



सेल SAIL

**STEEL AUTHORITY OF
INDIA LIMITED -**

**VISVESVARAYA IRON
AND STEEL PLANT**

BHADRAVATHI

RECORD RETENTION

AND DISPOSAL

MANUAL 2022

**INDEX OF RECORD RETENTION UNDER RTI ACT 2005
OF SAIL-VISP,BHADRAVATHI**

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1.BAR MILL DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	DELIVERY SLIP	HARD COPY	6 MONTHS	I/C BAR MILL
2	MASTER LEDGER	HARD COPY	1 YEAR	I/C BAR MILL
3	CHARGING PLAN	HARD COPY	1 MONTH	I/C BAR MILL
4	OFU FURNACE DATA LEDGER	HARD COPY	6 MONTHS	I/C BAR MILL
5	HEAT ROLLED LEDGER	HARD COPY	1 YEAR	I/C BAR MILL
6	STAGE INSPECTION LEDGER	HARD COPY	1 YEAR	I/C BAR MILL
7	ROLL CHARGING MEMO	HARD COPY	4 MONTHS	I/C BAR MILL
8	PASS SEQUENCE MEMO	HARD COPY	4 MONTHS	I/C BAR MILL

2. BAR MILL -MECHANICAL MAINTENANCE DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	QUARTERLY REVIEW REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
2	DAILY INSPECTION CHECK LIST FOR MECHANICAL-BAR MILL EQUIPMENT	HARD COPY	1 YEAR	HEAD OF SECTION
3	PREVENTIVE MAINTENANCE COMPLIANCE PLAN	HARD COPY	1 YEAR	HEAD OF SECTION
4	BREAK DOWN ANALYSIS REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
5	CRITICAL SPARES LIST	HARD COPY	1 YEAR	HEAD OF SECTION
6	QUARTERLY/HALF YEARLY MAINTENANCE PLAN	HARD COPY	1 YEAR	HEAD OF SECTION
7	DAILY INSPECTION CHECK LIST FOR 2.1 MVA DIESEL GENERATOR SET	HARD COPY	1 YEAR	HEAD OF SECTION
8	PREVENTIVE MAINTENANCE / COMPLIANCE PLAN FOR AIR COMPRESSOR	HARD COPY	1 YEAR	HEAD OF SECTION
9	PREDICTIVE MAINTENANCE	HARD COPY	1 YEAR	HEAD OF SECTION
10	SHIFT LOG BOOK	HARD COPY	1 YEAR	SHIFT I/C

3.CENTRAL ELECTRICAL WORKSHOP (CEWS)

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	WORK ORDER LOG BOOK	HARD COPY	3 YEARS	HEAD OF SECTION
2	REPAIR PROGRESS LOG BOOK	HARD COPY	3 YEARS	HEAD OF SECTION
3	WORK ORDER	HARD COPY	3 YEARS	HEAD OF SECTION
4	IDENTIFICATION TAG RED	HARD COPY	AS LONG AS EQUIPMENT IS IN THE CEWS DEPARTMENT.	HEAD OF SECTION
5	IDENTIFICATION TAG GREEN	HARD COPY	AS LONG AS EQUIPMENT IS IN THE CEWS DEPARTMENT.	HEAD OF SECTION

4.DESIGN & DRAWING DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	REQUISITION FORMS	HARD COPY	1 YEAR	I/C SECTION
2	PRINTS ISSUE BOOK	HARD COPY	1 YEAR	I/C SECTION

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5.DOCUMENTS AND STANDARDS DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	HEAT RELEASE SHEET	HARD COPY	2 YEARS	HEAD OF DEPARTMENT

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6.ENVIRONMENT MANAGEMENT DEPARTMENT AND CIVIL ENGINEERING PLANT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	ENVIRONMENT MANAGEMENT SYSTEM - ISO 14001:2015 CERTIFICATE	HARD COPY & SCANNED COPY	TILL ITS VALIDITY PERIOD	HEAD OF DEPARTMENT
2	AUTHORIZATION FOR HAZARDOUS WASTE MANAGEMENT	HARD COPY & SCANNED COPY	TILL ITS VALIDITY PERIOD	HEAD OF DEPARTMENT
3	CONSENT FOR OPERATION (AIR & WATER)	HARD COPY & SCANNED COPY	TILL ITS VALIDITY PERIOD	HEAD OF DEPARTMENT
4	CORRESPONDENCE WITH STATUTORY AUTHORITIES	HARD COPY & SCANNED COPY	PERMANENT	HEAD OF DEPARTMENT

