

**Approved Record Retention Policy of Corporate Affairs Division and Corporate Sports
Department**

Sl. No.	File / Record	Retention Period#
1.	Sponsorship Requests	
	a. Requests not considered	6 months from receipt of request
	b. Release Order issued	2 years after the Financial Year of completion of the event
2.	Advertisements (Goodwill, Tender, Display, Print, Electronic, Web, Cinema etc.)	
	a. Requests not considered	6 months from receipt of request
	b. Release Order issued	2 years after the Financial Year of release of the advertisement
3.	Requests for participation in Exhibitions, Fairs and for putting up Hoardings	
	a. Requests not considered	6 months from receipt of request
	b. Release Order issued	2 years after the Financial Year of participation
4.	Contract/ Tender files & related correspondence & bills.	For contracts with tenure of 3 years and more – Retention period will be 3 years after completion of contract For contracts with tenure of less than 3 years – Retention period will be 2 years after completion of contract
5.	Mementoes and Complimentaries (Including files for purchasing / getting trophies, mementoes fabricated etc.) – Bill files to be maintained financial year wise.	2 years after the Financial Year of purchase.
6.	No Objection Certificates issued on behalf of Documentation Centre	1 year from date of issue
7.	Procurement of Newspapers / magazines / books etc., by Documentation Centre - Bill files to be maintained for each FY.	2 years after Financial Year of purchase
8.	Subscription of Magazines / Journals / Newspapers / newsletters etc.	2 years after the FY year in which subscription ends
9.	Records of disposal of out dated / dilapidated books, newspapers, magazines etc. from Documentation Centre.	1 Year from date of disposal
10.	Sports events / coaching camps / scholarships	2 years after Financial Year of completion of event
11.	Correspondence files of SAIL sports Academies	3 Financial Years
12.	Membership of professional bodies / sports bodies / clubs etc.	2 years after Financial Year of completion of membership
13.	Audit Replies	7 Financial Years

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14.	RTI / Parliamentary Questions	3 Financial Years
15.	Budget files	5 Financial Years
16.	Accession Register	Permanent
17.	Policy Files	Permanent
18.	Trade Mark files	Permanent

Retention period is subject to pending legal cases / disputes / Outstanding Liability (OSL) provided, if any.

Notes:

1. All files and registers will be maintained on a financial year basis.
2. In all cases involving disputes (legal and others), the concerned documents / files shall be retained till final settlement of the dispute or the indicated retention period whichever is later.
3. Records not listed above shall have a minimum retention period of three years or as decided by Head of Corporate Affairs Division as per requirement, whichever is later.
4. Disposal and Destruction of Records:
 - a. All live records shall be reviewed twice in a financial year (preferably in April and October) by a Committee comprising members of Corporate Affairs Division.
 - b. The Committee will scrutinise all records and recommend disposal / destruction of records based on the above mentioned Retention criteria and Notes. The recommendations of the Committee will require the approval of Head of Corporate Affairs Division. The information of the records approved for destruction shall be recorded / maintained in a file / Disposal Register.
 - c. Records approved for destruction will be disposed-off in an appropriate manner including shredding / other means. Person nominated by the Committee shall certify the destruction / disposal of the records.
