

REVISED RECORD RETENTION SCHEDULE

**Elimination of record and procedure to weed out obsolete records of
IIT Bombay**



INTRODUCTION

1

The Indian Institute of Technology Bombay recognizes the importance of effective record management in maintaining organized and efficient operations. The Board of Governors in its 116th Meeting held on the 25th May 1988 considered and approved the proposal for the preservation and elimination of records available at the Institute (Agenda item no. 17). As the institute has grown since its establishment in 1958, accumulating records in various forms has become challenging. Although IIT Bombay has implemented digitization measures and adopted online systems for various processes, the volume of records continues to increase. To optimize office space and enhance record management practices, it is imperative to establish a policy on the Records Retention Schedule and weeding out of Obsolete Records.

Objective

The primary objective of this policy is to provide guidelines for the Retention and Destruction of records at IIT Bombay. By implementing a standardized procedure, the institute aims to:

- a) Effectively manage and organize records to improve operational efficiency.
- b) Optimize office space by eliminating unnecessary accumulation of records.
- c) Ensure compliance with applicable Regulations and Statutes governing Record Retention and Destruction.
- d) Facilitate the transition towards digital record-keeping and reduce dependence on physical copies.
- e) Safeguard sensitive information and protect the privacy and confidentiality of individuals.

Applicability

This policy applies to all Departments, Centres, Sections and Units within IIT Bombay that generate or maintain records, regardless of the format (physical or digital). It covers official communication within the Institute and external correspondences with various Agencies.

2

Records Retention Schedule

- a) IIT Bombay shall establish a comprehensive Records Retention Schedule, outlining the minimum duration for which different categories of records should be retained. The retention schedule will be periodically reviewed and updated to reflect statutory requirements and Institutional needs changes.
- b) The Retention Schedule will categorize records based on their nature, importance, legal requirements, and potential future relevance.
- c) Each Departments, Centres, Sections and Units shall be responsible for identifying the records under their purview and classifying them according to the retention schedule.
- d) The Retention Schedule should consider the requirements of IIT Bombay's Autonomous role, considering any provisions or exemptions granted by relevant Governmental regulations.

Destruction of Obsolete Records

- a) The weeding out and destruction of obsolete records shall be conducted systematically and in a manner that ensures compliance with applicable laws and regulations.
- b) Individual Departments, Centres, Sections and Units shall form intra-section committees responsible for verifying and certifying the destruction of obsolete records under their jurisdiction.
- c) The destruction of physical records shall be carried out using secure and environmentally friendly methods. Digital records shall be securely deleted or rendered inaccessible according to established protocols to prevent unauthorized access.
- d) The destruction process shall be documented, including the date, method, and a record of the destroyed records. This documentation shall be report in the BoG meeting and retained for Audit and compliance purposes.

Review and Amendment

This policy shall be reviewed periodically, at least once every **two** years, to ensure its relevance and effectiveness. Amendments may be proposed and incorporated as necessary through a formal approval process.

Guidelines for Weeding Out Obsolete Records

Annual Listing and Weeding Out:

- a) Each segment within IIT Bombay shall prepare a list of obsolete records in its custody up to December 31st of each year.
- b) Obsolete records must be disposed of before January 31st of the following year.

Submission of Certificate:

- a) A certificate regarding the weeding out of records must be submitted to the Registrar by February 15th of each year.
- b) If no destruction has been carried out by any section, a "Nil Destruction" certificate must be submitted.

Obsolete Records Destruction Committee:

- a) The Head / Section In-Charge, shall be responsible for forming the Obsolete Records Destruction Committee, chaired by them.
- b) The committee should consist of at least three members, with at least one member co-opted from another section / Department.

List Preparation and Examination:

- a) The Head / Section In-Charge, will prepare a list of records proposed for destruction or retention.
- b) The committee will examine the details of the obsolete records proposed for destruction.

Destruction/Retention and Certification:

- a) After segregation and examination, the Section/School Head shall ensure the destruction/retention of the records.
- b) A certificate certifying the destruction / retention of records as per the Record Retention Policy must be submitted to the Registrar and to further report to BoG.

Register of Records Destruction/Retention:

- a) Each Departments, Centres, Sections and Units shall maintain a "Register of Records Destruction/Retention" to record the date and method of destruction.

Destruction Methods:

- a) Obsolete records should be shredded or handed over for pulping whenever possible to maintain an eco-friendly approach.
- b) Burning may be used only for highly sensitive records and when shredding is not feasible.

General Schedule and Preservation:

- a) Records needed for legal matters or pending court cases should not be destroyed and should be maintained by the section head.
- b) Permanent records should be digitized and preserved in duplicate copies. The Head / In-Charge should keep one copy, and the second copy should be preserved in a geographically separate repository.
- c) After certification by the Head / In-Charge, hard copies of permanent records can be considered obsolete and may be destroyed following the prescribed procedure.

General Financial Rules, 2017 :

Any procedures or periods not covered by the above guidelines shall be governed by the General Financial Rules, 2017.

Director's Approval:

The final decision regarding any amendment, exemption, or deviation required in the periodicity of destruction / retention of records shall rest with the Director of IIT Bombay.

Data Back up and Protection of Digital Data Policy

Backup-Type / System-Application names	Postgresql Centraldb (Academic Database) (Total-Size)	Oracle (Vena)	Oracle (Misc)	Postgresql SAP-PI	Legacy Application Files	IITB-ERP System
Applications / DB covered	Academic, Admissions, Scholarship, Surveys, CRP, Hostels, ERS, Security-Access Control, HealthOffice, Onlinepay, Donations	Security ID-Card, EIS, Hospital, Mobile-Registry, Tel. Directory Estate-Rentroll, Electricity Billing Maintenance-Support-Portal	Accounts-MISEC - DB Scholarship - DB Old - OPS system - DB	SAP-PI Data VRP-portal-data	All Applications (Files & Documents) Servers included : ASC, Portal, Old-OPS, NewPortal, Surveys, NewSurveys, AMS	<u>SAP-ERP</u> <u>ERP-PRD,</u> <u>EP-PRD,</u> <u>PI-PRD, Bw-PRD,</u> <u>CRM-PRD,</u> <u>SRM-PRD</u> <u>DMS,</u> <u>Quality-Servers</u> <u>Dev-Servers,</u> <u>Solman</u> <u>Sybase Database</u>
Live Replication Required (High-Availability Mode)	Yes	Yes	Yes	Yes	Yes	Yes (Active Live Replication from DC to DR)
6-Hourly (On local-disk & NAS) (Approx. Size)	Yes (50 GB)	-	-	-	-	-
Daily (On local-disk & NAS) (Approx. Size)	Yes (50 x 4 = 200 GB)	Yes (14 GB)	Yes (7 GB)	Yes (1.5 GB)	-	-
Weekly (On local-disk & NAS, Tapes)	Yes (200 x 7 = 1.5 TB)	Yes (100 GB)	Yes (50 GB)	Yes (11 GB)	Yes (700 GB)	Yes (24 Backup-Tapes x 6.25

