

**STEEL AUTHORITY OF INDIA LIMITED**  
**Research & Development Centre for Iron & Steel**  
**Ranchi-834002**

**RECORD RETENTION POLICY**  
**GUIDELINES FOR MAINTENANCE OF RECORDS**

- All Files/Registers are to be maintained on financial year basis.
- The records generated in course of official work shall be kept in organized and indexed manner for the period specified in this policy.
- In the court cases, the connected documents/files should be retained till disposal of the case by the highest Court of appeal.
- Records not listed with Retention Schedule shall have a retention period to be decided as per the requirement.

**Retention, Disposal and Destruction of Records:**

- All live as well as old records shall be reviewed periodically by the concerned Group In-charge.
- The concerned Group/section In-charge shall monitor the Retention Schedule of the documents and after scrutinizing all records, due for disposal, shall record the information in the disposal register of their Group/ Section and finally recommend for further retention/destruction of record to the Disposal Committee (DC). It shall be the responsibility of the concerned Group/Section In-charge to initiate for disposal of the records and put-up to the DC.
- The Disposal Committee (DC) shall consist of at least two-members of the Area/ Deptt. concerned as follows:
  1. In-charge of concerned Group/Section
  2. One executive not less than E-7 grade nominated by the HoA/ HoD of the Area /Deptt. concerned.

The above committee shall be responsible for compliance to the RRP before disposal of records of all Groups/deptts/ sections of RDCIS. The concerned Group/ deptt./ section shall retain list of documents disposed off.

- Records due for destruction may be disposed off in an appropriate manner including shredding or any other means, under the supervision of one executive identified for the purpose and duly certified as under:

**"This is to certify that the above records were destroyed on *dd/mm/yyyy* by shredding/other means in my presence".**

- The records maintained in hard copy shall be under the purview of these guidelines and retained or disposed as per the above procedure.
- Methodology for Disposal: - By Shredder/or any other means, as decided later.

# RECORD RETENTION POLICY / SCHEDULE OF SAIL, RDCIS, RANCHI

## EXECUTIVE DIRECTOR SECTT.

Sl. No.	Type of Record	Retention Period
1.	Record Notes of Chief Executive Meetings/Board Notes	3 Years
2.	Record Notes of Monthly Coordination Meetings.	3 Years

## TECHNOLOGY AREAS

(All Groups/Divisions/Areas)

Sl. No.	Type of Record	Retention Period
1.	Project files	5 Years after completion.
2.	Patent / Copyright files	5 Years
3.	Publication/ Presentation related files	3 Years
4.	Equipment Calibration Records	5 Years
5.	Spares and consumables inventory records	3 Years
6.	Equipment Utilization Reports	5 Years
7.	External Job related Documents	3 Years
8.	Asset Record	Permanent

## LABORATORY SERVICES GROUP

Sl. No.	Type of Record	Retention Period
1.	List of Instruments / equipment	Permanent
2.	Calibration Records	3 Years
3.	Calibration Certificates	5 Years

## PLANNING COORDINATION GROUP

### (A) Project Management

Sl. No.	Type of Record	Retention Period
1.	Project files	Project duration + 3 Years
2.	Book of milestones	3 Years
3.	Certified Annual Benefit	3 Years
4.	APP Documents	3 Years
5.	Extended Abstracts of Completed Projects	3 Years
6.	CSI Report	3 Years
7.	Performance Report	3 Years

## **(B) Technology Management**

<b>Sl. No.</b>	<b>Type of Record</b>	<b>Retention Period</b>
1.	Technology Transfer	15 Years
2.	Joint Development	15 Years
3.	Contract agreements/ MOUs : Joint research projects	10 Years
4.	External Earning: Royalty & Test Charges	8 Years
5.	TAP Programme designs	3 Years
6.	Programme Feedback	3 Years

## **(C) Knowledge Management**

<b>Sl. No.</b>	<b>Type of Record</b>	<b>Retention Period</b>
1.	File for each Indian/ Foreign Patent filed	20 Years
2.	Register for Copyright filed & granted	Permanent

## **(D) Information Management**

<b>Sl. No.</b>	<b>Type of Record</b>	<b>Retention Period</b>
1.	Accession Register	Permanent
2.	Written off books / journals	Permanent
3.	Assets Register	Permanent

## **(E) Quality Management**

<b>Sl. No.</b>	<b>Type of Record</b>	<b>Retention Period</b>
1.	List of Auditors	Updated
2.	Audit Records	3 Years

