

RECORD RETENTION MANUAL OF SAIL-VISL

SL. NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	BAR MILL DEPARTMENT			
	DELIVERY SLIP	HARD	6 MONTHS	I/C BM
	MASTER LEDGER	HARD	1 YEAR	I/C BM
	CHARGING PLAN	HARD	1 MONTH	I/C BM
	OFU FURNACE DATA LEDGER	HARD	6 MONTHS	I/C BM
	HEAT ROLLED LEDGER	HARD	1 YEAR	I/C BM
	STAGE INSPECTION LEDGER	HARD	1 YEAR	I/C BM
	ROLL CHARGING MEMO	HARD	4 MONTHS	I/C BM
	PASS SEQUENCE MEMO	HARD	4 MONTHS	I/C BM
NEW PRODUCT BOOK	HARD	5 YEARS	I/C BM	
2	BLAST FURNACE DEPARTMENT	(HARD/ SOFT)		
	BLAST FURNACE LOG SHEET	HARD	6 MONTHS	I/C BF
	HOT METAL DISPOSAL LEDGER	HARD	6 MONTHS	I/C BF
	BF GAS CLEANING PLANT LOG SHEET	HARD	6 MONTHS	I/C BF
	BLOWER HOUSE LOG BOOK	HARD	6 MONTHS	I/C BF
	LRS LOG BOOK	HARD	6 MONTHS	I/C BF
	DAILY PCM REPORT	HARD	6 MONTHS	I/C BF
3	BUSINESS EXCELLENCE DEPARTMENT			
	DISTRIBUTION NOTE	HARD	1 YEAR	ISSUING AUTHORITY
4	CHEMICAL LABORATORY			
	CALIBRATION DATA OF CARBON, SULPHUR ANALYSER LECO CS-744 INSTRUMENT CODE: QA-CL-03	HARD	6 MONTHS	HOD
	CALIBRATION DATA OF CARBON, SULPHUR ANALYSER LECO CS-230 INSTRUMENT CODE: QA-CL-04	HARD	6 MONTHS	HOD
	CALIBRATION DATA OF OXYGEN, NITROGEN AND HYDROGEN ANALYSER LECO CS-600 INSTRUMENT CODE: QA-CL-05	HARD	6 MONTHS	HOD
	DAILY ANALYSIS REPORT OF BF HOT METAL, SLAG & GAS SAMPLES	HARD	1 YEAR	HOD
	CALIBRATION DATA OF SPECTROMETER INSTRUMENT CODE:QA-CL-01	HARD	6 MONTHS	HOD
	CALIBRATION DATA OF SPECTROMETER INSTRUMENT CODE:QA-CL02	HARD	6 MONTHS	HOD
	CALIBRATION DATA OF SPECTROMETER INSTRUMENT CODE:QA-CL03	HARD	PERMANENT	HOD
5	DESIGN & DRAWING DEPARTMENT SECTION			
	REQUISITION FORMS	HARD	1 YEAR	I/C SECTION
	PRINTS ISSUE BOOK	HARD	1 YEAR	I/C SECTION
6	DOCUMENTS AND STANDARDS DEPARTMENT			
	HEAT RELEASE SHEET	HARD	2 YEARS	HOD
7	ELECTRICAL MAINTENANCE DIVISION			
	BF-ELECTRICAL MAINTENANCE DEPARTMENT			
	ANNUAL MAINTENANCE PLAN	HARD	1 YEAR	I/C SECTION
	MONTHLY MAINTENANCE PLAN	HARD	1 YEAR	I/C SECTION
	HISTORY RECORD	HARD	PERMANENT	I/C SECTION
	EQUIPMENT LIST	HARD	PERMANENT	I/C SECTION
	CRITICAL EQUIPMENT LIST	HARD	PERMANENT	I/C SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	1 YEAR	I/C SECTION
	SHIFT LOG BOOK & CHECK LIST FOR MCC	HARD	1 YEAR	I/C SECTION
8	MILLS & FINISHING-ELECTRICAL DEPARTMENT (HTS)			
	KEY EQUIPMENTS LIST	HARD	PERMANENT	HEAD OF SECTION
	ANNUAL MAINTENANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	PREVENTIVE MAINTENANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	MAINTENANCE RECORD	HARD	1 YEAR	HEAD OF SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	1 YEAR	HEAD OF SECTION
	SHIFT LOG BOOK	HARD	1 YEAR	HEAD OF SECTION
	GENERAL SHIFT LOG BOOK	HARD	1 YEAR	HEAD OF SECTION
	LINE CLEAR BOOK	HARD	1 YEAR	HEAD OF SECTION
	LIST OF CRITICAL SPARES	HARD	PERMANENT	HEAD OF SECTION
	DEFECT LIST BOOK	HARD	2 YEARS	HEAD OF SECTION
	BREAK DOWN LOG BOOK	HARD	2 YEARS	HEAD OF SECTION
	9	MILLS & FINISHING-ELECTRICAL DEPARTMENT (FORGE PLANT)		
KEY EQUIPMENTS LIST		HARD	PERMANENT	HEAD OF SECTION
ANNUAL MAINTENANCE PLAN		HARD	1 YEAR	HEAD OF SECTION
PREVENTIVE MAINTENANCE PLAN		HARD	1 YEAR	HEAD OF SECTION
MAINTENANCE RECORD		HARD	1 YEAR	HEAD OF SECTION
BREAK DOWN ANALYSIS REPORT		HARD	1 YEAR	HEAD OF SECTION

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	DAILY LOG SHEET	HARD	1 YEAR	HEAD OF SECTION