7. FINANCE DIVISION

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
A	ELECTRONIC DATA (SCANNED COPY)			
	MATERIAL MANAGEMENT SYSTEM			
1	1.INVENTORY MANAGEMENT SYSTEM	SCANNED COPY	3 YEARS	HEAD OF SECTION
	(a)FOR RAW MATERIAL - STORES & SPARES	HARD COPY	8 YEARS	
	2.PURCHASE SYSTEM	SCANNED COPY	5 YEARS	
	(a)FOR RAW MATERIAL - STORES & SPARES	HARD COPY	8 YEARS	
2	PRODUCTION REPORT SYSTEM	SCANNED COPY	4 YEARS	HEAD OF SECTION
	(a) SALES INVOICES	HARD COPY	8 YEARS	
3	ORDERS SALES ACCOUNTING	SCANNED COPY	4 YEARS	HEAD OF SECTION
	(a) SALES INVOICES	HARD COPY	8 YEARS	
4	FINANCIAL ACCOUNTING SYSTEM	SCANNED COPY	5 YEARS	HEAD OF SECTION
	(a) ACCOUNTING OF ALL TRANSCIONS: GENERAL LEDGER / SUB LEDGER / TRIAL BALANCE	HARD COPY	8 YEARS	
5	PAY ROLL SYSTEM	SCANNED COPY	5 YEARS	HEAD OF SECTION
	(a) PAY ROLL OF ALL EMPLOYEES	HARD COPY	15 YEARS	
B	INPUT / OUTPUT DOCUMENTS			
1	SALES INVOICES	HARD COPY	10 YEARS	HEAD OF SECTION
2	PURCHASE INVOICES	HARD COPY	10 YEARS	HEAD OF SECTION
3	CENTRAL EXCISE RECORDS & GOODS AND SERVICES TAX RECORDS	HARD COPY	8 YEARS	HEAD OF SECTION
4	COSTING RECORDS	HARD COPY	10 YEARS	HEAD OF SECTION
5	PAY / PROVIDENT FUND DATA	HARD COPY	15 YEARS	HEAD OF SECTION

8.FINISHING SHOP

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	DELIVERY SLIP	HARD COPY	1 YEAR	I/C FINISHING SHOP
2	MATERIAL RECEIPT LEDGER	HARD COPY	1 YEAR	I/C FINISHING SHOP
3	CONTROL SHEET	HARD COPY	2 YEARS	I/C DOCUMENTS AND STANDARDS
4	INSPECTION LOG BOOK	HARD COPY	1 YEAR	I/C INSPECTION
5	SAMPLE REPORT	HARD COPY	6 MONTHS	I/C INSPECTION
6	PRODUCTION LOG BOOK	HARD COPY	1 YEAR	I/C FINISHING SHOP
7	DAILY INSPECTION REPORT - PRIMARY/BAR MILL PRODUCTS	HARD COPY	1 YEAR	I/C FINISHING SHOP
8	SCRAP INTIMATION REPORT	HARD COPY	3 MONTHS	I/C FINISHING SHOP
9	SCRAP CUTTING SHEET	HARD COPY	2 YEARS	I/C DOCUMENTS AND STANDARDS
10	FINAL OK FILE	HARD COPY	1 YEAR	I/C FINISHING SHOP
11	STOCK AND WORK IN PROGRESS FILE OF FINISHING SHOP	HARD COPY	5 YEARS	I/C FINISHING SHOP

9.FORGE PLANT				
SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	PRESS PROCESS SHEET	HARD COPY	6 MONTHS	I/C FORGE PLANT
2	PROCESS SHEET	HARD COPY	6 MONTHS	I/C FORGE PLANT
3	INGOT RECEIPT LEDGER	HARD COPY	6 MONTHS	I/C FORGE PLANT
4	PRESS LOG BOOK	HARD COPY	6 MONTHS	I/C FORGE PLANT
5	BOGIE HEARTH FURNACE LOG BOOK	HARD COPY	6 MONTHS	I/C FORGE PLANT
6	DISPOSITIONING FURNACE LOG BOOK	HARD COPY	6 MONTHS	I/C FORGE PLANT
7	MATERIAL RECEIPT LEDGER (LONG FORGING MACHINE)	HARD COPY	6 MONTHS	I/C FORGE PLANT
8	CHARGING SHEET(LONG FORGING MACHINE)	HARD COPY	6 MONTHS	I/C FORGE PLANT
9	LONG FORGING MACHINE LOG BOOK	HARD COPY	6 MONTHS	I/C FORGE PLANT
10	ROTARY HEARTH FURNACE LOG BOOK	HARD COPY	6 MONTHS	I/C FORGE PLANT
11	SCRAP INTIMATION SLIP	HARD COPY	6 MONTHS	I/C FORGE PLANT

10.FORGE PLANT-MECHANICAL MAINTENANCE DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	DAILY BREAKDOWN HOURS REPORTS & CHECKS OF PRESS MANIPULATOR & LONG FORGING MACHINE	HARD COPY	1 YEAR	HEAD OF SECTION
2	WEEKLY MAINTENANCE OF PRESS, MANIPULATOR & LONG FORGING MACHINE AND INGOT HANDLING CAR	HARD COPY	1 YEAR	HEAD OF SECTION
3	PREVENTIVE MAINTENANCE RECORD	HARD COPY	1 YEAR	HEAD OF SECTION
4	PREDICTIVE MAINTENANCE RECORD	HARD COPY	1 YEAR	HEAD OF SECTION
5	BREAK DOWN ANALYSIS REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
6	DEFECT LIST	HARD COPY	1 YEAR	HEAD OF SECTION
7	LIST OF CRITICAL SPARES	HARD COPY	1 YEAR	HEAD OF SECTION
8	DAILY LOG BOOK	HARD COPY	1 YEAR	HEAD OF SECTION
9	HISTORY CARD	HARD COPY	1 YEAR	HEAD OF SECTION