(Approx. Size)						TB) in rotation mode
Monthly (On Local-disk, NAS & Tapes) (Approx. Size) Monthly-Tapes will be reused next year	Yes (1.5 TB x 4 = 6 TB)	Yes (100 x 4 = 400 GB)	Yes (50 x 4 = 200 GB)	Yes (11 x 4 = 45 GB)	Yes (700 x 4 = 2.8 TB)	Yes (24 Backup-Tapes x 6.25 TB) in rotation mode
Yearly (On Local-disk, NAS & Tapes) (Approx. Size) Year-wise Backup-Tapes to be kept at remote location	Yes (1.5 TB)	Yes (100 GB)	Yes (50 GB)	Yes (15 GB)	Yes (700 GB)	Yes (6.25 TB x 24 = 150 TB) (Independent Tape-Library Server is being used for SAP-ERP)

NOTE

1. Weekly, Monthly and Yearly backup will be moved to NAS and Backup-Tape from Local-disk.
2. Year-Wise tape will be stored at **Remote location (yet to be decided)**, and will be used only at the end of next year (December) for taking next-year's backup.
3. Monthly-Tapes will be reused next year (for same month).
4. NAS Servers will also have a backup server as NAS-Backup server (**to be procured**)

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Common List
(to be maintained uniformly across the Institute by all Heads /
Sections In-Charges)

Sr. No	Description	Period of retention
1	Dead Stock Register	Permanent
2	Consumables Register	Permanent
3	Muster Roll for Permanent and Temporary Staff	2 years
4	Comprehensive Mandays Central List maintained by Estate Office for Contract Staff	10 years
5	Muster Roll for Contract Staff maintained at Department / Section Level	2 years
6	Messenger Book	2 years
7	Imprest Cash Register	2 years
8	In-Charge file	3 years
9	Internal correspondence Files	3 years
10	Write-Off Files	3 years or until CAG audit is over
11	Inward/Outward Register	2 years
12	Approvals File	3 years
13	Right to Information (RTI) replies	5 years
14	Annual Maintenance Contract (AMC) Files	1 year after the warranty period is over.
15	Purchase Files	Import File – 10 years Local File – 7 years
16	Policy / Standing Order Files	Permanent
17	Budget Files	2 years
18	Miscellaneous Files	2 year
19	Hindi Quarterly Files	1 year
20	Circular File	1 year
21	Canteen Book	1 Year
22	Gate Pass Register (Internal / External)	1 Year
23	No Dues Certificate	1 Year
24	MOU Files	Permanent

Confidential List

SR. No.	Description	Retention Period
1	Personal files of the students	1. Hard copy - 1 Year after graduation. 2. Digital Copy - To be maintained permanently
2	Personal files of the students with Withdrawal/ Termination/ Cancellation/Rejection cases of students	1. Hard copy - 5 Years 2. Digital Copy - To be maintained permanently
3	Master Grade Reports/Consolidated Grade Report	1. Hard copy - 5 Years after graduation. 2. Digital Copy - To be maintained permanently
4	Semester Grade of courses received from the instructors	1. Digital Copy - To be maintained permanently
5	Evaluated answer books available with/returned by the Instructors after each Semester-end / Term end exam.	1. Hard copy - 1 Year after exam 2. Digital Copy - To be maintained permanently
6	Course Evaluation forms (TCF), submitted by the students for the courses of a semester	Digital Copy - To be maintained permanently
7	Ph.D. / MS Evaluation / Viva Reports	1. Hard copy - 5 Years 2. Digital Copy - To be maintained permanently

**Records related to the Academic Section
(other than the Common List)**

SR. No.	Description	Retention Period
1	UG/ PG/ PhD Admission Documents and other Statistics	1. Hard copy - 5 Years 2. Digital Copy - To be maintained permanently
2	Minutes of the Senate and Agenda papers and reports of the various committee appointed by the Senate	1. Hard copy - To be maintained permanently 2. Digital Copy - To be maintained permanently
3	Matter related to UGAPEC/PGAPEC/ UGPC/PGPC/ UG-PGPC /Scholarship Committee Meetings	1. Hard copy - 5 Years 2. Digital Copy - To be maintained permanently
4	Convocation Register	1. Hard copy - To be maintained permanently 2. Digital Copy - To be maintained permanently
5	Files related to correspondence with Central/State Government regarding award/renewal of Scholarships to UG/PG Students	1. Hard copy - 5 Years 2. Digital Copy - To be maintained permanently
6	Thesis submitted by Students	To be maintained in digital format permanently
7	Internal Correspondence Files	1. Hard copy - 5 Years for Withdrawal/ Termination/ Cancellation/ Rejection cases of students 2. Digital Copy - To be maintained permanently

**Records related to the Establishment & Recruitment Section
(other than the Common List)**

Sl. No.	Description	Periodicity
1		
2	Service Books	Permanent
3	Personal Files	To be destroyed after 5 years provided there are no litigations and no audit objections pending.
4	Recruitment Roster Registers	Permanent
5	Earned and another kind of Leave File	To be destroyed after inspection of the service book by an officer/official concerned after 1 Year. (Permanent in digital format)
6	Personal files of staff on Contract/ Consolidated salary	To be destroyed after 5 years provided there are no litigations and no audit objections pending.
7	Medical Insurance File	One Year
8	LCMS files	One year
9	Outsourced Pharmacy / Pathology lab bills / Correspondence	5 years
10	OPD Files	Three years
11	Retirement TA Claims	3 years
12	CEA files	3 years
13	Newspapers Claim Files	3 years
14	Medical Board Files	2 years
15	IPD Claim files	3 years or one year after CAG Audit is over
16	LTC final claim	3 years or one year after CAG Audit is over
17	Medical TA	3 years or one year after CAG Audit is over
18	Medical Advance	3 years or one year after CAG Audit is over
19	GTIP Files	3 years or one year after CAG Audit is over
20	CPDA Register Files	3 years or one year after CAG Audit is over

