

**MEETING SECTION
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE 247 667**

No.IITR/MS-51/1964

Dated: 12th June 2008

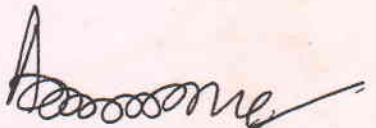
All Deans

All Heads of the Departments/Centres/Units/Offices

Sub: Recording, classification and retention of files

1. It is mandatory to put in place a procedure for recording, classification and retention of files as specified under Section 4(1)(a) of the Right to Information Act-2005.
2. A copy of the procedure for recording, classification and retention of files in the IITs is enclosed herewith.
3. **All are requested to follow the procedure for maintaining the record in their respective Department/Centre/Office as per the enclosed schedule to avoid violation of the Right to Information Act-2005.**

Encl: As above


(A. K. Srivastava)
Lt. Col. (Retd.)
Registrar & PIO

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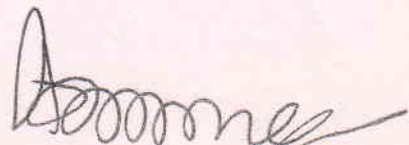
12 JUN 2008

1. P.S. to Director for Director's kind information please.
2. Dy. Director & First Appellate Authority, IIT Roorkee
3. Prof. & Head, Information Super highway Centre with the request that the above information may please be put on the Institute Web site.

file
20/7

Procedure for recording, classification and retention of files

1. The retention period for category 'A -Keep' and 'B-Keep' files is 25 years from the date of opening of the files.
2. While prescribing the retention period for the category 'C' files in the enclosed Retention Schedule slabs of C-1, C-3, C-5 and C-10 may be followed, where the numeral stands for number of years of retention of file. All class 'C' files must be reviewed by the concerned sections on the expiry of the specified retention period. While doing so, these files, if so required, may be granted a further lease of life not exceeding a period of 10 years, or upgraded as 'B-Keep', depending upon the importance of the subject matter dealt with therein.
3. The classification of each file should be distinctly written with the RED ink on the top left corner of the each file cover.
4. One year old files may be transferred to the Departmental Records Room so that the precious working space in the Sections is not unduly cluttered by the semi-current files.
5. Efforts should be made to record all files in the month of January every year. While opening a new file, action pending in the previous file should be succinctly reflected on the first page of the Notes portion of the new file in which the reference of the old file should also be given. However, the files of purely ephemeral nature containing information of little reference value may be destroyed after one year without being formally recorded.
6. Efforts should be made to keep the routine correspondence such as routine reminders and acknowledgements in a subsidiary file along with the main file. When the Notes or the Correspondence portion becomes bulky, it may be stitched and marked Volume-I. Further papers on the subject may be kept in a new folder of the same file, which should be marked Volume-II and so on.
7. For retrieval of information from the old files, every file which has been recorded and marked as 'A-keep' 'B-keep' or 'C-10', index slips should be prepared and all the important items dealt with in each file should also be reflected in the index slips. Annual index of files of the organisation as a whole should be compiled for easy reference/ retrieval.
8. Four copies each of all printed or cyclostyled reports/ proceedings should be deposited with the Departmental Library for reference purposes. If the proceedings are secret/ confidential, these may be transferred to Library after their down-gradation.



Common Records Retention Schedule of Substantive Functions
for Indian Institute of Technology

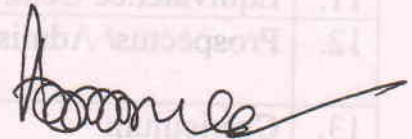
1. Academic & Examination Departments/Academic Department

Sl. No.	Subject/Record Group	Retention Period	Remarks
1.	Academic Records Card	B-Keep	
2.	Grade Record (semester wise) Transcripts	B-Keep	
3.	Personal files of Students	C-3 or after award of degree	Copies of thesis may be kept in Department/Central Library
4.	Graduates Personal Record (in separate page)	B-Keep	
5.	Ordinance and Regulations of all programmes (B.Tech. , M.Tech., M.Sc., MBA, MS and Ph.D.)	B-keep	
6.	Admission Schedule	C-3	
7.	Advertisement	C-3	
8.	Admissions	C-3	
9.	Enquiry for Admission	C-3	
10.	UGC./CSIR/AICTE Correspondence	C-3	
11.	Equivalence Committee	C-10	
12.	Prospectus/ Admission brochure	C-1 after printing	
13.	Curriculum	C-3 after printing	Printed copy B-keep
14.	Information Brochure	C-3 after printing	
15.	Convocation- Steering Committee Agenda and Minutes	C-3	
16.	Degree Register	B-keep	
17.	Sanctioned intake and Allocation of seats	B-keep	
18.	Other Miscellaneous correspondence	C-3	
19.	Annual Report	B-keep	
20.	Annual Report- Correspondence	C-3	



2. Academic Departments/ Centres

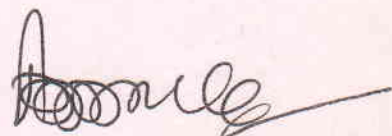
Sl. No.	Subject/ Record Group	Retention Period	Remarks
1.	Committees:		
	(a) Professors Committee	B-keep	
	(b) Dept. Consultative Committee	B-keep	
	(c) MS/Ph.D. Admission Committee	C-3	
	(d) Class Committee	C-3	
2.	Admission to B.Tech./ MS/M.Tech./ Ph.D. Programmes		Selected candidates
	(a) Rejected/ Non-short listed applications	C-5	Register B-keep/ Personal files of admitted candidates to be retained with UGS/ PGS&R Sections, as applicable.
	(b) Departmental routine files	C-3	
	(c) Miscellaneous correspondence	C-3	



12 JUN 2008

3. Conference Section/ Administration/ Academic Section

Sl. No.	Subject/ Record Group	Retention Period	Remarks
1.	Board of Governors (a) Correspondence (b) Agenda (c) Minutes	C-5 B-keep B-keep	
2.	Finance Committee (a) Correspondence (b) Agenda (c) Minutes	C-5 B-keep B-keep	
3.	Building & Works Committee (a) Correspondence (b) Agenda (c) Minutes	C-5 B-keep B-keep	
4.	Constitution of Board of Governors	B-keep	
5.	Constitution of Finance Committee	B-keep	
6.	Constitution of Building & Works Committee	C-5	
7.	Appointment of HODs/CS, Deans, Wardens etc.	C-5	
8.	Senate (a) Correspondence (b) Agenda (c) Minutes	C-5 B-keep B-keep	
9.	Board of Academic Courses Board of Academic Research Board of Students Board of Industrial Consultancy	C-10 C-10 B-keep B-keep	
10.	Constitution of Senate	B-keep	
11.	Head of Department Meeting (a) Correspondence (b) Agenda (c) Minutes	C-3 C-3 B-keep	
12.	Personal Files of Staff Members	A-keep	
13.	Pension Files of Staff Members	A-keep	



12 JUN 2008

4. Training & Placement Section

Sl. No.	Subject/ Record Group	Retention Period	Remarks
1.	Placement files- (Company/ Industry/ Organization wise).	C-5	
2.	Summer Practical Training	C-5	Training Certificate records/ files B-keep
3.	Register (Control Sheets) for placement	B-keep	
4.	Selection Results Register	B-keep	

[Handwritten Signature]

12 JUN 2008