	GENERAL SHIFT LOG BOOK	HARD	1 YEAR	HEAD OF SECTION
	LINE CLEAR REGISTER	HARD	2 YEARS	HEAD OF SECTION
	LIST OF CRITICAL SPARES	HARD	PERMANENT	HEAD OF SECTION
	DEFECT LIST BOOK	HARD	2 YEARS	HEAD OF SECTION
	HISTORY RECORD BOOK	HARD	PERMANENT	HEAD OF SECTION
	BREAK DOWN LOG BOOK	HARD	2 YEARS	HEAD OF SECTION
10	MILLS & FINISHING-ELECTRICAL DEPARTMENT (PRIMARY MILL)			
	KEY PROCESS EQUIPMENT	HARD	PERMANENT	HEAD OF SECTION
	ANNUAL MAINTENANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	PREVENTIVE MAINTENANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	MAINTENANCE RECORD	HARD	1 YEAR	HEAD OF SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	1 YEAR	HEAD OF SECTION
	SHIFT LOG BOOK	HARD	2 YEARS	HEAD OF SECTION
	GENERAL SHIFT LOG BOOK	HARD	1 YEAR	HEAD OF SECTION
	LINE CLEAR REGISTER	HARD	2 YEARS	HEAD OF SECTION
	LIST OF CRITICAL SPARES	HARD	PERMANENT	HEAD OF SECTION
	DEFECT LIST BOOK	HARD	2 YEARS	HEAD OF SECTION
	HISTORY RECORD BOOK	HARD	PERMANENT	HEAD OF SECTION
	BREAK DOWN LOG BOOK	HARD	2 YEARS	HEAD OF SECTION
11	MILLS & FINISHING-ELECTRICAL DEPARTMENT (BAR MILL)			
	KEY PROCESS EQUIPMENT	HARD	PERMANENT	HEAD OF SECTION
	ANNUAL MAINTENANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	PREVENTIVE MAINTENANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	MAINTENANCE RECORD	HARD	1 YEAR	HEAD OF SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	1 YEAR	HEAD OF SECTION
	SHIFT LOG BOOK	HARD	2 YEARS	HEAD OF SECTION
	SWITCH HOUSE I	HARD	1 YEAR	HEAD OF SECTION
	SHIFT LOG BOOK FOR CCS & FS	HARD	1 YEAR	HEAD OF SECTION
	GENERAL SHIFT LOG BOOK	HARD	1 YEAR	HEAD OF SECTION
	LINE CLEAR REGISTER	HARD	2 YEARS	HEAD OF SECTION
	LIST OF CRITICAL SPARES	HARD	PERMANENT	HEAD OF SECTION
	DAILY LOG SHEET	HARD	1 YEAR	HEAD OF SECTION
	DEFECT LIST BOOK	HARD	2 YEARS	HEAD OF SECTION
	BREAK DOWN LOG BOOK	HARD	2 YEARS	HEAD OF SECTION
12	SMS-ELECTRICAL MAINTENANCE DEPARTMENT			
	ANNUAL MAINTENANCE PLAN	HARD	1 YEAR	I/C SECTION
	MONTHLY MAINTENANCE PLAN & COMPLETION REPORT	HARD	1 YEAR	I/C SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	1 YEAR	I/C SECTION
	SHIFT LOG BOOK	HARD	1 YEAR	I/C SECTION
	LIST OF CRITICAL SPARES	HARD	PERMANENT	I/C SECTION
	HISTORY RECORD BOOK	HARD	PERMANENT	I/C SECTION
13	CENTRAL ELECTRICAL WORKSHOP (CEWS)			
	WORK ORDER LOG BOOK	HARD	3 YEARS	HEAD OF SECTION
	REPAIR PROGRESS LOG BOOK	HARD	3 YEARS	HEAD OF SECTION
	WORK ORDER	HARD	3 YEARS	HEAD OF SECTION
	IDENTIFICATION TAG RED	HARD	AS LONG AS EQUIPMENT IS IN THE CEWSDEPT.	HEAD OF SECTION
	IDENTIFICATION TAG GREEN	HARD	AS LONG AS EQUIPMENT IS IN THE CEWS DEPT.	HEAD OF SECTION
14	INSTRUMENTATION DEPARTMENT			
	LIST OF PROCESS INSTRUMENT IDENTIFIED FOR CALIBRATION& THEIR DATA	HARD	TILL NEXT REVISION	HEAD OF SECTION
	LIST OF MASTER INSTRUMENTS & PROCESS INSTRUMENTS WHICH ARE CALIBRATED BY EXTERNAL AGENCIES & THEIR CALIBRATION SCHEDULE & DATA	HARD	CURRENT MONTH ONLY	HEAD OF SECTION
	CALIBRATION SCHEDULE CUM COMPLIANCE CHECKLIST FOR IDENTIFIED PROCESS/ INSTRUMENTS	HARD	2 YEARS	HEAD OF SECTION
	CALIBRATION RECORD	HARD	2 YEARS	HEAD OF SECTION
	CALIBRATION RECORD FOR WEIGH HOPPERS & GAS ANALYSING INDICATORS	HARD	2 YEARS	HEAD OF SECTION
	CALIBRATION STICKER	HARD	NA	HEAD OF SECTION