21	Best Research Publication Papers - *Faculty Rectt.	To be destroyed after 3 months from the Interview date
22	Short Advertisement File (Published in Newspaper)	For last 5 calendar years (to be maintained in digital format permanently)
23	Selection Committee Reports	5 years after the joining of all candidates provided there are no litigations pending (to be maintained in digital format permanently)
24	Recruitment Files of Jobs	2 years after the joining of all candidates provided there are no litigations pending (to be maintained in digital format permanently)
25	Reference Letters	To be destroyed after the Interview
26	Shortlisted Applications	To be destroyed after six months of the completion of the process of selection (to be maintained in digitally for 3 years).
27	Not Shortlisted Applications	Within three months after the completion of the process (to be maintained in digitally for 3 years)
28	Digital Records for Recruitment/ Rectt. Team	To be destroyed after 1 year of the completion of a process of selection.
29	Personal File of Apprentice	To be destroyed after 5 years provided there are no litigations and no audit objections pending.
30	Communication related to Police Verification & Caste Verification of employees	To be destroyed after 3 years provided police verification is completed
31	Caste Verification and Police Verification Report of employees	to be maintained in digital format permanently

**Records related to Office of the Registrar
(other than the Common List)**

Sl.No.	Description	Periodicity
1	Constitution of BOG/FC/Senate/B & WC/ISC/Deans Committee	Permanent
2	Legal Open Court Cases	Permanent
3	Legal Closed Court Cases	5 Years after decision
4	Index/Minutes of the Statutory Committee Meetings Like; BOG/FC/Senate/B & WC/ISC/Deans Committee	Permanent (Already in Digital Format)
5	Creation of Corpus Fund	Permanent
6	Land related documents	Permanent
7	Appointments of Deans/Associate Deans/Chairpersons/CVO/Nodal Officers, etc	Till Tenure
8	Faculty Roles Responsibilities	1 Year
9	General Notifications/Office Memorandum/Office Orders, etc.	Permanent (Digital Format)
10	Correspondence with MHRD	Permanent
11	i)IIT Council ii)All IITs Directors/Registrar's Meeting agenda minutes	Available online on IIT council website
12	Correspondence with Local Administration/State Authorities/MHRD, etc	1 Year (other than continuing cases)
13	Inquiry Reports	5 years after the closure of the case
14	Grievances	1 Year
15	Creation of new posts	Permanent
16	Peer Review SCSC	Permanent
17	Appointment of Director/Chairman BoG	5 year after completion of tenure
18	Handing over-taking over of new buildings	2 Year after completion of the tenure

19	Handing over charge of Registrar file	Permanent
20	Agreements copies	Permanent
21	NIRF	1 Year
22	Visitor's Nominees	1 Year after validity
23	Record of Destruction Certificate	Permanent
24	All other records	Will be retained as per RTI guidelines

Records related to

Finance & Accounts

Finance and Accounts/Internal Audit shall follow the record retention and destruction schedule as mentioned in Appendix-9 to General Financial Rules (GFR)-2017 (as amended time to time)

DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS

The destruction of records (including correspondence) connected with accounts shall be governed by the following Rules and such other subsidiary rules consistent therewith as may be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor-General.

1. The following shall on no account be destroyed :-

(i) Records connected with expenditure, which is within the period of limitation fixed by Law.

(ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.

(iii) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.

(iv) Orders and sanctions of a permanent character, until revised.

(v) Records in respect of which an audit objection is outstanding.

2. The following shall be preserved for not less than the period specified against them :-

	Description of Records			
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
1.	Payments and recoveries.	(I) Expenditure Sanctions not covered by Paragraph 1 above (including	2 years, or one year after completion of	

		<p>sanctions relating to grants-in-aid)</p> <p>(ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Government Account (Receipts and Payments) Rules, 1983.</p> <p>(iii) Contingent expenditure.</p> <p>(iv) Arrear claims (including sanction for investigation, where necessary).</p> <p>Papers relating to :</p> <p>(v) GPF Membership.</p> <p>(vi) GPF Nomination.</p> <p>(vii) Adjustments of missing credits in GPF</p> <p>(viii) Final withdrawal from GPF, e.g., for house building, higher technical education of children, etc.</p> <p>(ix) GPF annual statements.</p> <p>(x) T.A./Transfer T.A. claims</p>	<p>audit, whichever is later. 10 years.</p> <p>3 years, or one year after completion of audit, whichever is later.</p> <p>3 years, or one year after completion of audit, whichever is later.</p> <p>1 year. 1 year - after final settlement of GPF Account. 1 year</p> <p>1 year</p> <p>1 year 3 years, or one year after completion of audit, whichever is later.</p>	<p>Subject to:</p> <p>(a) Original nomination being placed in Vol. II of the Service Book of Group 'D' Government servants; and</p> <p>(b) Nomination in original or an authenticated copy thereof being placed in Vol. II of the Service Book/Personal File in case of other Government servants. Subject to an authenticated copy of the sanction being placed on the personal file.</p>
	Description of Records			
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
2.	Budget Estimates		3 years	The retention period

3.	/ Revised Estimates. Service Books of: (a) Officials entitled to retirement / terminal benefits. (b) Other employees.		3 years after issue of final pension/ gratuity payment order. 3 years after they have ceased to be in service. 3 years after issue of final pension/ gratuity payment order. 3 years after they have ceased to be in service.	here related to the Budget / Revised Estimates as compiled by the Budget / Accounts Section for the Department as a whole. Subject to the nomination in original or an authenticated copy thereof (where original kept with the audit) as they may be being placed in Vol. II of the Service Book/ Personal File.
4.	Leave Account of: (a) Officials entitled to retirement / terminal benefits. (b) Other employees.	(a) Nomination relating to family pension in and DCR gratuity. (b) Civil List Gradation/ Seniority list-	1 year - after settlement of benefits.	
5.	Service records	(i) in the case of Departments preparing /bringing out the compilation. (ii) In the case of other Departments (i.e., those supplying information for such compilation) c) Alteration in the date of birth.	3 years. 1 year after issue of relevant compilation. 3 years	Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal file
	Description of			

