

APPENDIX 28

**RETENTION SCHEDULE FOR RECORDS PRESCRIBED
IN THE MANUAL OF OFFICE PROCEDURE**
[*Vide* Para. 111 (1) (c)]

Sl. No.	Description of record	Reference to relevant para. of the Manual	Retention period (years)
(1)	(2)	(3)	(4)
1.	Dak register ...	9 (6)	1
	Invoice ...	10 (1)	1
2.	Section diary ...	12 (1)	3
	Movement slip of receipts ...	15 (3)	To be destroyed after the relevant receipts have been received in the section concerned.
3.	Assistant's diary ...	18 (2)	1
4.	Standing guard files ...	30 (1) (c)	Permanent. The earlier version of these records will normally be weeded out as soon as the revised version becomes available.
	Standing note ...	30 (1) (b)	
	Distribution chart ...	75 (1)	1
	Typist's diary ...	75 (2)	1
5.	Issue diary ...	76 (1)	1
	Despatch Register ...	80 (2)	5
6.	Section Despatch Register	85 (1) (d)	5
	Postal registration books	80 (4)	5
7.	Receipts of telegrams ...	80 (7)	1
	A Register of daily abstract of stamps used ...	80 (8)	5
8.	Messenger book ...	81 (1)	1
	Stamps account register ...	84 (1)	5
9.	Weekly statement of cases disposed of without reference to Minister ...	85 (2) (b) (i)	1
10.			
11.			
11 (a)			
12.			
13.			
14.			

Sl. No.	Description of record	Reference to relevant para. of the Manual	Retention period (years)
(1)	(2)	(3)	(4)
15.			
16.			
17.			
18.	File Register	91	Permanent
	File movement register ...	94 (1)	1
19.	Register for watching the progress of recording	98 (2) (b) and (3)	3
20.	Index slips ...	101	5 years or till printed departmental index becomes available, whichever is later.
	Consolidated departmental index	101	Permanent
	Precedent book	104	Permanent
21.	List of files transferred to—		
	(a) Departmental record room	106 (3)	25
	(b) National Archives	106 (5)	Permanent
	Record review register	106 (4)	1
22.	List of files received for review	107 (5)	1
23.	Register of spare copies of publications, circulars, orders, etc.	107 (9)	1
	Record requisition slip	109	To be destroyed after the requisitioned file has been returned to the National Archives.
24.	Record requisition card ...	109	To be destroyed after all the space for entries has been used and the last file requisitioned has been returned to the sectional departmental records.
25.	Weekly arrear statement.	117 (1) (a)	1
	Case sheets of cases pending disposal over a month.	118 (2) (a)	1
26.	Numerical abstract of cases pending disposal for over a month	118 (4) (d)	1
27.			
28.			
29.			

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Sl. No.	Description of record	Reference to relevant para. of the Manual	Retention period (years)
(1)	(2)	(3)	(4)
30.			
31.			
32.			
33.	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of the department	118 (8) (a)	3
	Call book	119 (1)	3
	Monthly Progress report on recording of files	120 (1)	1
34.	Reminder diary	121	1
	Register for keeping a watch on communications received from M.Ps.	122	1
35.	Register of Parliamentary assurances	123 (1)	1
	Check-lists for periodical reports	124	1
36.	Inspection reports	133	1 year after the date of next inspection
37.			
38.			
39.			
40.			

NOTE.—The retention period will be reckoned with reference to the date from which the record ceases to be current/active. Where, however, it is proposed to weed out a register wherein certain entries are still current, e.g., file movement register where certain files entered therein have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out thereafter.