	PERFORMANCE EVALUATION OF EXPENDABLE THERMOCOUPLES	HARD	1 YEAR	HEAD OF SECTION
15	FINANCE DIVISION			
	ELECTRONIC DATA (SOFT COPY)			
I	MATERIAL MANAGEMENT SYSTEM			HEAD OF SECTION

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a	INVENTORY MANAGEMENT SYSTEM (FOR RAW MATERIAL, STORES & SPARES)	SOFT HARD	3 YEARS 8 YEARS	HEAD OF SECTION
b	PURCHASE SYSTEM (FOR RAW MATERIAL, STORES & SPARES)	SOFT HARD	5 YEARS 8 YEARS	
2	PRODUCTION REPORT SYSTEM (SALES INVOICES)	SOFT HARD	4 YEARS 8 YEARS	HEAD OF SECTION
3	ORDERS SALES ACCOUNTING (SALES INVOICES)	SOFT HARD	4 YEARS 8 YEARS	HEAD OF SECTION
4	FINANCIAL ACCOUNTING SYSTEM (ACCOUNTING OF ALL TRANSTIONS i.e, GENERAL LEDGER / SUB LEDGER / TRIAL BALANCE)	SOFT HARD	3 YEARS 8 YEARS	HEAD OF SECTION
5	PAY ROLL SYSTEM (PAY ROLL OF ALL EMPLOYEES)	SOFT HARD	3 YEARS 15 YEARS	HEAD OF SECTION
	INPUT / OUTPUT DOCUMENTS (HARD COPY)			
1	SALES INVOICES	HARD	10 YEARS	HEAD OF SECTION
2	PURCHASE INVOICES	HARD	10 YEARS	HEAD OF SECTION
3	CENTRAL EXCISE RECORDS	HARD	8 YEARS	HEAD OF SECTION
4	COSTING RECORDS	HARD	10 YEARS	HEAD OF SECTION
5	PAY / PROVIDENT FUND DATA	HARD	15 YEARS	HEAD OF SECTION
16	FINISHING SHOP DELIVERY SLIP MATERIAL RECEIPT LEDGER CONTROL SHEET INSPECTION LOG BOOK SAMPLE REPORT PRODUCTION LOG BOOK DAILY INSPECTION REPORT PM/BM PRODUCTS SCRAP INTIMATION REPORT SCRAP CUTTING SHEET	HARD HARD HARD HARD HARD HARD HARD HARD HARD	1 YEAR 1 YEAR 2 YEARS 1 YEAR 6 MONTHS 1 YEAR 1 YEAR 3 MONTHS 2 YEARS	I/C FS I/C FS I/C D&S I/C INSPECTION I/C INSPECTION I/C FS I/C FS I/C FS I/C D&S
17	FORGE PLANT PRESS PROCESS SHEET PROCESS SHEET INGOT RECEIPT LEDGER PRESS LOG BOOK BHF LOG BOOK DPF LOG BOOK MATERIAL RECEIPT LEDGER (LFM) CHARGING SHEET(LFM) LFM LOG BOOK RHF LOG BOOK SCRAP INTIMATION SLIP	HARD HARD HARD HARD HARD HARD HARD HARD HARD HARD HARD	6 MONTHS 6 MONTHS 6 MONTHS 6 MONTHS 6 MONTHS 6 MONTHS 6 MONTHS 6 MONTHS 6 MONTHS 6 MONTHS 6 MONTHS	I/C FP I/C FP I/C FP I/C FP I/C FP I/C FP I/C FP I/C FP I/C FP I/C FP I/C FP
18	GFB DEPARTMENT & UTILITIES MAINTENANCE FUEL OIL ANALYSIS OIL PUMP HISTORY CARD FUEL OIL WATER CONTENT ANALYSIS FUEL OIL ISSUE SLIP REPORT ON FUEL OIL & STEAM	HARD HARD HARD HARD HARD	3 MONTHS 5 YEARS 1 MONTH 1 MONTH 2 YEARS	HOD HOD HOD HOD HOD
19	GFB DEPARTMENT- MOVEMENT & UTILITIES BLAST FURNACE-GAS DAILY BF GAS LOG SHEET CHECK LIST FOR INSPECTION OF BF GAS LINES WORK PERMIT FOR BF GAS NETWORK GAS HOLDER LOG BOOK REPORTS OF ANNUAL EXAMINATION OF GAS HOLDER	HARD HARD HARD HARD HARD	1 YEAR 1 YEAR 1 YEAR 2 YEARS 5 YEARS	HOD HOD HOD HOD HOD
20	HEAT TREATMENT SHOP PLANNING LEDGER SHIFT LOG BOOK OPERATORS LOG BOOK INTERNAL PLANNING SHEET MATERIAL RECEIPT LEDGER FINAL OK LEDGER STOCK AND WORK IN PROGRESS LEDGER DAILY LOG BOOK	HARD HARD HARD HARD HARD HARD HARD HARD	2 YEARS 1 YEAR 1 YEAR 2 YEARS 1 YEAR 5 YEARS 2 YEARS	I/C HTS I/C HTS I/C HTS I/C HTS I/C HTS I/C HTS I/C HTS
21	HINDI & ADMN. OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE HINDI CORRESPONDENCE COURSES HINDI INCENTIVE FILE PARLIAMENTARY REPORT	HARD HARD HARD HARD	SINCE 2007 SINCE 2007 SINCE 2007 SINCE 2007	HOD HOD HOD HOD
22	HOSPITAL: BIRTH REGISTER (PATURITION)	HARD	5 YEARS	SR.ADMV.ASST.

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	DEATH REGISTER	HARD	5 YEARS	SR.ADMV.ASST.
