications submitted by students	2 years after student leave the hostel
		All other miscellaneous data pertaining to student	2 years after student leave the hostel
2	Record of meetings	Minutes of meetings of Wardens	5 years
		Minutes of Enquiry Committee, office orders issued in major disciplinary actions	Permanent
		Correspondence other than the above	3 years
3	Hostel Account and fee related documents	Hostel fee challans (Institute copy)	5 years or till audit is completed whichever is later

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL
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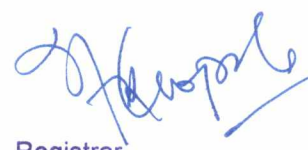
Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
		Vouchers	5 years or till audit is completed whichever is later
		Bank Statement	5 years or till audit is completed whichever is later
4	All the other documents pertaining to accounting at hostel section/ hostels	-----	1 year after necessary action
5	Refund applications etc	-----	1 year after necessary action
6	All other accounting related documents/ registers	-----	1 year after necessary action
7	Record related to staff engaged in hostel viz. caretaker, supervisor etc	-----	3 years cessation of engagement

P	TEACHING DEPARTMENTS		
1	Student Attendance Register	ICD/UG/PG	06 months after Semesters or decision of Senate
		M.Tech (with fellowship)	03 years
		Ph.D Research Scholar	05 years
2	Photocopies of Award Sheets	-----	02 years of Semester Examination
3	Practical File	-----	One year of Semester Examination
4	Training File	-----	After final Training Viva-Voce
5	Minutes of DRC/DAAC/ Departmental Committees	-----	03 years after meeting
6	Minutes of Board of Studies	-----	05 years after meeting
7	Research Scholars personal file, if maintained in office	-----	01 year after Award of Degree
8	Departmental Purchase file	-----	One year of completion of purchase
9	Ph.D admission related documents regarding students details/Answer sheets of test, if any,	-----	Completion of Ph.D admission procedure

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Sr. No.	Head	Sub Head	Retention Period
1	2	3	4
10	Departmental level test for recruitment of Contract/ Part time/Guest Faculty related documents regarding question papers, answer sheets	-----	After completion of Recruitment procedure
11	Research Project related files	-----	03 years after completion of Project
12	UG students Project Files	-----	Completion of final semester examination
13	Log Book for Lab Equipments	-----	03 years of write-off.
14	Documents related to organizing workshop, conference, short term course, etc	-----	3 years or as per the requirement of funding agency (if stated) whichever is later

* Common for all Departments/Sections of the Institute.



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL
MANUAL FOR RETENTION OF RECORD (WEEDING OUT POLICY)

SOME IMPORTANT TIPS FOR RETENTION/WEEDING OUT OF OLD RECORD

1. Review and Weeding Out :-

In order to ascertain how much of the record that have been stored have lost their relevance or utility, it is essential that record be systematically and regularly reviewed. For this purpose, each year, during Summer Vacation, record whose retention period has been elapsed shall be reviewed and weeding out along with the following form with entry made in columns 1,2,3, 4 :

Form for Review and Weeding out of Record

Sr. No.	File No.	Subject	Period of Retention as per Policy	Signature of Dealing Hand	Instructions of Reviewing Authority (HOD/Sections Incharges)
1	2	3	4	5	6

Ephemeral records will be weeded out without any further review, while other records will be required to be reviewed before being weeded out. Records for which the retention schedule is already notified will be reviewed after the expiry of the specified retention period and will be:-

- (i) either weeded out; or
- (ii) retained for a further specified period from the year of closing, at the end of which it will be weeded out without any further review; or
- (iii) upgraded to further retention with the approval of the Competent Authority of the for reasons to be stated.

While reviewing files, great care should be taken by the Department/Section to ensure that the following types of cases are not destroyed:-

- (i) Important decisions of the Higher Authorities like Director, BOM, MHRD etc.
- (ii) Decisions relating to service conditions of the staff which are not embodied in any Rules etc.
- (iii) File containing Precedents
- (iv) Files containing papers which are important or are likely to become important in future, as source of information on any aspect for external agencies for the purpose of NIRF Ranking, NBA Accreditation, TEQIP extension etc.

While reviewing the recorded files for weeding out purposes, the following instructions should be observed: ---

- (i) References to earlier and later files should be indicated on the covers of the relevant files, if they are not already there.
- (ii) If the covers of files, which are to be retained, are found to be spoiled or torn they should be replaced by new ones and torn pages should be carefully pasted.
- (iii) Each category should be listed and the lists submitted by the dealing Hand to the HOD/Section Incharges with recommendations for preserving or weeding out, as the case may be.
- (iv) Thereafter, indication whether the file should be 'retained' or 'destroyed' should be given on the Cover of the file and initialed by the Dealing Hand.
- (v) After marking in the file Register the disposal regarding files to be destroyed, after making entries in the 6th column of the form given above.

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MANUAL FOR RETENTION OF RECORD (WEEDING OUT POLICY)

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The following instructions should be observed in weeding out and destruction of files, so ordered:

- (i) The retention period specified in Column-4 in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
- (ii) In the case of records other than files e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
- (iii) The HOD/Section Incharge will mark under his/her signatures in the Destruction Register as well as the form for review and weeding, the dates on which the files are physically destroyed.
- (iv) Files of confidential nature will be burnt after they are weeded out. Other files will be torn into small bits or shredded.
- (v) File boards, covers and laces etc. should be removed and used again.

The following record shall not be destroyed under any circumstances:

- (i) Records connected with expenditure, which is within the period of limitation, by law.
- (ii) Records connected with expenditure on projects, schemes or work not completed, although beyond the period of limitation.
- (iii) Records connected with claims to service and personnel matters affecting persons in the service except as indicated in the schedule.
- (iv) Order and sanctions of permanent character, until revised.
- (v) Records in respect of which an audit objection is outstanding.
- (vi) Records in respect of which the matter is pending in the court of law or other Government machinery.
- (vii) The GOI instructions contained in GFR-2017, Office of Manual Procedure and DARPG "Record Retention Schedule", amended from time to time, may be followed in case of any record does not cover in the policy.

RECOMMENDED PRACTICES TO ENSURE LONGEVITY OF RECORDS ---

The following points may be observed:-

- (i) Good quality paper and ink should be used, especially in files likely to be of value.
- (ii) Documents should be kept flat and not in folded shape.
- (iii) Documents should not be kept loose and use of metal pins and clips should be avoided while keeping it.
- (iv) Steel racks or steel almirahs are preferable to wooden ones for storage of files.
- (v) Indirect diffused lighting is preferable in a record room.
- (vi) Atmospheric pollution, excessive heat, humidity and dryness are harmful to records.
- (vii) Naphthalene bricks or balls (wrapped in tissue paper) should be used to act as an insect repellent; the use of insecticidal sprays directly on the records is to be avoided.
- (viii) Smoking and eating in the stack area should not be allowed.
- (ix) Carbon dioxide type fire extinguishers should be provided in the Departments/Sections.
- (x) Repairs of brittle and damaged manuscript or books should be undertaken under the guidance of experts.
- (xi) Periodic fumigation and use of vacuum cleaner machine.

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be to make a continuous and conscious effort through the year to weed out unnecessary records. In other words, the working rule should be "weed as you go".