

Record Retention Policy for Projects Directorate

1.0 Record Generation:

In any organization, communication is used as one of the major tools. Communication can be internal as well as external. All this communication constitutes the records for an organization.

Records can be in the form of papers, files, documents etc, generated on regular basis.

2.0 Need for Record Retention:

The records generated in the organization act as a source of information and memory of an organization and form an important tool of management. The quality of record management in any organization affects the efficiency and effectiveness of decision making to a considerable extent.

In Public Sector Undertaking, it is necessary to retain records for the following reasons:

- For planning and scheduling different activities as information required for this purpose can not be retained by human memory.
- For statutory requirements like audits and RTI.
- For providing information to Govt & parliament and its committees and other public bodies as and when required.
- To make available needed facts, figures, correspondence etc for future planning.
- To ensure smooth handover and continuity in administration.

3.0 Record retention policy for Projects Directorate

Projects Directorate being the nodal agency for all projects related activities, a lot of record is generated here. The major activities of Projects Directorate include Project Planning, Project appraisal, Capital budgeting, Project monitoring, MIS, Project completion review, Co-ordination with Government etc.

Record Management

Keeping in view the limitation of space and the fact that records keep on increasing with passage of time, it is necessary to provide a system for

retaining only the relevant records which are most likely to be required. Besides, the records are to be kept in such a way that they can be easily retrieved. Old records are required to be reviewed at regular intervals at least once in a year to weed out the un-relevant documents.

The main processes that are involved in record management are as mentioned below:

- i) Generation of records ie. opening of files/ registers
- ii) Closure of records
- iii) Schedule for retention of records
- iv) Retention, disposal and destruction of records and
- v) Storage of records

For Projects Directorate, the list of records along with their retention periods is provided at **Annexure-I**.

All records will be reviewed periodically and those which are due for disposal may be disposed off in an appropriate manner like shredding or other means.

Annexure - I

Record Retention Schedule

Sl. No.	Name of the document/ Report/ File	Retention Period (Yrs)
1	General Files	
a	Manuals	Current version (Till next revision) + 1 (previous version)
b	Circulars	5 (from the date of issuance)
c	Office/ Administrative Orders	5 (from the date of issuance)
d	Guidelines	5 (from the date of issuance)
e	Constitution of Committees	5 (from the date of constitution)
f	Committees' recommendations	5
2	Progress reports	
2.1	MIS	<ul style="list-style-type: none">• 10 (March edition)• Rest of the editions to be retained till end of financial year
2.2	Physical & Financial Board Notes	
2.2.1	Agenda	1 (from the date of meeting held)
2.2.2	MOM/ Resolutions	2 (from the date of issuance of minutes)
2.3	Daily flash	1 month (whole month's reports)
2.4	Weekly flash	3 months (whole month's reports)
2.5	DO's	5
2.5	Highlights for the calendar year	1
2.6	Highlights for the financial year	1

Sl. No.	Name of the document/ Report/ File	Retention Period (Yrs)
3	Review meetings	
3.1	Agenda	5
a	Minister review meetings	
b	Secretary review meetings	
c	Quarterly progress reviews	
d	BSC meetings on monitoring	
e	Director's workshop	
f	CE's meetings	
g	Head of Projects meetings	
h	Chairman's review meeting	
3.2	MOM	10 (from the date of issuance of minutes)
a	Minister review meetings	
b	Secretary review meetings	
c	Quarterly progress reviews	
d	Board meetings	
e	BSC meetings on monitoring	
f	Director's workshop	
g	CE's meetings	
h	Head of Projects meetings	
i	Chairman's review meeting	
4	Replies/ Correspondence	
4.1	Parliament matters	
4.1.1	Parliamentary queries	5 (from the date of reply)
4.1.2	COPU	
4.1.2	Standing/ Consultative committees	
4.1.3	Demands for grants	
4.2	RTI	
4.3	Correspondence with ministry	5

Sl. No.	Name of the document/ Report/ File	Retention Period (Yrs)
5	Budget files	
5.1	Annual budget	5 (from the date of approval)
5.2	Outcome budget	5 (from the date of approval)
5.3	Five year plan	
5.3.1	Original	8 (from the date of approval)
5.3.2	Mid term	8 years
6	Audit files	2 after closure of all memos
7	Appointment of Consultant/ FIs	Permanent
8	Joint commissions	Pending issues till settlement + 2
9	Project related files	
9.1	Appraisal Files:	
9.1.1	CPFRs/ FRs/ DPRs	Permanent
9.1.2	Approvals	Permanent
9.1.3	Withdrawals/ Deferments	Permanent
9.2	Monitoring Files :	
9.2.1	Monthly reports from Plants	2
9.2.2	Weekly Reports from plants	3 months (whole month's)
9.2.3	Input Flash Report	Online (OCMS of MOSPI)
9.2.4	Monthly expenditure	1
9.2.5	Yearly expenditure	8
9.3	Contracts	
9.3.1	Contract documents	Permanent
9.3.2	Contract closure/ dispute settlement cases	2 (from the date of closure/ settlement)
9.3.3	Review of Contractor's performance with higher authorities	2 (from the date of review meeting)
9.3.4	PCR (Post Completion Report)	5 (from the date of finalization)
9.4	General	
9.4.1	Representations/ Complaints	5
9.4.2	Vigilance cases	date of closure + 5

Sl. No.	Name of the document/ Report/ File	Retention Period (Yrs)
9.4.3	Tour/ training reports	2 (from the date of report submission)
10	MOUs/ APPs	
10.1	MOU	
10.1.1	Correspondence with plants	1 (after finalization of MOU)
10.1.2	Final MOU	5 (from the date of MOU)
10.2	APP	
10.2.1	Correspondence with plants	1 (after finalization of APP)
10.2.2	Final APP	5
11	Corporate Plans	Permanent
12	Rajbhasha File	1