	ADMISSION REGISTER	HARD	5 YEARS	STAFF NURSE
	MLC REGISTER	HARD	5 YEARS	STAFF NURSE
	MAJOR OPERATION REGISTER	HARD	5 YEARS	STAFF NURSE
	MINOR OPERATION REIGSTER	HARD	5 YEARS	STAFF NURSE
	LAB REGISTER	HARD	5 YEARS	LAB. ASST
	BLOOD BANK	HARD	5 YEARS	LAB. ASST
	USG RECORD	HARD	5 YEARS	X-RAY ASST
	X-RAY REGSTER	HARD	5 YEARS	X-RAY ASST
	ATTENDANCE REGISTER	HARD	5 YEARS	SR.ADMV.ASST.
	MASTER LIST OF DRUGS	HARD & SOFT	5 YEARS	CHIEF PHARMACIST
	PURCHASE ORDER	HARD	5 YEARS	CHIEF PHARMACIST
	STOCK LEDGER	SOFT	5 YEARS	CHIEF PHARMACIST
	DRUG LICENCE	HARD	5 YEARS	CHIEF PHARMACIST
	BIO-MEDICAL WASTE FILE	HARD	5 YEARS	SR.ADMV.ASST.
	CASH COLLECTION REGISTER	HARD	5 YEARS	SR.ADMV.ASST.
	INTERNAL AUDIT REPORT	HARD	5 YEARS	SR.ADMV.ASST.
	MEDICLAIM REGISTER	HARD	5 YEARS	SR.ADMV.ASST.
	INTERNAL TAPPAL REGISTER	HARD	5 YEARS	SR.ADMV.ASST.
	POSTAL REGISTER	HARD	5 YEARS	SR.ADMV.ASST.
	MEDICAL BOARD	HARD	5 YEARS	SR.ADMV.ASST.
	ACRC REGISTER	HARD	5 YEARS	SR.ADMV.ASST.
	DRC REGISTER	HARD	5 YEARS	SR.ADMV.ASST.
	TDB	HARD	5 YEARS	SR.ADMV.ASST.
	TUBECTOMY CERTIFICATE FILE	HARD	5 YEARS	SR.ADMV.ASST.
23	HUMAN RESOURCE DEVELOPMENT			
	TRAINING HISTORY OF ALL EMPLOYEES	HARD	WHILE IN SERVICE	HOD
	BIO-DATA OF FACULTY	HARD	WHILE IN SERVICE	HOD
	DETAILS OF TRAINING	HARD	3 YEARS	HOD
	ANNUAL TRAINING CALENDAR	HARD	1 YEAR	HOD
	TRAINING NEEDS OF NON-EXECUTIVES	HARD	3 YEARS	HOD
	ATTENDANCE OF PARTICIPANTS / TRAINERS	HARD	1 YEAR	HOD
24	INSPECTION DEPARTMENT			
	FINAL OK REPORT	HARD	2 YEARS	SECTION I/C D&S
25	INTERNAL AUDIT DEPARTMENT			
	GOVT. AUDIT REPORTS	HARD	10 YEARS	HOD
	INTERNAL AUDIT REPORTS	HARD	10 YEARS	HOD
26	MACHINE SHOP			
	SHIFT LOG BOOK	HARD	1 YEAR	HEAD OF SECTION
	SHOP FLOOR LEDGER JOB CARD	HARD	1 YEAR	HEAD OF SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	1 YEAR	HEAD OF SECTION