11.GAS,FUEL & BOILER DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	FUEL OIL ANALYSIS	HARD COPY	3 MONTHS	HEAD OF DEPARTMENT
2	OIL PUMP HISTORY CARD	HARD COPY	5 YEARS	HEAD OF DEPARTMENT
3	FUEL OIL ISSUE SLIP	HARD COPY	1 MONTH	HEAD OF DEPARTMENT

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12.HEAT TREATMENT SHOP

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	PLANNING LEDGER	HARD COPY	2 YEARS	I/C HEAT TREATMENT SHOP
2	SHIFT LOG BOOK	HARD COPY	1 YEAR	I/C HEAT TREATMENT SHOP
3	OPERATORS LOG BOOK	HARD COPY	1 YEAR	I/C HEAT TREATMENT SHOP
4	INTERNAL PLANNING SHEET	HARD COPY	1 YEAR	I/C DOCUMENTS AND STANDARDS
5	MATERIAL RECEIPT LEDGER	HARD COPY	2 YEARS	I/C HEAT TREATMENT SHOP
6	STOCK AND WORK IN PROGRESS LEDGER OF HEAT TREATMENT SHOP	HARD COPY	5 YEARS	I/C HEAT TREATMENT SHOP
7	DAILY LOG BOOK OF HEAT TREATMENT SHOP	HARD COPY	2 YEARS	I/C HEAT TREATMENT SHOP

13.HEAT TREATMENT SHOP-MECHANICAL MAINTENANCE DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	DAILY CHECK OF EQUIPMENT	HARD COPY	1 YEAR	HEAD OF SECTION
2	WEEKLY SCHEDULE OF SHOT BLASTING MACHINE	HARD COPY	1 YEAR	HEAD OF SECTION
3	WEEKLY MAINTENANCE OF EQUIPMENT	HARD COPY	1 YEAR	HEAD OF SECTION
4	PREVENTIVE MAINTENANCE RECORD	HARD COPY	1 YEAR	HEAD OF SECTION
5	PREDICTIVE MAINTENANCE RECORD	HARD COPY	1 YEAR	HEAD OF SECTION
6	BREAK DOWN ANALYSIS REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
7	LIST OF CRITICAL SPARES	HARD COPY	1 YEAR	HEAD OF SECTION
8	DEFECT LIST	HARD COPY	1 YEAR	HEAD OF SECTION
9	DAILY LOG BOOK	HARD COPY	1 YEAR	HEAD OF SECTION
10	HISTORY CARD	HARD COPY	1 YEAR	HEAD OF SECTION

14.HINDI & ADMINISTRATION

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE	HARD COPY	SINCE 2007	I/C OF SECTION
2	HINDI INCENTIVE FILE	HARD COPY	SINCE 2007	I/C OF SECTION
3	PARLIAMENTARY REPORT	HARD COPY	SINCE 2007	I/C OF SECTION

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15.HOSPITAL

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	BIRTH REGISTER (PARTURITION)	HARD COPY	5 YEARS	NURSING I/C
2	DEATH REGISTER	HARD COPY	5 YEARS	NURSING I/C
3	ADMISSION REGISTER	HARD COPY	5 YEARS	NURSING I/C
4	MEDICO-LEGAL CASE REGISTER	HARD COPY	20 YEARS	NURSING I/C
5	MAJOR OPERATION REGISTER	HARD COPY	5 YEARS	NURSING I/C
6	MINOR OPERATION REGISTER	HARD COPY	5 YEARS	NURSING I/C
7	LAB REGISTER	HARD COPY	5 YEARS	LAB. ASSISTANT
8	BLOOD BANK	HARD COPY	5 YEARS	LAB. ASSISTANT
9	ULTRASONOGRAPHY RECORD	HARD COPY	5 YEARS	LAB. ASSISTANT
10	X-RAY REGISTER	HARD COPY	5 YEARS	LAB. ASSISTANT
11	ATTENDANCE REGISTER	HARD COPY	5 YEARS	NURSING I/C
12	MASTER LIST OF DRUGS	HARD COPY & SCANNED COPY	5 YEARS	CHIEF PHARMACIST
13	PURCHASE ORDER	HARD COPY	5 YEARS	CHIEF PHARMACIST
14	STOCK LEDGER	SCANNED COPY	5 YEARS	CHIEF PHARMACIST
15	DRUG LICENCE	HARD COPY	5 YEARS	CHIEF PHARMACIST
16	BIO-MEDICAL WASTE FILE	HARD COPY	5 YEARS	NURSING I/C
17	CASH COLLECTION REGISTER	HARD COPY	5 YEARS	NURSING I/C
18	INTERNAL AUDIT REPORT	HARD COPY	5 YEARS	NURSING I/C
19	MEDICLAIM REGISTER	HARD COPY	5 YEARS	NURSING I/C
20	INTERNAL TAPPAL REGISTER	HARD COPY	5 YEARS	NURSING I/C
21	POSTAL REGISTER	HARD COPY	5 YEARS	NURSING I/C
22	MEDICAL BOARD	HARD COPY	5 YEARS	NURSING I/C
23	ACCIDENT COMPENSATION & REHABILITATION COMMITTEE REGISTER	HARD COPY	5 YEARS	NURSING I/C
24	DISABILITY REVIEW COMMITTEE REGISTER	HARD COPY	5 YEARS	NURSING I/C
25	TEMPORARY DISABILITY BENEFIT	HARD COPY	5 YEARS	NURSING I/C
26	TUBECTOMY CERTIFICATE FILE	HARD COPY	5 YEARS	NURSING I/C
27	MEDICO-LEGAL CASE PAPER	HARD COPY	20 YEARS	NURSING I/C
28	MEDICAL CASE PAPER	HARD COPY	5 YEARS	NURSING I/C



