

RECORD RETENTION POLICY / SCHEDULE OF SAIL, CET, RANCHI.

The scope covers retention of Physical and Electronic Data

Sl.	Documents	Retention period
1	Assignment files for projects under formulation / under stage I approval / stage I approved	5 years from the date of decision to close the assignment without any further processing/ investment
2	Assignment files for Stage II approved projects (under implementation)	3 years from date of successful Performance Guarantee (PG) test.
3	Deliverables – Reports (AN, FR etc.) / specifications (TS, OS, etc. / Mining plan / Mining scheme / Pre-ordering documents like NIT, MoM of discussions with bidders / Tender Evaluation Report/ CET in-house drawings	
4	Design Review Register	5 years from last entry
5	Quality records, other than deliverables and drawings, as mentioned in QMS manuals like audit reports, assignment formulation records, obsolete QMS manuals etc.	3 years from completion / closure of activity or from submission of final reports
6	Purchase & job contract case files	5 Years after completion of all contractual obligations
7	Purchase / Contract execution files	
8	Indent Register, Screening Committee files	
9	Idle asset & asset disposal files	

Record retention policy of Finance & Accounts areas and Personnel & Administration areas is as per RDCIS/SAIL.