	PREVENTIVE MAINTENANCE SCHEDULE	HARD	1 YEAR	HEAD OF SECTION
	MATERIAL PROCESS LEDGER	HARD	1 YEAR	HEAD OF SECTION
	CHECKLIST OF CRITICAL WEIGHING M/CS & WEIGHING BRIDGES	HARD	1 YEAR	HEAD OF SECTION
	DELIVERY SLIP	HARD	1 YEAR	HEAD OF SECTION
	STATUTORY STAMPING CERTIFICATE BY ASST.CONTROLLER OF LEGAL METROLOGY, SHIMOGA	HARD	1 YEAR	HEAD OF SECTION
27	MATERIALS MANAGEMENT-MM SECTT			
	REPLY TO RTI QUERIES	HARD	1 YEAR	MM SECRETARIAT
	REPORT OF ISO AUDITS	HARD	1 YEAR	MM SECRETARIAT
	COMMITMENT TO QUALITY & PROCESS IMPROVEMENT RECORDS	HARD	1 YEAR	MM SECRETARIAT
28	MATERIALS MANAGEMENT-PURCHASE DEPT			
	PURCHASE CASE FILES	HARD	5 YEARS AFTER COMPLETION OF ALL CONTRACTUAL OBLIGATION	I/C PURCHASE SECTION
	PURCHASE ORDER REGISTER	HARD	5 YEARS	I/C PURCHASE SECTION
	VENDOR REGISTRATION APPLICATION REGISTER	HARD	2 YEARS	I/C REGISTRATION CELL
	VENDOR REGISTRATION MEETING COMMITTEE REGISTER	HARD	2 YEARS	I/C REGISTRATION CELL
29	MATERIALS MANAGEMENT -STORES DEPT.			
	PURCHASE ORDER FILES IN STORES	HARD	5 YEARS	STORE KEEPER
	LOCAL RECEIPTS (GOODS RECEIPT NOTE)	HARD	5 YEARS	STORE KEEPER
	PACKING REGISTER	HARD	5 YEARS	STORE KEEPER
	STORE DISCREPANCY REPORT	HARD	5 YEARS	STORE KEEPER
	STORE ISSUE VOUCHER	HARD	5 YEARS	STORE KEEPER
	BIN CARD	HARD	5 YEARS	STORE KEEPER

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	STORE KEEPER DIARY/ COMPUTERISED RECEIPT	HARD	5 YEARS	STORE KEEPER
	STORE RECEIPT VOUCHER	HARD	5 YEARS	STORE KEEPER
	HAZARDOUS WASTE RECEIPT REGISTER	HARD	5 YEARS	STORE KEEPER
	INSURANCE CLAIM REGISTER	HARD	5 YEARS	STORE KEEPER
	CONSIGNMENT NOTE REGISTER	HARD	5 YEARS	STORE KEEPER
	INDEMNITY BOND REGISTER	HARD	5 YEARS	STORE KEEPER
	SCREENING COMMITTEE RECORD NON AP CONSUMABLES	HARD	5 YEARS	STORE KEEPER
	ASSET TRANSFER VOUCHER	HARD	5 YEARS	STORE KEEPER
	GATE PASS (OFFICE COPY) & REGISTER	HARD	5 YEARS	STORE KEEPER
	DISPATCH NOTE & DISPATCH NOTE REGISTER	HARD	5 YEARS	STORE KEEPER
30	<u>MECHANICAL MAINTENANCE DIVISION:</u> MECHANICAL MAINT-BF DEPARTMENT			
	DAILY BREAKDOWN REPORT OF BF EQUIPMENTS	HARD	1 YEAR	HEAD OF SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	5 YEARS	HEAD OF SECTION
	DAILY CHECK LIST	HARD	1 YEAR	HEAD OF SECTION
	MONTHLY PREVENTIVE MAINTENANCE SCHEDULE	HARD	1 YEAR	HEAD OF SECTION
	HISTORY CARDS	HARD	5 YEARS	HEAD OF SECTION
	SHIFT LOG BOOK	HARD	2 YEARS	HEAD OF SECTION
	GENERAL SHIFT LOG BOOK	HARD	2 YEARS	HEAD OF SECTION
	FURNACE COOLING WATER LOG BOOK	HARD	2 YEARS	HEAD OF SECTION
	DEFECT LIST	HARD	2 YEARS	HEAD OF SECTION
31	SMS-MECHANICAL MAINTENANCE DEPARTMENT			
	DAILY BREAKDOWN REPORT OF SMS EQUIPMENTS	HARD	1 YEAR	I/C SECTION
	DAILY MONITORING LIST FOR SMS EQUIPMENTS	HARD	1 YEAR	I/C SECTION
	DAILY MONITORING LIST FOR OXYGEN PLANT	HARD	1 YEAR	I/C SECTION
	PREVENTIVE MAINTENANCE/LUBRICATION PLAN	HARD	1 YEAR	I/C SECTION
	CLEARANCE FOR MAINTENANCE & APPROVAL OF USE	HARD	1 YEAR	I/C SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	3 YEARS	I/C SECTION
	PREDICTIVE MAINTENANCE PLAN OF KEY PROCESS EQUIPMENTS	HARD	1 YEAR	I/C SECTION
	GENERAL SHIFT LOG BOOKS (ME-STEEL, BOF, CCM , O2 PLANT)	HARD	1 YEAR	I/C SECTION
	CRITICAL SPARES LIST	HARD	3 YEARS	HEAD OF SECTION
	HISTORY RECORD OF SMS EQUIPMENT	HARD	1 YEAR	I/C SECTION
32	BM-MECHANICAL MAINTENANCE DEPARTMENT			
	MONTHLY REVIEW REPORT	HARD	1 YEAR	HEAD OF SECTION
	DAILY INSPECTION CHECK LIST FOR ME-BM EQUIPMENT	HARD	1 YEAR	HEAD OF SECTION
	PREVENTIVE MAINTENANCE COMPLIANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	3 YEARS	HEAD OF SECTION
