

**Record Retention Guidelines**  
**for**  
**Materials Management Department**

The policy will be applicable for all departments in Materials Management and the scope covers retention of Physical and Electronic Data pertaining to all functions of Materials Management including disposal of Secondary products, Idle Assets & Surplus, Obsolete & Redundant items. **The maximum time period for retention of records has been kept at five years.**

The Plants / Units may frame the Policy for Record Retention based on these Guidelines and may include the following :-

- The Documents / Registers indicated are not common to all Steel Plants / Units. Each Plant / Unit may mention the Documents / Registers that are in use at the respective Plant / Unit.
- Decide the custodian for the records.
- Procedure for Closing of files, Destruction of records.

**Retention Period :- Permanent**

- 1 List of Item Codes and related attributes
- 2 Files of Registered Vendors
- 3 List of other Vendors
- 4 List of Customer Codes and related details
- 5 Registration file for Vendors ( till 3 years after expiry of registration) / Renewal
- 6 Records of Ancillary units
- 7 Current Policy / Guidelines and prior Policies / Guidelines issued in last five years.
- 8 Current Office orders / Circulars and Office Orders / Circulars issued in last five years.

**Retention Period :- Up to 5 years**

- 1 Cases related to litigation / Vigilance / CBI / Audit / Customs claim / Insurance claim, shall be retained till final disposal of the case including period for appeal or five years from the date of completion of contractual obligation, whichever is later.

**Retention Period :- Up to 3 years**

- 1 Audit reply files.
- 2 Incoming / Outgoing Dak Registers

## **Retention Period :- Up to 1 year**

- 1 Reply to RTI queries.
- 2 Report of ISO Audits.
- 3 Commitment to SA 8000 Quality & Process improvement records.

## **Purchase**

### **A. Retention Period :- Up to 5 years**

- 1 Purchase case files are to be kept for five years after completion of all contractual obligations.
- 2 Purchase Order Register
- 3 Indent Register

### **B. Retention Period :- Up to 2 years**

- 1 Data pertaining to Tender opening
- 2 Issue Book Register
- 3 Capacity Assessment prior to registration

## **Stores Department**

### **A. Retention Period :- Up to 5 years**

- 1 Purchase Order file in stores
- 2 Railway Receipt Register
- 3 Daily Collection Report / Day Book Register
- 4 Goods Receipt Note
- 5 Discrepancy Letter & Register
- 6 Bin Card
- 7 Store Issue Voucher
- 8 Placement memo Register
- 9 Convey note Register
- 10 Consignment Note & Register
- 11 Stores confirmation Report
- 12 All Adjustment Voucher
- 13 Material Return Note
- 14 Marine Transit Claim File & Register
- 15 Goods Receipt Note Check Register
- 16 Issue note Check Register
- 17 Wagon unloading Register
- 18 TREM CARD & Register
- 19 Hazardous Waste & Manifest Register
- 20 Hazardous waste Receipt Register

- 21 Insurance Claim Register
- 22 Consignment Note Register
- 23 Indemnity Bond Register
- 24 Screening Committee records for Non AP consumables
- 25 Asset Transfer Voucher
- 26 Gate Pass (Office Copy) & Register
- 27 Dispatch Note & Dispatch Note Register

**B. Retention Period :- Up to 2 years**

- 1 Material Procurement Requisition(MPR) & Register
- 2 Running Accounts Bill / Joint Measurement Register
- 3 Unloading Register
- 4 Lot Formation Register

**Inspection Department**

**A. Retention Period :- Permanent**

- 1 Measuring instruments Register
- 2 Quality Complaint Register
- 3 Records related to Quality Complaint Redressal Committee (3 years after final action).
- 4 List of currently Approved Laboratories for testing and record for the last 5 years.

**B. Retention Period :- 5 Years**

- 1 Purchase Order / Contract files.
- 2 Testing Register and Test Reports.
- 3 Inspection files with related Records.
- 4 Sample Testing Register.
- 5 Calibration records of Measuring Instruments.

**C. Retention Period :- 3 Years**

- 1 Inspection Certificate Register
- 2 Progress data and Statistical data Register
- 3 Approved Sample Register

**D. Retention Period :- 1 Year**

- 1 Monthly / Weekly inspection report
- 2 Inspection Request Registers

## **Marketing Department**

### **A. Retention Period :- Up to 5 years**

- 1 Disposal case files after completion of all contractual obligations.
- 2 All records pertaining to Sale Order, Refund order etc.

### **B. Retention Period :- Up to 3 years**

- 1 Files pertaining to Price Fixation Committee
- 2 IPT case files
- 3 Customer complaint files

### **C. Retention Period :- Up to 2 years**

- 1 Catalogue / Plan from Plant / Unit for disposal
- 2 Sale Notice file
- 3 Auction / Tender File
- 4 Price Circular files

### **D. Retention Period :- Up to 1 year**

- 1 Demand Draft forwarding file
- 2 Credit confirmation file
- 3 Lifting Completion / Ground clearance file