16.HUMAN RESOURCE DEVELOPMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	TRAINING HISTORY OF ALL EMPLOYEES	HARD COPY	WHILE IN SERVICE	HEAD OF DEPARTMENT
2	BIO-DATA OF FACULTY	HARD COPY	WHILE IN SERVICE	HEAD OF DEPARTMENT
3	DETAILS OF TRAINING	HARD COPY	3 YEARS	HEAD OF DEPARTMENT
4	ANNUAL TRAINING CALENDAR	HARD COPY	1 YEAR	HEAD OF DEPARTMENT
5	TRAINING NEEDS OF NON-EXECUTIVES	HARD COPY	3 YEARS	HEAD OF DEPARTMENT
6	ATTENDANCE OF PARTICIPANTS / TRAINERS	HARD COPY	1 YEAR	HEAD OF DEPARTMENT

17.INSPECTION DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	FINAL OK REPORT	HARD COPY	2 YEARS	SECTION I/C DOCUMENTS AND STANDARDS

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18. INSTRUMENTATION DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	LIST OF PROCESS INSTRUMENT IDENTIFIED FOR CALIBRATION & THEIR DATA	HARD COPY	TILL NEXT REVISION	HEAD OF SECTION
2	LIST OF MASTER INSTRUMENTS & PROCESS INSTRUMENTS WHICH ARE CALIBRATED BY EXTERNAL AGENCIES & THEIR CALIBRATION SCHEDULE & DATA	HARD COPY	CURRENT MONTH ONLY	HEAD OF SECTION

19.MACHINE SHOP

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	SHIFT LOG BOOK	HARD COPY	1 YEAR	I/C SECTION
2	SHOP FLOOR LEDGER JOB CARD	HARD COPY	1 YEAR	I/C SECTION
3	PREVENTIVE MAINTENANCE SCHEDULE	HARD COPY	1 YEAR	I/C SECTION
4	MATERIAL PROCESS LEDGER	HARD COPY	1 YEAR	I/C SECTION
5	DELIVERY SLIP	HARD COPY	1 YEAR	I/C SECTION
6	STATUTORY STAMPING CERTIFICATE BY ASST.CONTROLLER OF LEGAL METROLOGY, SHIMOGA	HARD COPY	1 YEAR	I/C SECTION

20.MARKETING & SHIPMENT

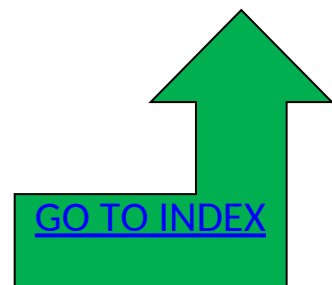
SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	E-SUGAM	HARD COPY	1 YEAR	I/C SHIPMENT MAIN OFFICE
2	INVOICE	HARD COPY	2 YEAR	I/C SHIPMENT MAIN OFFICE
3	STOCK DETAIL	HARD COPY	2 YEAR	I/C SHIPMENT MAIN OFFICE
4	HEAT RELEASE SHEET	HARD COPY	2 YEAR	I/C SHIPMENT MAIN OFFICE
5	DELIVERY ADVICE COPIES	HARD COPY	2 YEAR	I/C SHIPMENT MAIN OFFICE

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21.MATERIALS MANAGEMENT- MM SECRETARIAT				
SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	REPLY TO RTI QUERIES	HARD COPY	1 YEAR	HOD-MATERIALS MANAGEMENT
2	REPORT OF ISO AUDITS	HARD COPY	1 YEAR	HOD-MATERIALS MANAGEMENT
3	COMMITMENT TO QUALITY & PROCESS IMPROVEMENT RECORDS	HARD COPY	1 YEAR	HOD-MATERIALS MANAGEMENT

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22.MATERIALS MANAGEMENT-PURCHASE DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	PURCHASE CASE FILES	HARD COPY	5 YEARS AFTER COMPLETION OF ALL CONTRACTUAL OBLIGATION	I/C PURCHASE SECTION
2	PURCHASE ORDER REGISTER	HARD COPY	5 YEARS	I/C PURCHASE SECTION
3	VENDOR REGISTRATION APPLICATION REGISTER	HARD COPY	2 YEARS	I/C REGISTRATION CELL
4	VENDOR REGISTRATION MEETING COMMITTEE REGISTER	HARD COPY	2 YEARS	I/C REGISTRATION CELL