	HISTORY CARDS	HARD	PERMANENT	HEAD OF SECTION
	CRITICAL SPARES LIST	HARD	PERMANENT	HEAD OF SECTION
	QUARTERLY/HALF YEARLY MAINTENANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	DAILY INSPECTION CHECK LIST FOR MVA DG SET & COMPRESSOR	HARD	1 YEAR	HEAD OF SECTION
	PREVENTIVE MAINTENANCE / COMPLIANCE PLAN FOR DG SET & COMPRESSOR	HARD	1 YEAR	HEAD OF SECTION
	DEFECT REGISTER/ SHIFT LOG BOOK	HARD	1 YEAR	HEAD OF SECTION
	PREDICTIVE MAINTENANCE	HARD	1 YEAR	HEAD OF SECTION
33	PM-MECHANICAL MAINTENANCE DEPARTMENT			
	MONTHLY REVIEW REPORT	HARD	1 YEAR	HEAD OF SECTION
	DAILY INSPECTION CHECK LIST	HARD	1 YEAR	HEAD OF SECTION
	PREVENTIVE MAINTENANCE / COMPLIANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	3 YEARS	HEAD OF SECTION
	HISTORY CARDS	HARD	PERMANENT	HEAD OF SECTION
	CRITICAL SPARES LIST	HARD	PERMANENT	HEAD OF SECTION
	YEARLY MAINTENANCE PLAN	HARD	1 YEAR	HEAD OF SECTION
	SHIFT LOG BOOK	HARD	1 YEAR	I/C SHIFT
	GENERAL SHIFT LOG BOOK	HARD	1 YEAR	I/C SHIFT
	PREDICTIVE MAINTENANCE	HARD	1 YEAR	HEAD OF SECTION
34	HTS-MECHANICAL MAINTENANCE DEPARTMENT			
	DAILY CHECK OF EQUIPMENT	HARD	1 YEAR	I/C SECTION
	WEEKLY SCHEDULE OF SB MACHINE	HARD	1 YEAR	I/C SECTION
	WEEKLY MAINTENANCE OF EQUIPMENT	HARD	1 YEAR	I/C SECTION
	PREVENTIVE MAINTENANCE RECORD	HARD	1 YEAR	I/C SECTION
	PREDICTIVE MAINTENANCE RECORD	HARD	1 YEAR	I/C SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	1 YEAR	I/C SECTION
	LIST OF CRITICAL SPARES	HARD	1 YEAR	I/C SECTION
	LOG BOOK	HARD	1 YEAR	I/C SECTION
	HISTORY CARD	HARD	TILL EQUIPMENT IN USE	I/C SECTION

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	DEFECT LIST	HARD	1 YEAR	I/C SECTION
35	FP-MECHANICAL MAINTENANCE DEPARTMENT			
	DAILY BREAKDOWN HOURS, REPORTS & CHECKS OF PRESS MANIPULATOR & LFM	HARD	1 YEAR	HEAD OF SECTION
	WEEKLY MAINTENANCE OF PRESS, MANIPULATOR & LFM AND INGOT HANDLING CAR	HARD	1 YEAR	HEAD OF SECTION
	PREVENTIVE MAINTENANCE RECORD	HARD	1 YEAR	HEAD OF SECTION
	PREDICTIVE MAINTENANCE RECORD	HARD	1 YEAR	HEAD OF SECTION
	BREAK DOWN ANALYSIS REPORT	HARD	1 YEAR	HEAD OF SECTION
	DEFECT LIST	HARD	1 YEAR	HEAD OF SECTION
	LIST OF CRITICAL SPARES	HARD	1 YEAR	HEAD OF SECTION
	LOG BOOK	HARD	1 YEAR	HEAD OF SECTION
	HISTORY CARD	HARD	TILL EQUIPMENT IN USE	HEAD OF SECTION
36	OXYGEN PLANT			
	STATUTORY COMPLIANCE FILE :2	HARD	2 YEARS	I/C OXY.PLANT
	PRODUCTION / REPORTS ETC. : 1	HARD	1 YEAR	I/C OXY.PLANT
37	PERSONNEL DEPARTMENT			
	HUMAN RESOURCE PLANNING	HARD	3 YEARS	I/C PERS. OFFICERS
	BI-PARTITE COMMITTEE	HARD	3 YEARS	I/C PERS. OFFICERS
	CORRESPONDENCE WITH CORPORATE OFFICE & OTHER EXTERNAL AGENCIES	HARD	3 YEARS	I/C PERS. OFFICERS
	PARLIAMENTARY RELATED	HARD	3 YEARS	I/C PERS. OFFICERS
	APPRAISAL OF EXECUTIVES/NON-EXECUTIVES	HARD	TILL EMPLOYEE IS ON ROLL	I/C PERS. OFFICERS
	DEPENDENTS DECLARATION FOR LTC/LLTC/MEDICAL	HARD	TILL SIX MONTHS AFTER SUPERANNUATION	I/C PERS. OFFICERS
	WAGE REVISION RELATED MATTERS	HARD	TILL THE COMPLETION OF THE NEXT WAGE REVISION	I/C PERS. OFFICERS
	RTI RELATED FILES	HARD	3 YRS AFTER THE FINAL REPLY	I/C PERS. OFFICERS
	RECRUITMENT, PROMOTION, SELECTION, RETIREMENT	HARD	5 YEARS	I/C PERS. OFFICERS
	SEPARATION / VR RELATED	HARD	3 YEARS	I/C PERS. OFFICERS
	RULES,POLICY & GUIDELINES	HARD	PERMANENT	I/C PERS. OFFICERS
	AGREEMENTS – NJCS / BILATERAL	HARD	PERMANENT	I/C PERS. OFFICERS
	STANDING ORDERS	HARD	PERMANENT	I/C PERS. OFFICERS
	POLICY DECISIONS	HARD	10 YEARS	I/C PERS. OFFICERS
	EX-GRATIA / BONUS	HARD	PERMANENT	I/C PERS. OFFICERS
	MIS REPORTS	HARD	PERMANENT	I/C PERS. OFFICERS
