

DOCUMENT RETENTION POLICY

2016-17

<u>Document Type</u>	<u>Retention Period</u>
Administrative Records:	
Employee certificates	Retained in office till He/she leaves the institution
Employee Service Registers	Retained in office till He/she leaves the institution
Purchase bills & Vouchers	Permanent
Stock Register for lab	Permanent
Stock Register for Library	Permanent
Employee Attendance	Permanent
Employee Acquittance	Permanent
Office Files	Permanent
Scholarship Applications	Permanent
Scholarship Acquittance	Permanent
Accounts	Permanent
Employee Insurance	Permanent
Income Tax	Permanent
TDS	Permanent
Student Group Insurance	Permanent
Staff Circular	Permanent
Student Circular	Permanent

Admission Records:

Application	Permanent
TC	Permanent
Mark Sheet	Retained in office till He/she leaves institutions
Diploma Certificates	Retained in office till He/she leaves institutions
Provisional Certificates	Retained in office till He/she leaves institutions

Academics Records:

Test Papers	2 Years
Assignments	2 Years
Library Books	Permanent
E-Mail	Permanent

Placement Records:

Placement Records	2 Years
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Examinations Records:

Nominal Roll	Permanent
Consolidated Result	Permanent
E-Governance Attendance	Permanent
Below 80% Attendance	Permanent
Dote Letters	Permanent
Institution Letters	Permanent

Syllabus	Permanent
Staff Joining Letters	Permanent
Central Valuation Letters	Permanent
Detained, Re-admission Records	Permanent
Internal Marks	Permanent
Staff Circular	Permanent
Student Circular	Permanent


Principal