	Records			
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
6.	Expenditure statements.	(d) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence. (e) Verification of service.	3 years, or 1 year after completion of audit, whichever is later 5 years.	-do- Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet
7.	Surety Bonds executed in be favour of a temporary or a retiring Government servant.	(a) In respect of lower formations. (b) In respect of Department itself.	To be weeded out at the end of financial year. To be weeded out after the Appropriation Accounts for the year have been finalized	
8.	(a) Pay Bill Register (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill Register is not maintained). (c) Schedules to the Establishment pay bills for the period for which	(c) Register of monthly expenditure (Form GFR 9)	To be weeded out the Appropriation Accounts for the year have been finalized. 3 years after the Bond ceases to be enforceable.	
			35 years	
			35 years	

	pay bill Register is maintained. (d) Acquaintance Roll.		3 years, or one year after the completion of audit, whichever is later	
			3 years, or one year after the completion of audit, whichever is later.	

	Description of Records			
Sl. No.	Main-Head	Sub-Head	Retention Period	Remarks
9.	Muster Rolls		Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment	
10.	Bill Register maintained in Form TR-28-A Paid cheques returned by the Bank to the Audit/ Accounts Office.		5 years	The counter foils of paid cheques should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counter foils are required to be preserved in connection with settlement of some enquiry, etc., these should not be destroyed unless
11.			5 years	
12.		Files, papers and documents relating to contracts,		

13.	<p>agreements, etc.</p> <p>Sub-vouchers relating to the Secret Service Expenditure.</p>		<p>cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.</p> <p>3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.</p>	<p>otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.</p>
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INSTRUCTIONS :-

1. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., Registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

NOTES.-

(1) Before any pay bills/pay Registers are destroyed, the service of the Government servants concerned should be verified under Rule 257 in accordance(1) with .

(2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.

(3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.

(4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as property appertain to the accounts audited by the Indian Audit and Accounts Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.

(5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.

**Records related to Estate Office
(other than the Common List)**

S.No.	Description	Periodicity
1	Land Records file	Permanent
2	Files related to the procurement of Cement or any other material	1year
3	As built drawings	Until demolition. Soft copies shall be retained.
4	Files pertaining to replies to Statutory Auditors	3 months after audit paras are closed
5	Files relating to applications for allotment and Minutes of meetings of allotment committee	1 year
6	Allotment of Accommodation	1 year
7	Occupation /Vacant reports File	6 months
8	Electricity bill generations files	6 months
9	Files pertaining to works which consist of Estimates, NITs, Quotations /tender documents, measurements, technical & financial evaluation, award letters, and correspondence with the agencies for which final bills are paid	3 years after the date of final payment or until CAG audit is over, whichever is earlier.
10	Work Register/Bill Register	3 years
11	Records related to tree plantation	3 years until CAG paras are closed

Records related to Public Health office

Record Retention Schedule, IIT Bombay

(other than the Common List)

S.No.	Description	Periodicity
1.	Files pertaining to works which consist of Estimates, NITs, Quotations /tender documents, measurements, technical & financial evaluation, award letters, agreements and correspondence with the agencies for which final bills are paid	3 years after the date of final payment or until CAG audit is over, whichever is earlier.
2	Files pertaining to replies to Statutory Auditors	3 months after the audit paras are closed
3	Files relating to specific committees and Minutes of meetings (Green office committee, mosquito control committee and human-animal conflict committee)	2 years or upon completion of tenure of committee.
4	Goods Receipt Note/ Issue Register	3 Years
5.	Security Deposit File	3 years from the completion of work.
6.	Tender Opening Register/ Purchase Committee Records/Attendance of vendors and committee members	3 Years
7.	BMC /Labour Commissioner Correspondence	2 Years, provided there are no litigations and no audit objections pending.
8.	Complaint Register	1 Year
9.	Internal Correspondence	1 Year
10.	Work Register/Bill Register	1 Year

Records related to Central Library

(other than the Common List)

Sr. No.	Description	Periodicity
1	License Agreements	Permanent
2	Accession Registers	Permanent
3	Archive file	Permanent
4	Library Committee	Permanent
5	Membership Deposit Refund	Permanent
6	Standing Order Register	Permanent
7	Declared lost & cost recovered	5 Years
8	External Library Membership file	5 Years
9	Survey Committee file	5 Years
10	Photocopies Accession Register	2 Years
11	Journals Subscription file	10 Years
12	Library Annual Report	5 Years
13	Stock Verification File	10 Years

Records related to Hospital

(other than the Common List)

S.No.	Description	Periodicity
	WARD	
1	Indoor/Admission Register	Permanent
2	Operation Register	5 years
3	Indent Issue/Medicine/Injection Register	1 year
4	Detain Book	5 years
5	Key Book	1 year
6	Emergency papers Book (Yellow)	5 years
	Office	
7	Birth/Death Report Book	Permanent
8	Reference/Staff/Student Cert. Books	5 years
9	i.Ambulance issue book ii.Eye Testing File Iii. Other certificates fie (Abroad/Vaccination/Academic purpose, etc.)	1 year
10	Pre-Employment Fitness Certificate Book	Permanent
11	Indoor Papers File	5 years
12	Correspondence File for Bio-Med Waste	Permanent
13	Correspondence File (Outsourced Labs)	3 years
14	Internal Correspondence File (Estate/Security/Dengue-Malaria Report etc)	3 years
15	Non-Entitled Correspondence File	10 years
16	Miscellaneous Files & Registers	1 year
17	Indent/Procurement Book	1 year
18	Doctors Duty List File	5 years
	Pathology	
21	Blood, Urine, Stool & Misc. Registers	1 year

20	Biochemistry Register	3 years
21	Indent Books	5 years
22	Reports File	1 year
23	Monthly Report Register	1 year
	Radiology	
24	X-ray, ECG, Physiotherapy Register	Permanent
25	Indent Book	2 years
26	USG Appointment Register I. General ii. Gynec related	Permanent
	Stores	
27	Records shredding File	1 year
28	i. Files & Ledgers for Eqp/Tools/Furniture & Fixture items (Purchase Orders & Tax Invoices) ii. Files & Ledgers for Consumables, (Purchase Orders & Tax Invoices) iii. Indent Paper Files	3 years