## **ALL PLANT CENTRES**

<b>Sl. No.</b>	<b>Type of Record</b>	<b>Retention Period</b>
1.	General Files	3 Years
2.	Project Files	5 Years after completion
3.	Patent / Copyright files	5 Years
4.	Copyright	5 Years
5.	Publication / Presentation of Papers	3 Years

## **CONSTRUCTION & MAINTENANCE DIVISION**

<b>Sl. No.</b>	<b>Type of Record</b>	<b>Retention Period</b>
1.	Job Files	5 Years

## **COMMUNICATION DEPARTMENT**

<b>Sl. No.</b>	<b>Type of Record</b>	<b>Retention Period</b>
1.	Press Release	2 Years
2.	Press Clippings	1 Year
3.	Tender Advertisement	3 Years

## **FINANCE & ACCOUNTS DIVISIONS**

<b>Sl. No.</b>	<b>Type of Record</b>	<b>Retention Period</b>
1.	Accounts – Vouchers, JVs, Gen. Ledger, Trial, Annual Accounts and related papers/ documents	8 Years
2.	Assets Register	Permanent
3.	Statutory remittance viz I.Tax, GST etc.	3 Years

## **MATERIALS MANAGEMENT DIVISIONS**

<b>Sl. No.</b>	<b>Type of Record</b>	<b>Retention Period</b>
1.	List of Registered Vendors	3 Years
2.	Purchase file/ Indent Register/ Electronic Record	5 Years
3.	Store file containing purchase order, dispatch documents and discrepancy report	8 Years
4.	Job contract files	5 years

# **PERSONNEL & ADMINISTRATION DIVISION**

## **ESTABLISHMENT**

### **(A) APPRAISALS, PROMOTIONS, PRC, DPC ETC.**

<b>Type of Record</b>	<b>Retention Period</b>
Appraisals records of executives through EPMS	10 Years or till next promotion
Appraisals records of non-executives through EPMS	10 Years or till next promotion
Year-wise PRC Assessment Sheets of executives through EPMS	5 Years
Year-wise constitution of DPC, Assessment Sheets & Minutes thereof executives	5 years

### **(B) ESTABLISHMENT**

<b>Type of Record</b>	<b>Retention Period</b>
Personal Files of Employees	3 Years after separation of the employee
Report of private foreign visits by the employees	5 Years
Personal Files of Employees having pending Court Cases	3 Years after disposal of the case

### **(C) ORGANIZATION STRUCTURE / MANPOWER PLANNING**

<b>Type of Record</b>	<b>Retention Period</b>
Processing File for Organization Changes/ Transfers/ Postings/ Re-designation of Executive	3 Years

### **(D) POLICY / RULES / MANUALS**

<b>Type of Record</b>	<b>Retention Period</b>
All valid policy/ rules/ guidelines	Till validity

### **(E) EMPLOYEES COMPENSATION / RULES**

<b>Type of Record</b>	<b>Retention Period</b>
Salary and Wage Revision Record	Till next salary/ Wage Revision

**(F) MISCELLANEOUS**

<b>Type of Record</b>	<b>Retention Period</b>
Inter Plant Circulars	1 Year
MIS and other Reports	2 Years
Correspondence with IA/ CAG/ PDCA/ RTI related Files	5 Years
VIP References/ Transfer Requests	2 Years
Documents related with SC/ST/OBC	As updated from time to time till it is in operation

**(G) RECRUITMENT**

<b>Type of Record</b>	<b>Retention Period</b>
Record/ Notes to recruitment against a post :- – Proposal and approval related to recruitment – Record related to selection of candidate	3 years from the date of declaration of the result of the written test
Written test result of qualified candidate	1 Year after the issue of offers for appointment
Post based Reservation Rosters	As updated from time to time, till it is in operation
Records related to Parliamentary questions	3 Years from the date of reply
Record related to Court Cases	3 Years from the date of final decision
Record related to VIP references	1 Year from the date of reply
Record related to information provided under RTI Act'05,if any	3 Years from the date of issue

## **HUMAN RESOURCE DEVELOPMENT**

<b>Type of Record</b>	<b>Retention Period</b>
Files related to Foreign visits/ training	5 Years
In-house training	3 Years
MTI nomination	3 Years
External training/ seminar/ conference etc- within India	3 Years
MIS Report	3 Years
Training need analysis	3 Years
Annual Training Plan	3 Years
Policy files – TAC/ TAB etc.	Till validity

