

Record Retention Schedule/Policy of Rourkela Steel Plant

Storage, Protection, Retention & Disposition

There is a specified procedure “Control of Management System documents & records” (IMS/PR/BE/Gen-02, Rev-15, dtd. 25.04.2017) which is applicable for ISO certified departments.

Process owner is responsible for maintenance of records; Storage of Records is done to ensure protection against damage/deterioration. Retention period of records is fixed as per departmental requirement or legal requirement, if any whichever is higher. Retention period of records related to API Q1 & API 5L are kept as minimum 5 years or customer/legal requirement whichever is higher. However, Retention period of records related to CE Marking is kept as minimum 10 years. Disposition of records is done in environment friendly manner.

Record Retention Schedule: Personnel Deptt. of Rourkela Steel Plant

LSIT OF RECORDS & THEIR RETENTION PERIOD

DEPARTMENT & SECTION: Personnel

Sl.No.	Title	RETENTION PERIOD
1.	Personnel Files	To be retained for 10 years after separation
2.	Promotion File (E1 to E4)	Permanent
3.	Promotion File (E5 & above)	Permanent
4.	Promotion Pay Fixation File	Permanent
5.	Best Shift-in-charge file	10 years
6.	JO Selection file	Permanent
7.	PMC File (E1 to E4)	Permanent
8.	PMC File (E5)	Permanent
9.	PMC File (E6)	Permanent
10.	PMC File (E7)	Permanent
11.	Transfer File (Intra Plant)	10 years
12.	Jawahar Award File	10 years
13.	RSP Executive Association File (General)	3 years
	RSPEA-SEFI File	3 years
14.	Executive Grievance Committee file	Permanent
15.	Executive Grievance Case file	5 years after closure of case
16.	Farewell File	1 year
17.	Separation Guard File	10 years
18.	Common Guard File	5 years
19.	Communication file(MC)	1 year
20.	NCR/ Self Audit File	5 years
21.	Miscellaneous File-ISO	5 years
22.	Process Parameter Monitoring file	5 years
23.	Monthly Manpower File	10 years
24.	IOW Guard File	2 years
25.	IOD Guard File	2 years
26.	Higher Qualification Incentive File	5 years
27.	Forwarding of Appln. for outside employment	5 years
28.	Organisation Structure	10 years
29.	VR Processing File	10 years
30.	Long Service Award File	5 years
31.	Liaison Officer File	10 years
32.	Estate Officer File	10 years
33.	Transfer-out cases: PL file sent record (Inter-Plant)	10 years
34.	Induction Guard File	10 years
35.	Retention of Facilities – IN	5 years
	Retention of Facilities – OUT	5 years
36.	Hindi Incentive File	5 years
37.	HRIS Data Correction IOM File	Permanent
38.	Star Performer of the Quarter File	3 years
39.	MT-Junior Manager Confirmation File	Permanent
40.	MT Training Grading File	Permanent
41.	Corporate Communication File	Permanent

Sl.No.	Title	RETENTION PERIOD
42.	Vigilance Index File	Permanent
43.	Superannuation Vigilance Status File	Permanent
44.	Compassionate Employment (Medical Invalidation) Guard File	Permanent
45.	Compassionate Employment (Other than Medical Invalidation) Guard File	Permanent
46.	EFBS Guard File	Permanent
47.	RSPEA Group Insurance Guard File	Permanent
48.	Promotion Policy File	Permanent
49.	Sensitive Area Rotation File	Permanent
50.	Date of Birth Verification File (w.e.f 21-04-2017)	Permanent
51.	Probity Status Files	Permanent