**Records related to Material & Management Division
(other than the Common List)**

Sl.No.	Description	Periodicity
1.	Purchase Files	Import File 10 Years Local File 7 Years
2.	File Movement Registers	3 Years
3.	Non Purchase Orders Files	3 Years
4.	Freight Bill Clearance Register	5 Years
5.	Goods Receipt Note Issue Register	3 Years
6.	Purchase File Issue Register	3 Years
7.	Issue Book and Exemption Order File for Absolute Alcohol	3 Years
8.	Licence Files	2 years after the License Period or warrenty
9.	Account book for the rectified spirit, absolute alcohol etc.	10 Years
10.	Scrap Tender Opening Register	5 Years
11.	Tender Opening Register	3 Years
12.	Purchase Committee Records	3 Years
13.	CAG Audit Correspondence	Permanent
14.	Leave Record (CL and RH of project staff)	3 Years
15.	Establishment Correspondence Pertaining to MMD Staff and Internal Office Orders of MMD	Permanent

**Records related to Security section
(other than the Common List)**

Record Retention Schedule, IIT Bombay

Sl.No.	Description	Periodicity
1	Key In/Out Register	1 year
2	Vehicles In/Out Register	1 year
3	Visitors detail Register	1 year
4	Material/Equipment out Gate Pass Register	1 year
5	Personnel/Courier/Milkman In/Out Register	1 year
6	Record of FIRs/Police case file	3 years after the closing of case
7	Students Indiscipline cases file/disciplinary matters	From the date of registration of course till the duration of the course
10	Security Office related Section Orders file	1 years, any policy related orders to be maintained permanently or till over ruled.
11	E-Tender/other procurement for Security Services	As per appendix J of GFR.
12	Correspondence with Security Service Provider	5 years after closing of contract
14	Training program and Physical Test Record file	1 years after completion of contract
15	Handing/Taking over duties by Security Staff Registers	1 year
16	Security Checking Registers	1 years
17	Weekly Duty deployment Roster file	1 year

**Records Related to IRCC
(other than the Common List)**

S.No.	Description	Retention period
IRCC Admin Section		
1.	<p>In-Charge files</p> <p>i. Internal and external circulars</p> <p>ii. Staff related files, viz., joining reports, promotion orders, retirement related papers, GTIP papers, Salary register</p> <p>iii. Project and IRCC staff - regular and <i>ad hoc</i> (advertisement copy (in case of regular recruitment), selection committee reports, call letters, offer letters, joining reports and service related and fringe benefits of the concerned staff, question papers and answer sheets of candidates (IRCC recruitment)),</p> <p>iv. Student fellowship and stipend (Digital Record)</p>	3 years (to be maintained in digital copies permanently)
IRCC Technical Section		
S. No	Type of Document	Periodicity*
1	Official communication to Dean (R&D)'s Office	1 year after receipt of document

2	Entrepreneurship related NOCs	1 year after expiry/termination
3	Legal Notices	1 year after closure of action item
4	IP related records (non-accounts)	Till the active term of the respective IP
5	Lab notebook issue records	3years from receipt of forms
6	R&D Posters/Brochures	Till updated version is available
7	Publicity Banners	Discard after use
8	Committee reports and supporting documents	Documents to be maintained in digital format only
9	TT, IP, Start-up related documents (non-accounts)	
10	Award related records	
11	Central facility records (non-accounts)	
12	Ethics Committee related records (IEC, IRB etc.)	
13	Ranking related records	
14	Records for IRCC section of annual report, BOG, IOE, query responses etc.	
15	STP related records	
16	Dissemination related records	
17	Records related to industry interactions	
<p>*unless otherwise agreed by the Dean (R&D) on case-to-case basis. This duration can be more but not less than the prescribed periodicity</p>		

IRCC Consultancy Unit		
Sl. No.	Description	Retention period
1	Letter received from Clients to initiate Consultancy Project	3 years
2	Consultancy projects Closing bills	2 years
3	Client Letter / Proforma Invoice (not delivered to client)	2 years
4	Tax Invoice (not delivered to client)	2 years
5	IRITPP/RDF/DDF Advance Settlement Bills	10 years
6	DDF / RDF Files	10 years
7	Seed Grant Project Files	10 years
8	Party Payment / Reimbursement / Honorarium payment Bills	10 years
9	Purchase Order Register (RDF/DDF/Seed Grant/Consultancy)	10 years
10	Consultancy projects disbursement	2 years
11	Consultancy Credit Advice	2 years
12	Consultancy / Seed Grant Advance Settlement Bills	5 years
13	Consultancy Speed Post Record	1 year
14	Consultancy / Seed Grant / RDF / DDF Office Copy	2 years
15	Consultancy Other Files (Vendor Registration Form / Form 3 CG)	1 year
16	Instrument Usage Charges bills	2 years
IRCC Accounts Section		
S. No	Type of Document	Retention period
1.	Sponsored Project Files	10 years
2.	Internal Project Files	10 years
3.	Income project Files	8 years

4.	Cash Book	10 years
5.	Budget related files	Soft Copy maintained
6.	Investment files / Register / FD Receipt	10 years (to be maintained permanently)
7.	Government Notices related to GST	To be maintained permanently
8.	Accounts related Sap & PFMS Payment Vouchers	8 years
9.	Nil bill / Contra Entry / Settlement Bill	8 years
10.	PO Bank Adjustment Vouchers	8 years
11.	PO Register	8 years
12.	Bank Register (Local, Import, LC)	8 years
13.	Bank O/C Paper	8 years
14.	GST Invoice O/C Copy	10 years
15.	Fellowship / Booking charges/ other Institute Transfer payment Intimation	8 years