	QUARTERLY REPORTS	HARD	PERMANENT	I/C PERS. OFFICERS
	CONTRACT LABOUR REPORTS	HARD	PERMANENT	I/C PERS. OFFICERS
	PERSONAL FILES / APPROVAL FILES/ CONFIDENTIAL REPORTS	HARD	10 YEARS AFTER SUPERANNUATION	I/C PERS. OFFICERS
	DISCIPLINARY PROCEEDING	HARD	TILL SUPERANNUATION OF THE EMPLOYEE	I/C PERS. OFFICERS
	ADVANCES	HARD	TILL 1 YEAR AFTER RETIREMENT	I/C PERS. OFFICERS
	LTC /LLTC/LTA	HARD	VALIDITY OF 04 YRS BLOCK +01 YR EXTN	I/C PERS. OFFICERS
	MOTIVATIONAL SCHEMES	HARD	TILL THE SCHEMES ARE IN VOGUE	I/C PERS. OFFICERS
	REWARDS / AWARDS	HARD	5 years	I/C PERS. OFFICERS
	CONTRACT LABOUR RELATED FILE	HARD	5 years	I/C PERS. OFFICERS
	WELFARE SCHEMES & BENEFITS	HARD	TILL THE SCHEMES ARE IN VOGUE	I/C PERS. OFFICERS
	EMPLOYEES' FAMILY BENEFIT SCHEME	HARD	TILL 1 YR AFTER THE CLOSURE	I/C PERS. OFFICERS
	MEDICLAIM	HARD	TILL THEY ARE MEMBERS UNDER THE SCHEME	I/C PERS. OFFICERS
	SESBF	HARD	5 YEARS	I/C PERS. OFFICERS
	ACCIDENT & REHABILITATION	HARD	5 YEARS	I/C PERS. OFFICERS
	GROUP PERSONAL ACCIDENT INSURANCE	HARD	5 YEARS	I/C PERS. OFFICERS
	SCHOLARSHIP	HARD	5 YEARS	I/C PERS. OFFICERS
	LEAVE RULES	HARD	PERMANENT	I/C PERS. OFFICERS
	REGISTER OF SEPARATED EMPLOYEES	HARD	5 YEARS	I/C PERS. OFFICERS
	SPORTS RELATED	HARD	5 YEARS	I/C PERS. OFFICERS
	CULTURAL PROGRAMMES RELATED	HARD	5 YEARS	I/C PERS. OFFICERS
	ALL REPORTS/REPLIES	HARD	3 YEARS	I/C PERS. OFFICERS

SL. NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
	AIR POLLUTION CONTROL LOG BOOK	HARD	1 YEAR	I/C SMS
48	TOWN ADMINISTRATION AREA OF LAND ALLOTTED TO USLAMMA DEVASTHANA 1. MARIYAMMA TEMPLE 2. UDASALAMMA TEMPLE KALYANA MANTAP VISL EMPLOYEES CONTRIBUTION VISL ROADS LENGTH LAND ALLOTTED TO SRI ADICHUNCHANAGIRI EDUCATIONAL TRUS AND SRI SATYA SAI EDUCATIONAL TRUST VISL QTRS AND THOSE ALLOTTED TO GOVT.OFFICIALS SHOPS AND BUILDINGS RENTED FOR COMMERCIAL PURPOSE DETAILS OF SITES ALLOTTED IN VISL TOWNSHIP. DETAILS OF VISL BUILDINGS ALLOTTED TO DIFFERENT SOCIAL ORGANISATIONS 1989, SAIL TAKE OVER LAND DETAILS VISL LANDS IN PRIVATE AND DISPUTES VISL ALLOTTED QUARTERS TO NEW COLONY SOCIETY, CONSUMER SOCIETY, GENTS RECREATION CLUB, SAV SCHOOL, BANKING SOCIETY, SAIBABA SCHOOL, BALA BHARATHI.	HARD HARD HARD HARD HARD HARD HARD HARD HARD HARD HARD HARD HARD HARD HARD	1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR	I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA I/C TA
49	TRAFFIC DEPARTMENT (RAIL TRAFFIC) SHIFT INCHARGE LOG BOOK LOCO SHED LOG BOOK RAILWAY LIAISON LOG BOOK RAILWAY WAGONS HANDING OVER BOOK DAILY LOG BOOK FOR ROLLING STOCK PREVENTIVE MAINTENANCE LOG BOOK (TRACK) BREAKDOWN MAINTENANCE LOG BOOK (TRACK) DAILY LOG BOOK FOR LOCOMOTIVES AND CRANES HISTORY BOOK (LOCOMOTIVES & CRANES) PREDICTIVE MAINTENANCE LOG BOOK (BG LOCOMOTIVES)	HARD HARD HARD HARD HARD HARD HARD HARD HARD HARD	1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 1 YEAR 5 YEARS 1 YEAR	I/C RAIL TRAFFIC OPRN I/C RAIL TRAFFIC OPRN I/C RAIL TRAFFIC OPRN I/C RAIL TRAFFIC OPRN I/C RAIL TRAFFIC OPRN I/C RAIL TRAFFIC OPRN I/C RAIL TRAFFIC OPRN I/C RAIL TRAFFIC OPRN I/C RAIL TRAFFIC OPRN I/C RAIL TRAFFIC OPRN
50	TRAFFIC (ROAD TRAFFIC)-DEPARTMENT DAILY TRIP SHEET VEHICLE HISTORY BOOK LOG BOOK-I SHIFT (ROAD TRAFFIC OPERATION) LOG BOOK-II & III SHIFT (ROAD TRAFFIC OPERATION) DAILY LOG BOOK (ROAD TRAFFIC MAINTENANCE)	HARD HARD HARD HARD HARD	1 YEAR 5 YEARS 1 YEAR 1 YEAR 1 YEAR	I/C ROAD TRAFFIC OPRN I/C ROAD TRAFFIC OPRN I/C ROAD TRAFFIC OPRN I/C ROAD TRAFFIC OPRN I/C ROAD TRAFFIC OPRN