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23. MATERIALS MANAGEMENT-STORES DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	PURCHASE ORDER FILES IN STORES	HARD COPY	5 YEARS	STORE KEEPER
2	LOCAL RECEIPTS (GOODS RECEIPT NOTE)	HARD COPY	5 YEARS	STORE KEEPER
3	PACKING REGISTER	HARD COPY	5 YEARS	STORE KEEPER
4	STORE DISCREPANCY REPORT	HARD COPY	5 YEARS	STORE KEEPER
5	STORE ISSUE VOUCHER	HARD COPY	5 YEARS	STORE KEEPER
6	BIN CARD	HARD COPY	5 YEARS	STORE KEEPER
7	STORE KEEPER DIARY/ COMPUTERISED RECEIPT	HARD COPY	5 YEARS	STORE KEEPER
8	STORE RECEIPT VOUCHER	HARD COPY	5 YEARS	STORE KEEPER
9	HAZARDOUS WASTE RECEIPT REGISTER	HARD COPY	5 YEARS	STORE KEEPER
10	INSURANCE CLAIM REGISTER	HARD COPY	5 YEARS	STORE KEEPER
11	CONSIGNMENT NOTE REGISTER	HARD COPY	5 YEARS	STORE KEEPER
12	INDEMNITY BOND REGISTER	HARD COPY	5 YEARS	STORE KEEPER
13	SCREENING COMMITTEE RECORD NON AUTOMATIC PROCUREMENT CONSUMABLES	HARD COPY	5 YEARS	STORE KEEPER
14	ASSET TRANSFER VOUCHER	HARD COPY	5 YEARS	STORE KEEPER
15	GATE PASS (OFFICE COPY) & REGISTER	HARD COPY	5 YEARS	STORE KEEPER
16	DISPATCH NOTE & DISPATCH NOTE REGISTER	HARD COPY	5 YEARS	STORE KEEPER

24.MILLS & FINISHING-ELECTRICAL DEPARTMENT-BAR MILL

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	KEY PROCESS EQUIPMENT	HARD COPY	PERMANENT	HEAD OF SECTION
2	ANNUAL MAINTENANCE PLAN	HARD COPY	1 YEAR	HEAD OF SECTION
3	ANNUAL MAINTENANCE RECORD	HARD COPY	1 YEAR	HEAD OF SECTION
4	BREAK DOWN ANALYSIS REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
5	SHIFT LOG BOOK	HARD COPY	1 YEAR	HEAD OF SECTION
6	LINE CLEAR REGISTER	HARD COPY	2 YEARS	HEAD OF SECTION
7	LIST OF CRITICAL SPARES	HARD COPY	PERMANENT	HEAD OF SECTION
8	DEFECT LIST BOOK	HARD COPY	2 YEARS	HEAD OF SECTION

25.MILLS & FINISHING-ELECTRICAL DEPARTMENT- FORGE PLANT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	KEY EQUIPMENTS LIST	HARD COPY	PERMANENT	HEAD OF SECTION
2	ANNUAL MAINTENANCE PLAN	HARD COPY	1 YEAR	HEAD OF SECTION
3	ANNUAL MAINTENANCE RECORD	HARD COPY	1 YEAR	HEAD OF SECTION
4	BREAK DOWN ANALYSIS REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
5	SHIFT LOG BOOK	HARD COPY	1 YEAR	HEAD OF SECTION
6	LINE CLEAR REGISTER	HARD COPY	2 YEARS	HEAD OF SECTION
7	LIST OF CRITICAL SPARES	HARD COPY	PERMANENT	HEAD OF SECTION
8	DEFECT LIST BOOK	HARD COPY	2 YEARS	HEAD OF SECTION
9	HISTORY RECORD BOOK	HARD COPY	PERMANENT	HEAD OF SECTION
10	BREAK DOWN LOG BOOK	HARD COPY	2 YEARS	HEAD OF SECTION

**26.MILLS & FINISHING-ELECTRICAL DEPARTMENT -
HEAT TREATMENT SHOP**

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	KEY EQUIPMENTS LIST	HARD COPY	PERMANENT	HEAD OF SECTION
2	ANNUAL MAINTENANCE PLAN	HARD COPY	1 YEAR	HEAD OF SECTION
3	MAINTENANCE RECORD	HARD COPY	1 YEAR	HEAD OF SECTION
4	BREAK DOWN ANALYSIS REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
5	SHIFT LOG BOOK	HARD COPY	1 YEAR	HEAD OF SECTION
6	LINE CLEAR BOOK	HARD COPY	1 YEAR	HEAD OF SECTION
7	LIST OF CRITICAL SPARES	HARD COPY	PERMANENT	HEAD OF SECTION
8	DEFECT LIST BOOK	HARD COPY	2 YEARS	HEAD OF SECTION
9	BREAK DOWN LOG BOOK	HARD COPY	2 YEARS	HEAD OF SECTION

27.MILLS & FINISHING-ELECTRICAL DEPARTMENT- PRIMARY MILL

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	KEY PROCESS EQUIPMENT	HARD COPY	PERMANENT	HEAD OF SECTION
2	ANNUAL MAINTENANCE PLAN	HARD COPY	1 YEAR	HEAD OF SECTION
3	ANNUAL MAINTENANCE RECORD	HARD COPY	1 YEAR	HEAD OF SECTION
4	BREAK DOWN ANALYSIS REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
5	SHIFT LOG BOOK	HARD COPY	1 YEAR	HEAD OF SECTION
6	LINE CLEAR REGISTER	HARD COPY	2 YEARS	HEAD OF SECTION
7	LIST OF CRITICAL SPARES	HARD COPY	PERMANENT	HEAD OF SECTION
8	DEFECT LIST BOOK	HARD COPY	2 YEARS	HEAD OF SECTION
9	HISTORY RECORD BOOK	HARD COPY	PERMANENT	HEAD OF SECTION
10	BREAK DOWN LOG BOOK	HARD COPY	2 YEARS	HEAD OF SECTION