**Records related to Hostel Coordinating Unit
(other than the Common List)**

Sl.No	Description	Periodicity of Retention
1	CHMS Employees Salary Subsidy File	5 Years
2	Income Tax calculation of CHMS employees File	5 years or one year after CAG Audit is over
3	89 days employees file	5 years or one year after CAG Audit is over
4	GSLIC Group Insurance and LIC insurance files of CHMS employees	7 years or one year after CAG Audit is over
5	Monthly salary acquittance sheet file of CHMS employees	10 years
6	Group Term Insurance Policy (GTIP) File of CHMS employees	7 years or one year after CAG Audit is over
7	Payment Vouchers File of CHMS Salary	5 years or one year after CAG Audit is over
8	TDR File: Term Deposit Receipts copies of Hostel Mess Employees GPF Fund A/c	Permanent
9	GPF Register: GPF advance & GPF withdrawal of CHMS employees entry in Register	Permanent
10	CHMS Employee Personal Files	Permanent
11	CHMS Salary Register	10 years or one year after CAG Audit is over
12	CHMS Medical Reimbursement and Medical Advance File	3 years or one year after CAG Audit is over
13	CHMS Bank Account Statement	5 Years
14	CHMS Over Time of CHMS employees Files	3 Years
15	Electricity Bill of CHMS employees File	5 Years
16	6th and 7th pay fixation file of CHMS employees	Permanent

17	Director Approval File	Permanent
18	Associate Dean SA approval File	Permanent
19	HCU office general file	Permanent
20	One-year Employee (Appointment order of employees/Service Book record file /Leave Encashment/Form 16)	Permanent
21	One-year CHMS Employee Service Books	Permanent
22	Retired employees Leave File: Leave forms/ records of CHMS retired employees	5 years post retirement
23	CHMS Permanent employees Retirement File, final TA papers, No Dues File	3 years/Permanent?
24	CHMS Employee Service Book	Permanent
25	Pension (Personal file of pensioner & family pensioner/Pension order/Family Pension order/Monthly Pension Subsidy, etc)	Permanent
26	Contributory Medical Scheme/ Post-retirement medical scheme (Retired employees)	Permanent
27	Loan related Files (Hostel Mess Employees Welfare Fund – only permanent employees)	3 years after loan settlement
28	RR& PP Promotion Policy File For CHMS Employees 1) Minutes Of The Meeting For Implementing RR & PP Promotion With It Supporting Documents From The Year 2015 To 2023	Permanent
29	NPS (New Registration/Monthly subscriber deduction/ withdrawal/Monthly subsidy, etc)	Permanent
30	Papers of Handing & taking over of Warden and Associate Warden of all hostels	3 Years
31	Tender Documents Files of Private Mess Caterers	3 Years
32	Hostel Fee Refund Files	1 Year
33	Hostel Fee Waiver Files	1 Year

34	Hostel Fee Invoice Files	1 Year
35	Hostel Fee Circular Files	Permanent
36	Married Research Scholar Building Allotment for Ph.D. Students. 1) Seniority File 2) Occupation / Vacation File	10 Years
37	Student's / representative stay in various hostels for various Events held (Departmental/Institute/Student)	5 Years
38	Student (Undertaking of Semester Fee Payment)	1 Year

**Records related to Campus school
(As is in the Common List)**

SR.No.	Description	Retention Period
1.	Approval files	
	i. Recognition files	
	ii. NOC files (BMC ward office)	
	iii. Govt. software	Permanent
	a. UDISE/UDISE+ Files	5 years
	b. Namuna 2	Permanent
	c. Shala Siddhi file	“
	d. SanchaManyata file	“
	e. SDMS File	“
	f. UDISE	“
g. PGI File	“	
iv. Disaster Management file	“	
	5 Year	
v. Events (Foundation day, Annual Day, Golden Jubilee, Diamond Jubilee, Sports Day, Annual Sports Day, Teacher’s Day, Science Day, Educational tour, Exposure camp for teachers, Republic Day, Matrubhasha Diwas, National Science, International Yoga Day, National Sports Day, World population Day, Independence Day, Gandhi Jayanti, National Unity Day, Children’s Day, Constitution Day, Savitribai Phule Jayanti, Shiv Jayanti, Group games, Annual student health check-up, Music room set-up, Language – Lab set-up, CCA Activities, Farewell to X & XII etc.)	3 years	
vi. GR file	5 year	

2.	<p>In-Charge file</p> <p>i. Internal circulars</p> <p>ii. Staff related files- joining reports, promotion orders, retirement related papers, Full time/Part-time appointment orders, leave memos for temporary staff, recruitment requests</p> <p>iii. Contract workers</p> <p>iv. Policies- Admin and Academic Committee related, Scholarship committee, Library committee, Council committee related</p> <p>v. Internal/External correspondence (Dean IPS, Dean (AA), DD (FEA), DD (AIA), Registrar, parents</p> <p>vi. Advance / Settlement of Advance / Party Payments</p>	<p>3 years</p> <p>3 years</p> <p>10 years</p> <p>5 years</p> <p>5 years</p> <p>3 years</p>
3.	Staff Committee Agenda and Minutes	5 years
4.	Assessment papers/worksheet/syllabus/book list/log book/CCE Register	1 year
5.	Library book list for kids	5 years
6	Admission form issue and fee collection	3 years (to be maintained in digital format also)
7	HSC/SSC board exam mark sheet file/Leaving certificate	Permanent

**Records related to Guest House
(other than the Common List)**

SR.No.	Description	Retention Period
1	Reservation Forms	3 years or one year after CAG Audit is over
2	Guest Register	10 years
3	Cash Receipt Book, Cash Section Receipt & Cash Book Register	3 years or one year after CAG Audit is over
4	Meal Order Form	1 year
5	Official (Departmental meal orders) & Non-official (Room guests) kitchen file	3 years or one year after CAG Audit is over
6	Guest House Credit Bill	5 years
7	Vendors Bills	3 years or one year after CAG Audit is over
8	Tender files	5 years
9	Guest House Policy Records (Rate revision)	Permanent
10	General Office Files	1 year
11	Guest Feedback Forms	3 years
12	Man Days Records	5 years

**Records related to Internal Audit & Grievance Redressal Section
(other than the Common List)**

Sl.No	Description	Periodicity of Retention
1	Inspection Report of C&AG	Permanent
2	Correspondence with C&AG	Permanent
3	Replies in r/o C&AG Observations	Permanent
4	Transaction Audit C&AG Records	Permanent
5	Internal Audit Observation in service matters	10 Years until it is resolved
6	Minutes of the Grievance Committee	10 Years
7	Internal Audit observation Register	3 Years
8	Internal Audit Report prepared by IA & GR	Permanent
9	Internal Audit Manual prepared by IA & GR	Permanent
10	Establishment Correspondence pertaining to Internal Audit Staff	3 Years
11	Agenda of the Grievance Committee	1 year after the Grievance Committee Meeting.
12	Grievance Representation of the Employee.	1 year or until the grievance is resolved.
13	Application form in r/o Staff Welfare Fund	1 year or after the advance has been recovered.