51	UTILITIES-WATER SUPPLY LOG BOOK FOR PUMP HOUSES MAINTENANCE HISTORY CARD COOLING TOWER CHECKLIST RECORD FOR DAILY RUNNING HOURS OF PUMPS TEST RESULTS MAINTENANCE LOG BOOK	HARD HARD HARD HARD HARD HARD	1 YEAR 3 YEARS 5 YEARS 1 YEAR 6 MONTHS 1 YEAR	HOD HOD HOD HOD HOD HOD
52	VIGILANCE & ACVO GUIDELINES / INSTRUCTIONS FROM CVC / MOS / OTHER MINISTRY OF GOVT OF INDIA POLICY GUIDELINES SYSTEM/ PROCEDURES / GUIDELINES ISSUED BY VIGILANCE RECORD RELATING TO QMS (Ref.PARA 4.2.1 OF CH.4 OF QUALITY MANUAL) I) LEVEL - 1 DOCUMENT CONSISTING OF QUALITY MANUAL	HARD HARD HARD HARD	PERMANENT PERMANENT 10 YEARS AFTER ISSUE OF FRESH ORDER 5 YEARS AFTER SUPERSESSION	I/C VIGILANCE I/C VIGILANCE I/C VIGILANCE I/C VIGILANCE

SL. NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
	2) LEVEL - 2 DOCUMENT CONSISTING OF QUALITY PROCEDURES	HARD	5 YEARS AFTER SUPERSESSION	I/C VIGILANCE
	3) LEVEL -3 DOCUMENT CONSISTING OF PROCEDURES, SOPS ISSUED BY ACVOS / HODS OF PLANT / UNITS	HARD	5 YEARS AFTER SUPERSESSION	I/C VIGILANCE
	4) LEVEL - 4 DOCUMENT CONSISTINGS OF RECORDS AND DOCUMENT	HARD	MINIMUM 3 YEARS AFTER SUPERSESSION / AS PER REQUIREMENT	I/C VIGILANCE
	5 CLOSED DEPARTMENTAL FILES			
	I) FOR PI CASE	HARD	THREE TRS AFTER CLOSURE 5 YERARS AFTER ADMINISTRATIVE ACTION IS TAKEN	I/C VIGILANCE
	II) FOR DI CASES WHERE ALLEGATIONS NOT SUBSTANTIATED	HARD	3 YEARS AFTER SEPARATION OF INCUMBENTS	I/C VIGILANCE
	III) FOR DI CASES WHERE RDA INITIATED	HARD	5 YEARS AFTER PUNISHMENT OR 3 YEARS AFTER SEPARATION, WHICHEVER IS LATER	I/C VIGILANCE
	IV) IE CASES	HARD	5 YEARS AFTER CLOSURE	I/C VIGILANCE
	V) IE CASES CONDUCTED BY CTE,CVC	HARD	TEN YEARS AFTER CLOSURE	I/C VIGILANCE
	VI) FILES / MEMOS RELATING TO SURPRISE CHECKS / INSPECTION / SCRUTINY	HARD	3 YEARS AFTER CLOSURES OF CASE WHERE NO RDA INITIATED. IN RDA CASES AS PER 5(III) ABOVE	I/C VIGILANCE
	6) CLOSED CBI FILES			

SL. NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
	I) PERTAINING TO COURT CASES	HARD	TILL THE COURT VERDICT AND APPEAL PERIOD IS OVER OR 5 YEARS AFTER SUPERANNUATION, WHICHEVER IS LATER	I/C VIGILANCE
	II) AFTER IMPOSITION OF PENALTIES	HARD	TILL THE COURT ORDER/ APPEAL / PENALTY BY COURT OR 5 YEARS AFTER SEPARATION WHICHEVER IS LATER OR 3YERAS	I/C VIGILANCE
	III) OTHER CBI CASES WHERE DEPARTMENTAL ACTION WERE RECOMMENDED	HARD	-DO-	I/C VIGILANCE
	7) PROPERTY RETURN FOLDER ON ACCOUNT OF			
	I) DEATH / SUPERANNAUTION / RESIGNATION / TERMINATION / VR	HARD	3 YEARS AFTER SUPERNN	I/C VIGILANCE
	II) SUPERANNAUTION WITH CHARGE SHEET IN COURT / PENDING WITH CBI / PPLICE	HARD	TILL THE FINAL ORDER OF THE COURT OR EXPIRY OF APPEAL PERIOD, WHICHEVER IS LATER	I/C VIGILANCE
	III) DEATH WITH CHARGE SHETT IN COURT / PENDING WITH CBI POLICE	HARD	-DO-	I/C VIGILANCE
	8) FILR RELATING TO MIS	HARD	3 YEARS	I/C VIGILANCE
	9) FILE PERTAINING TO VIGILANCE CLEARANCE	HARD	FIVE YEARS	I/C VIGILANCE
	10) FILES PERTAINING TO BANNING OF BUSINESS DEALS WITH PRIVATE FIRMS/ SUPPLIERS/ CONTRACTORS	HARD	10 YEARS AFTER COMPLETION OF BANNING PERIOD	I/C VIGILANCE
	11) FILES PERTAINING TO AGREED LIST, ODI AND OTHER	HARD	YEARLY	
	12) RECORD NOTES OF ACVO MEET	HARD	YEARLY	I/C VIGILANCE
	13) REGISTERS			
	i) COMPLAINT REGISTER	HARD	PERMANENT	I/C VIGILANCE
	ii) RDA REGISTER	HARD	PERMANENT	I/C VIGILANCE
	iii) SURPRISE CHECK REGISTER	HARD	10 YEARS	I/C VIGILANCE
	IV) SYSYTEM IMPROVEMENT REGISTER	HARD	10 YEARS	I/C VIGILANCE
	V) CBI REGISTER	HARD	PERMANENT	I/C VIGILANCE
	14) OTHER FILES/ REGISTERS OF DAY TO DAY ADMINISTRATION		YEARLY	3 YEARS / AS PER REQUIREMENT