## **INDUSTRIAL RELATIONS, WELFARE & CLC**

<b>Type of Record</b>	<b>Retention Period</b>
Registration certificates related to Statutory Matters	Till validity
Corporate/ Local Guidelines/ Policy/ Rules/ Practices (Valid Documents)	Till validity
ASE/ Union related documents	10 Years or till validity
EFBS/ Group Insurance and other employee related files	One year after superannuation of employees/ till final settlement
Welfare matters files	3 Years
Contract Labour related files	3 Years
Contract/ Procurement related files	3 Years

## **ADMINISTRATION**

### **(A) ESTATE**

<b>Type of Record</b>	<b>Retention Period</b>
Land Record	Permanent
Long Term Leasing of Houses at SAIL Satellite Township	5 Years after expiry of Lease
Short Term Licensing of Houses at Shyamali Colony	3 Years after existing scheme is superseded
Licensing of Houses & Shops to external agencies	3 Years after expiry of license
Revenue from external agencies <ul style="list-style-type: none"><li>• House Rent</li><li>• Electricity Charges</li><li>• Security Charges</li><li>• Water Charges</li></ul>	3 years after payment of dues. In case of non-payment till dues are cleared
Correspondence with SAIL Corporate Office/ State Administration related to Estate Management	3 Years

**(B) GENERAL ADMINISTRATION**

<b>Type of Record</b>	<b>Retention Period</b>
Valid Policy Guidelines	Till validity
Hiring of Vehicles	3 Years after expiry of contract
Repair & Maintenance of Company owned vehicles	3 Years from the date of bill of clearance
Purchase & Disposal of Vehicles – RC, Insurance & related records	1 Year after disposal of asset
Contracts/ AMC files for various services provided by Admn. section, related bills and correspondences	3 Years after expiry of contract
Approval/ bills related with general maintenance	3 Years after clearance of bills
Procurement and Disposal of Assets	3 Year after disposal of asset
Matters related with Empanelment of Hotels, Corporate tie-up with hotels at different locations	3 Years after expiry of contract
Rate Contracts for Catering, Hospitality Services and Banquet Functions including bills	3 Years after expiry of contract
Documents related to Courier / Postal Service	3 Years

**HORTICULTURE**

<b>Type of Record</b>	<b>Retention Period</b>
Contracts related including bills	3 Years after expiry of contracts
Procurement Records	3 Years

**CORPORATE SOCIAL RESPONSIBILITY**

<b>Type of Record</b>	<b>Retention Period</b>
Valid Policy/ Guidelines documents	Till validity
Office order/ Circular/ Directives/ Advisory etc.	5 Years
Budget	5 Years
Records of CSR Nodal Officers / CSR Committee meetings	5 Years
Project / Activity documents	5 Years



## LEGAL MATTERS

Type of Record	Retention Period
Court/ Arbitration cases	3 Years after final disposal
Correspondence with Corporate Office, other plants/ units of SAIL	3 Years
Report/ Returns- Monthly/ Quarterly/ Yearly	3 Years
<b>RTI MATTER</b>	
Individual requests/ Replies under RTI Act, 2005	3 Years after disposal
Report/ Returns- Monthly/ Quarterly/ Yearly	3 Years

## SECURITY

Type of Record	Retention Period
Contract related documents	3 Years after validity
Fire extinguishing equipment/ Asset records	Permanent
Record of issue of Identity Cards	Permanent
Material/ individual Gate Pass	3 Years
Celebration of Independence and Republic Day	3 Years
Deployment of Home Guards	3 Years
Vigilance / Audit matters	3 Years
Valid Policy / Guidelines	Till validity

## राजभाषा अनुभाग

रेकॉर्डों का प्रकार	रिटेंशन की समयावधि
राजभाषा कार्यान्वयन समिति की बैठक से सम्बंधित	03 वर्ष
हिंदी की तिमाही प्रगति रिपोर्ट	03 वर्ष
विभिन्न कार्यशाला, प्रतियोगिता, प्रशिक्षण आदि सम्बन्धी रेकॉर्ड	03 वर्ष
हिंदी प्रोत्साहन योजनाओं का रिकॉर्ड	03 वर्ष
राजभाषा निरीक्षण सम्बन्धी रिकॉर्ड	03 वर्ष
पालिसी एवं दिशानिर्देश सम्बन्धी रिकॉर्ड	नियमों की वैधता तक