**Records Retention Schedule of Legal & RTI Section
(other than the Common List)**

Sl.No	Description	Periodicity of Retention
1.	File containing the documents of the Disciplinary cases	6 months after all channels of courts are exhausted. In case of matters which are not challenged in the Court of Law, the documents may be preserved for a period of 3 years.
2.	APAR/ ACRs files in r/o Non-Teaching staff	(i) within a period of 1 year after retirement on superannuation (ii) to preserve up to the 60th birthday in r/o those who will voluntarily retire after putting 20 years service. (iii) within a period of 6 month in r/o staff members who dies while in service
3.	Office Orders / Circulars file	5 years
4.	Agreements files	1 year from the date of execution.
5.	RTI applications	5 years
6.	Appeal files	5 years
7.	Third party Audit Report	5 years
8.	IPO's record	2 years
9.	RTI Register	Permanent
10.	Annual Report	5 years
11.	CIC Appeals	5 years

**Records related to Electrical Maintenance Division
(other than the Common List)**

S.No.	Description	Periodicity
1	Statutory Reports such as MSTCL/MSEDCL/CEA/CFO/fire audit/PWD-Lifts and others.	Permanent
2	Pre-bid and Tender opening files	3 years or until CAG audit is over.
3	Earnest Money Deposit/Security Deposit Register	5 years
4	As-built drawings and Single Line Diagrams (SLD).	Until upgradation/dismantling. Soft copies shall be retained as per criticality.
5	Files pertaining to tendering of works/material procurement/ -PR and PO, AMC and AOC	5 years (is maintained in digital format)
6	Files relating to applications for temporary power supply requirements.	2 years or until completion of the project, whichever is later
7	Files related to additional power supply requirements by departments/labs etc.	2 years
8	File related to procurement of new assets for departments such as CCTV/Biometric/HVAC/DG/UPS etc.	3 years
9	Institute Electricity bills	5 years
10	Residential and commercial electricity consumption.	5 years
11	Hostel and Academic area Electricity consumption	10 years
12	CVO Report/ Audit observation/ BWC reports-inputs	5 years (need to maintained in digital format)

**Records related to Gymkhana
(Other than the Common List)**

SR.No.	Description	Retention Period
1	National Sports Organization (NSO) Registration & Grade	1 year
2	Inter-IIT Sports Meet	2 years
3	Students Sports Council	1 year
4	Swimming Pool Related - Recruit/Misc etc.	1year
5	Facilities entry Register (with biometric entry) Internal room booking dairy	1 year 1 year
6	Daily Sports Material Issue	6 months

**Record retention of Placement Office
(other than the Common List)**

Sr. No.	Description	Retention period
1	Registration records of students for placements	3 years
2	Placement and Internship records	Permanent (to be kept in digital format as well)
3	Client registration fee record	3 years or until CAG audit is over.
4	Students correspondence file	2 years

**Records related to Application Software Centre
(As is in the Common List)**

All Sections records should be preserved and digitize by ASC

S.No.	Description	Periodicity
1	<p>Approval files</p> <ul style="list-style-type: none"> i. Procurement related ii. Conferences/Training iii. Agreements/Contracts iv. Payment Gateway Usage v. SAP License forms 	3 years
2	<p>In-Charge file</p> <ul style="list-style-type: none"> i. Internal circulars ii. Staff related files- joining reports, promotion orders, retirement related papers, Extensions related papers, Full time appointment orders. iii. Project staff and contract workers related files iv. SAP ERP file v. Academics vi. Recruitment vii. Key Permission viii. Audit questionnaires ix. CAG related letters and replies x. Electricity Invoice from Estate Office 	3 years

**Records related to Student Wellness Centre Office
(other than Common List)**

Sr. No.	File Name	Contents	Periodicity
1	Internal Correspondence File	<ol style="list-style-type: none"> 1. Office Memorandum 2. Office Key Permission 3. Government Notice 4. PRO 5. Courier 6. Campus School 7. Part time counselors 	3 Years
2	Approvals File	<ol style="list-style-type: none"> 1. Dean IPS Estate (SWC Office Space Paper) 2. Human Resource Requirement (H R) 	3 Years
		<ol style="list-style-type: none"> 3. Counselor's Training 	3 Years
		<ol style="list-style-type: none"> 4. Honorarium for External Guests 5. Educational Retreat 6. Miscellaneous Approvals 	3 Years
3	Student Related	<ol style="list-style-type: none"> 1. Referrals from DAC File 2. Referrals from PWD Cell 3. Referrals from OBC/ST.SC Cell 4. Referrals from IITB Hospital 	3 years (to be maintained in digital format permanently)
		<ol style="list-style-type: none"> 5. Undertaking From 	Permanent
		<ol style="list-style-type: none"> 6. Academic Rehabilitation 	3 years (to be maintained in

		Program (ARP)	digitalformat permanently)
4	Outreach activities	<ol style="list-style-type: none"> 1. World Mental Health Week (WMHD) 2. Life at IITB 3. Outreach and Training Activity 4. Vartalap File 5. Brochure File 	3 Year
5	Digital Assets	<ol style="list-style-type: none"> 1. Academic Program 2. Questionnaire 3. SoP 4. Campus Diary 5. Counseling session note 	Permanent
6	Recruitment File	<ol style="list-style-type: none"> 1. Permanent Counselors 2. Part-Time Student Counsellor 3. Staff File (Admin Staff) 	Permanent 3 yrs after contract expiration 3 yrs after contract expiration
		Shortlisted Applications	After six months of the completion of the process of selection.
		5. Not Shortlisted Applications	Within three months after the completion of the process.
		6. Advt & Resume Files of Jobs	2 years after the joining of all candidates provided there are no litigations pending.

