

CHAPTER - 16

REVIEW AND WEEDING OUT OLD RECORDS

- 16.1 Introduction: Stores Unit shall review old records / files regularly and weed out records which have completed the retention period.
- 16.2 Retention Period: Records / Files shall be retained for 5 years from the date on which they are closed or action thereon completed.
- 16.3 In case of book copies, the retention period shall be One year from the date of closure / completion.
- 16.4 Irrespective of the period mentioned above, the records / files of the following categories shall be retained.
 - 16.4.1 Files containing Government sanctions, important policy decisions, precedents and audit rulings shall be retained till they cease to have any relevance.
 - 16.4.2 Files having historical value of information.
 - 16.4.3 Records pertaining to court cases and audit objections till their finalization / settlement. Corresponding files of Purchase Unit and Accounts Unit shall also be retained.
 - 16.4.4 Files, papers and documents relating to contracts/ agreements that are otherwise required to be retained till they cease to have any relevance.
 - 16.4.5 Cases where audit queries have been raised, the relevant files and documents shall be retained till such time the audit observations have been cleared.
 - 16.4.6 If a record is required in connection with the disposal of another record, the former will not be weeded out until all the issues raised in the latter have been settled, even though the retention period marked on the former may have expired. The retention period initially marked on such records should be consciously reviewed and were necessary revised suitably.
- 16.5 Clearance from Audit: Files/records shall be destroyed only after clearance from resident Audit. However, book copies of records can be destroyed after retention period.
- 16.6 Clearance from local Accounts Unit: Files/records shall be destroyed after clearance from local Accounts Unit if resident Audit is not stationed.
- 16.7 Approval for Destruction: Prior approval of Director/Ex-Officio Director shall be obtained for carrying out weeding and destruction of files/records.
- 16.8 List of Destroyed Files/Records: A list of files/records destroyed shall be retained for a period of 5 years from the date of actual destruction.
- 16.9 Mode of Destruction: The files/records shall be shredded in the presence of responsible officer before disposal/destruction.