



## COAL IMPORT GROUP

### RECORD RETENTION SCHEDULE

Sl. No.	Type of Record	Retention Period
1	Agreement /Contract Files	3 years after successful completion of Agreement/Contract
2	Approval Files	5 years
3	EJC/SDC Minutes	5 years
4	EJC /SDC Briefs	5 years
5	Cases related to Litigation/Investigation	2 years after final disposal of case including provision of appeal if any.
6	Audit Files	5 years.
7	Reply to Parliamentary Questions	5 years
8	Board Notes & related papers	5 years
9	Correspondence with Ministry of Steel	5 years
10	Reply to RTI Questions	5 years
11	Commodity Loan(RINL &MMTC)	5 years
12	Office Order File	5 years
13	Tender files	5 years
14	Stem Files	3 years after successful completion of Agreement/Contract
15	Annual requirement Files	5 years
16	Reports on Industrial trials	5 years
17	Shipping Documents /invoices	5 years
19	L.T. Negotiation files	5 years
21	Correspondence with RINL, T&S, Oprns & Plants	5 years
22	Policy related files	10 years

**Methodology for Record Destruction:- By Shredder**