28.MINES

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	GEOLOGICAL PERMITS & FOREST PERMIT	HARD COPY	3 YEARS	I/C OF MINES
2	TRANSPORTATION TRIP SHEETS	HARD COPY	3 YEARS	I/C OF MINES
3	WAY BILLS	HARD COPY	3 YEARS	I/C OF MINES
4	STATUTORY PERMISSION	HARD COPY	7 YEARS	I/C OF MINES

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29.OXYGEN PLANT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	STATUTORY COMPLIANCE FILE : 2	HARD COPY	2 YEARS	I/C OXYGEN PLANT
2	PRODUCTION / REPORTS ETC. : 1	HARD COPY	1 YEAR	I/C OXYGEN PLANT

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30.PERSONNEL DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	HUMAN RESOURCE PLANNING	HARD COPY	3 YEARS	I/C PERSONNEL. OFFICERS
2	BI-PARTITE COMMITTEE	HARD COPY	3 YEARS	I/C PERSONNEL. OFFICERS
3	CORRESPONDENCE WITH CORPORATE OFFICE & OTHER EXTERNAL AGENCIES	HARD COPY	3 YEARS	I/C PERSONNEL. OFFICERS
4	PARLIAMENTARY RELATED	HARD COPY	3 YEARS	I/C PERSONNEL. OFFICERS
5	APPRAISAL OF EXECUTIVES/NON-EXECUTIVES	HARD COPY	TILL EMPLOYEE IS ON ROLL	I/C PERSONNEL. OFFICERS
6	DEPENDENTS DECLARATION FOR LEAVE TRAVEL CONCESSION/LIBERALIZED LEAVE TRAVEL CONCESSION /MEDICAL	HARD COPY	TILL SIX MONTHS AFTER SUPERANNUATION EMPLOYEE IS ON ROLL	I/C PERSONNEL. OFFICERS
7	WAGE REVISION RELATED MATTERS	HARD COPY	TILL THE COMPLETION OF THE NEXT WAGE REVISION	I/C PERSONNEL. OFFICERS
8	RTI RELATED FILES	HARD COPY	3 YRS AFTER THE FINAL REPLY	I/C PERSONNEL. OFFICERS
9	RECRUITMENT, PROMOTION, SELECTION, RETIREMENT	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
10	SEPARATION / VOLUNTARY RETIREMENT RELATED	HARD COPY	3 YEARS	I/C PERSONNEL. OFFICERS
11	RULES,POLICY & GUIDELINES	HARD COPY	PERMANENT	I/C PERSONNEL. OFFICERS
12	AGREEMENTS – NATIONAL JOINT COMMITTEE FOR STEEL / BILATERAL	HARD COPY	PERMANENT	I/C PERSONNEL. OFFICERS
13	STANDING ORDERS	HARD COPY	PERMANENT	I/C PERSONNEL. OFFICERS
14	POLICY DECISIONS	HARD COPY	10 YEARS	I/C PERSONNEL. OFFICERS
15	EX-GRATIA / BONUS	HARD COPY	PERMANENT	I/C PERSONNEL. OFFICERS
16	MANAGEMENT INFORMATION SYSTEM REPORTS	HARD COPY	PERMANENT	I/C PERSONNEL. OFFICERS
17	QUARTERLY REPORTS	HARD COPY	PERMANENT	I/C PERSONNEL. OFFICERS
18	CONTRACT LABOUR REPORTS	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
19	PERSONAL FILES / APPROVAL FILES/ CONFIDENTIAL REPORTS	HARD COPY	10 YEARS AFTER SUPERANNUATION	I/C PERSONNEL. OFFICERS
20	DISCIPLINARY PROCEEDING	HARD COPY	TILL SUPERANNUATION OF THE EMPLOYEE	I/C PERSONNEL. OFFICERS

21	ADVANCES	HARD COPY	TILL 1 YEAR AFTER RETIREMENT	I/C PERSONNEL. OFFICERS
22	LEAVE TRAVEL CONCESSION /LIBERALIZED LEAVE TRAVEL CONCESSION/LEAVE TRAVEL ASSISTANCE	HARD COPY	VALIDITY OF 04 YEARS BLOCK + 01 YEAR EXTENSION	I/C PERSONNEL. OFFICERS
23	MOTIVATIONAL SCHEMES	HARD COPY	TILL THE SCHEMES ARE IN VOGUE	I/C PERSONNEL. OFFICERS
24	REWARDS / AWARDS	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
25	CONTRACT LABOUR RELATED FILE	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
26	WELFARE SCHEMES & BENEFITS	HARD COPY	TILL THE SCHEMES ARE IN VOGUE	I/C PERSONNEL. OFFICERS
27	EMPLOYEES FAMILY BENEFIT SCHEME	HARD COPY	TILL 1 YEAR AFTER THE CLOSURE	I/C PERSONNEL. OFFICERS
28	MEDICLAIM	HARD COPY	TILL THEY ARE MEMBERS UNDER THE SCHEME	I/C PERSONNEL. OFFICERS
29	SAIL EMPLOYEES SUPERANNUATION BENEFIT FUND(SESBF)	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
30	ACCIDENT & REHABILITATION	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
31	GROUP PERSONAL ACCIDENT INSURANCE	HARD COPY	3 YEARS	I/C PERSONNEL. OFFICERS
32	SCHOLARSHIP	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
33	LEAVE RULES	HARD COPY	PERMANENT	I/C PERSONNEL. OFFICERS
34	REGISTER OF SEPARATED EMPLOYEES	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
35	SPORTS RELATED	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
36	CULTURAL PROGRAMMES RELATED	HARD COPY	5 YEARS	I/C PERSONNEL. OFFICERS
37	ALL REPORTS/REPLIES	HARD COPY	3 YEARS	I/C PERSONNEL. OFFICERS
38	SC/ST RELATED	HARD COPY	3 YEARS	I/C PERSONNEL. OFFICERS
39	CIRCULARS / OFFICE ORDERS	HARD COPY	3 YEARS	I/C PERSONNEL. OFFICERS
40	HUMAN RESOURCE INFORMATION SYSTEM DATA BASE	SCANNED COPY	PERMANENT	I/C PERSONNEL. OFFICERS