**Records related to Dean (SA) Office
(Other than the Common List)**

Sr. No.	Description	Periodicity	Remarks
1	Mess Bill Files (Hostel Wise)	3 years	File with Hostel
2	Voucher Files all hostels	1 year	File with Hostel
3	Gymkhana File (papers related to gymkhana members and event reports)	5 years	File with Dean (S) Secretariat
4	Canteen File (contract and letters issued and received from vendor)	1 year after completion of contract	File with Dean (S) Secretariat
5	Mess file (contract and letters issued and received from vendor)	1 year after completion of contract	File with Dean (S) Secretariat
6	Disciplinary File (details about SWDC meetings and letters issued to students)	3 years after student graduation	File with Dean (S) Secretariat
7	Insurance File (contract and letters issued and received from vendor)	1 year after completion of policy	File with Dean (S) Secretariat
8	Hostel file (hostel occupancy data, wardens' details, request received from students)	5 years	File with Dean (S) Secretariat
9	Exodia File	3 years	File with Dean (S) Secretariat
10	Alumni File (alumni data)	5 years	File with Dean (S) Secretariat
11	Sports Section files	5 years	File with Sports
12	C&P Cell files	5 years after student graduation	File with C&P

**Records related to Computer Centre
(Other than the Common List)**

S.No.	Description	Periodicity
1	Approval files i. Procurement related ii. Conferences/Training iii. Agreements/Contracts iv. Honorarium for lab assistance v. Software licence - perpetual and leased	3 years
2	In-Charge file i. Internal circulars ii. Staff related files- joining reports, promotion orders, retirement related papers, Extensions related papers, Full time appointment orders. iii. Project staff and contract workers related files iv. M.Tech RA attendance record/certificates v. Key Permission vi. CAG related letters and replies	3 years “ 3 years or until the student completes M.Tech “ “ “

**Records related to Hindi Cell
(other than the Common List)**

Sr. No.	Description	Periodicity
1	Committee on Parliament on Official Language (OL)	Permanent
2	Official Language Inspection / Meetings (Ministry of Home Affairs)	Permanent
3	Town Official Language Implementation Committee/ Institute Official Language Implementation Committee	5 Years
4	O L Annual, Half Yearly, Quarterly Report	5 Years
5	Action taken/ recommendations of the Official Language	5 years
6	Recruitment Hindi Post	5 Years
7	Notification and action under Official Language Rule 10 (04)	permanent
8	Correspondence with Ministry of Education	permanent
9	Director /Registrar Office Correspondence	5 Years
10	Hindi Diwas/ Fortnight	10 Years
11	Kshitij Magazine	Permanent
12	Hindi Training (Language & Training)	Permanent

13	Institute Annual Report	3 Years
14	Internal Audit Report	3 Years
15	Internal correspondence (Department/Centres)	3 Years
16	Internal correspondence (Sections)	3 Years
17	Web Pages	3 Years
18	Distribution of Hindi Dictionary/Books	5 Years
19	OL Conference/Seminar	3 Years
20	JEE/GATE/CEED – Press Release file	3 Years
21	Guest House file	3 Years
22	Signage Committee file	5 Years
23	Name plate files	Permanent

**Records related to Telephone Exchange
(other than the Common List)**

SR. No.	Description	Retention Period
1	Minutes of the various committee i) Rent fixation committee for tower ii) Telephone Advisory Committee (TAC)	Permanent
2	Mobile Policy, Rate revision and approval	10 years
3	Tender files (Padmavihar GH related)	3 years or one year after CAG Audit is over
4	Internal Correspondence Files Joining report/Pay fixation/NDC/NOC/Hindi/office orders/IITB docs/Estate office, etc.	5 years
5	Incharge file	7 years
6	Agreements copies (Indus/ATC/Sumit Digital/Airtel/ETIPL/Crest Digital/MTNL)	5 years (to be kept in digital format permanently)
7	Operator Log Book	2 years
8	INTERCOM -New connection, disconnection and shifting Register.	2 years (it is maintained in online directory)
9	MTNL file for approval new connections/surrender shifting	2 years
10	Telephone request/"0" dial bills	2 years or until payment is done
11	COCP users (Vodafone, Airtel, Jio)	3 years or one year after CAG audit is over
12	Audit observation file	3 years or one year after CAG audit is over
13	As built drawings/Wiring diagrams	Until demolition. Soft copies shall be retained.
14	Project staff and CHMS staff Intercom allotment/NDC	1 year after the NDC is issued.

**Records related to the Public Relations Office
(other than the Common List)**

SR.No.	Description	Retention Period
	PUBLICATIONS	
1	Annual Report	Permanent (Ten hard copies)/ web
2	Convocation Chief Guest Speech (old)	5 hard copies
3	Convocation Chairperson's Address (old)	5 hard copies
4	Pocket Statistics	5 Years/ web
5	Campus Diary	Permanent (Two Copies) Permanent (Digital Format)
	RegisterS	
1	Memento Register	Permanent
	MEDIA	
8	Press Releases	5 years/ email
9	Press clippings	5 years/
10	Media correspondence	3 yrs
11	Media queries	3 yrs / email/
	RANKING	
12	NIRF Rankings	5 yrs
13	QS Rankings (WUR, Asia, by Subject, Sustainability)	5 yrs
14	Organization Chart	

General Files of PPR Section

1	Educational Tour Visit	2 yrs
2	Visit / BRICS	5 yrs
3	Committee / Internal Unit	3 yrs
4	D space (Photo archive)	Pmt

5	Hindi Record file for Parliament	10 yrs
6	Memento	10 yrs
7	PPR Misc. file	3 yrs
8	Booking file for events	3 yrs
9	Coffee Table book Petrotech	10 yrs
10	Staff Handbook	10 yrs
11	Annual Report General Correspondence	10 yrs
12	Pocket Statistics general files for correspondence	5 yrs
13	Poster	5 yrs
14	Security Permission file	2 yrs
15	Trademark of IIT logo	10 yrs
16	Xerox Machine file	10 yrs
17	IITB Website Council	10 yrs
18	Inauguration: includes : hostel 17	10 yrs
19	IIT Goa and IIT Dharwad file (Inauguration)	10 yrs
20	Dandi Marchers Workshop	PMT
21	Powai Lake Committee	PMT