31.PRIMARY MILL DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	DELIVERY SLIP	HARD COPY	6 MONTHS	I/C PRIMARY MILL
2	INGOT / BLOOMS RECEIPT LEDGER	HARD COPY	6 MONTHS	I/C PRIMARY MILL
3	HOT INGOT/ CONTINUOUS CASTING PRODUCT BLOOMS RECEIPT LEDGER	HARD COPY	6 MONTHS	I/C PRIMARY MILL
4	CHARGING PROGRAMME	HARD COPY	1 DAY	I/C PRIMARY MILL
5	CELL SOAKING PIT CHARGING RECORD BOOK	HARD COPY	6 MONTHS	I/C PRIMARY MILL
6	CELL SOAKING PIT CHARGING SHEET	HARD COPY	6 MONTHS	I/C PRIMARY MILL
7	FURNACE CHARGING SHEET	HARD COPY	6 MONTHS	I/C PRIMARY MILL
8	CELL SOAKING PIT TEMPERATURE RECORD BOOK	HARD COPY	6 MONTHS	I/C PRIMARY MILL
9	PUSHER FURNACE TEMPERATURE RECORD BOOK	HARD COPY	6 MONTHS	I/C PRIMARY MILL
10	SAMPLE RECORD BOOK	HARD COPY	6 MONTHS	I/C PRIMARY MILL
11	PRODUCTION COUNT BOOK	HARD COPY	6 MONTHS	I/C PRIMARY MILL

32.PRIMARY MILL-MECHANICAL MAINTENANCE DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	QUARTELY REVIEW REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
2	DAILY INSPECTION CHECK LIST OF MECHANICAL-PRIMARY MILL EQUIPMENTS	HARD COPY	1 YEAR	HEAD OF SECTION
3	PREVENTIVE MAINTENANCE / COMPLIANCE PLAN	HARD COPY	1 YEAR	HEAD OF SECTION
4	BREAK DOWN ANALYSIS REPORT	HARD COPY	1 YEAR	HEAD OF SECTION
5	CRITICAL SPARES LIST	HARD COPY	1 YEAR	HEAD OF SECTION
6	YEARLY MAINTENANCE PLAN	HARD COPY	1 YEAR	HEAD OF SECTION
7	PREDICTIVE MAINTENANCE	HARD COPY	1 YEAR	HEAD OF SECTION
8	COMPETENCY ASSESSMENT	HARD COPY	1 YEAR	HEAD OF SECTION
9	SHIFT LOG BOOK	HARD COPY	6 MONTHS	SHIFT I/C



33.PRODUCTION PLANNING & CONTROL DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	ORDER REGISTRATION FORM	HARD COPY	2 YEARS	HEAD OF SECTION
2	ENQUIRY RESPONSE	HARD COPY	2 YEARS	HEAD OF SECTION
3	HEAT FLOW SHEET	HARD COPY	1 YEAR	HEAD OF SECTION
4	HEAT ASSIGNMENT FORM - PRIMARY MILL/BAR MILL/PRESS/LONG FORGING MACHINE	HARD COPY	1 YEAR	HEAD OF SECTION
5	SUITABILITY OF HEAT FORMS	HARD COPY	1 YEAR	HEAD OF SECTION
6	INGOTS & CONTINUOUS CASTING BLOOMS STOCK	HARD COPY	1 YEAR	HEAD OF SECTION
7	ROLLING SCHEDULE- PRIMARY MILL/BAR MILL	HARD COPY	1 YEAR	HEAD OF SECTION

34.PROJECTS

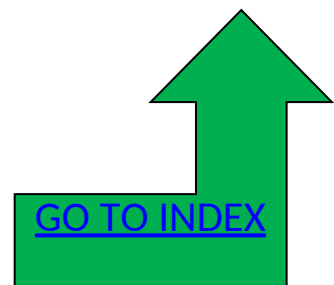
SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	SANCTIONED ADDITIONS, MODIFICATIONS AND REPLACEMENTS SCHEMES	HARD COPY	3 YEARS	HEAD OF DEPARTMENT OF PROJECTS
2	COMPLETED ADDITIONS, MODIFICATIONS AND REPLACEMENTS SCHEMES	HARD COPY	3 YEARS	HEAD OF DEPARTMENT OF PROJECTS
3	SANCTIONED CAPITAL SCHEMES	HARD COPY	3 YEARS	HEAD OF DEPARTMENT OF PROJECTS
4	COMPLETED CAPITAL SCHEMES	HARD COPY	3 YEARS	HEAD OF DEPARTMENT OF PROJECTS

35.PUBLIC RELATION DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	CIRCULARS / OFFICE ORDERS	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
2	PLANT VISIT	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER
3	PAPER SUBSCRIPTION	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER
4	PUBLIC RELATION REPORTS	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER
5	PRESS RELEASE	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
6	TENDER FILE	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
7	ESTABLISHMENT	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
8	NEWS PAPER TARIFF FILE	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
9	ATTENDANCE EXTRACT	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER
10	PUBLIC RELATION BUDGET	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER
11	HAND BILL	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER
12	PAPER CLIPPING PERTAINING TO VISL / SAIL	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER
13	RTI ACT 2005 REPLIES FILE	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
14	ANTI TERRORISM DAY/ INDEPENDENCE DAY/	HARD COPY	3 YEARS	I/C PUBLIC RELATION KANNANDA OFFICER
15	MERITORIOUS AWARDS	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER
16	SAIL DAY	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
17	ED's NEW YEAR MESSAGE	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
18	GANDHIJAYANTHI/ QUAMI EKTA WEEK/ SADHBHAVANA DIWAS	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER

19	SAIL NEWS/ VISL NEWS	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
20	OUTSIDE CORRESPONDENCE	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER
21	GOVERNMENT OF KARNATAKA FILE	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
22	FOUNDERS DAY/ REPUBLIC DAY	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
23	SAIL CORRESPONDENCE	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
24	FLIGHT TICKET	HARD COPY	5 YEARS	I/C PUBLIC RELATION OFFICER
25	SWACHATHA RELATED ACTION / SAIL SWARNAJAYANTHI / HAR GHAR TIRANGA/ AZADI KA AMRIT MAHOTSAV	HARD COPY	3 YEARS	I/C PUBLIC RELATION OFFICER

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36.QUALITY ASSURANCE DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
	(CUSTOMER SERVICE)			
1	CUSTOMER COMPLAINTS DETAILS	HARD COPY	3 YEARS	HEAD OF SECTION

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37.RAW MATERIALS DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	MATERIAL ARRIVAL INTIMATION	HARD COPY	1 YEAR	I/C RAW MATERIALS DEPARTMENT
2	LOCAL RECEIPTS	HARD COPY	1 YEAR	I/C RAW MATERIALS DEPARTMENT
3	REQUISITION FOR SAMPLING OF IRON ORE & COKE COMING BY RAIL	HARD COPY	1 YEAR	I/C RAW MATERIALS DEPARTMENT
4	REQUISITION FOR SAMPLING OF IRON ORE & COKE COMING BY ROAD	HARD COPY	1 YEAR	I/C RAW MATERIALS DEPARTMENT
5	STORE RECEIPT VOUCHER	HARD COPY	2 YEARS	I/C RAW MATERIALS DEPARTMENT
6	DAILY REPORT	HARD COPY	1 YEAR	I/C RAW MATERIALS DEPARTMENT
7	RAW MATERIAL DAILY STOCK REPORT	HARD COPY	1 YEAR	I/C RAW MATERIALS DEPARTMENT

38.ROLL TURNING SHOP

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	SCRAP INTIMATION SLIP	HARD COPY	1 YEAR	I/C ROLL TURNING SHOP
2	SHIFT LOG BOOK	HARD COPY	1 YEAR	I/C ROLL TURNING SHOP
3	DELIVERY SLIP	HARD COPY	1 YEAR	I/C ROLL TURNING SHOP
4	ROLL CARD	HARD COPY	TILL THE END OF ROLLS LIFE	I/C ROLL TURNING SHOP
5	MATERIAL RECEIPT LEDGER	HARD COPY	2 YEARS	I/C ROLL TURNING SHOP
6	ROLL HISTORY BOOK	HARD COPY	2 YEARS	I/C ROLL TURNING SHOP

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39.SAFETY ENGINEERING DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	PLANT SAFETY INSPECTION REPORTS	HARD COPY	2 YEARS	HEAD OF DEPARTMENT - SAFETY
2	ACCIDENT INVESTIGATION REPORTS	HARD COPY	2 YEARS	HEAD OF DEPARTMENT - SAFETY
3	SAFETY APPLIANCES STOCK REGISTER	HARD COPY	2 YEARS	HEAD OF DEPARTMENT - STORES
4	REGISTRATION AND LICENCE TO WORK IN FACTORY	HARD COPY	LICENCE PERIOD (3 YEARS)	HEAD OF DEPARTMENT - SAFETY
5	FORM OF CERTIFICATE OF COMPETENCY	HARD COPY	1 YEARS	HEAD OF DEPARTMENT - SAFETY
6	REPORT OF EXAMINATION OF PRESSURE VESSELS	HARD COPY	4 YEARS	HEAD OF DEPARTMENT - CUSTODIAN DEPARTMENT.
7	REPORT OF EXAMINATION OF CRANES AND OTHER LIFTING MACHINES	HARD COPY	1 YEARS	HEAD OF DEPARTMENT - CUSTODIAN DEPARTMENT.
8	REPORT OF EXAMINATION OF WATER SEALED GAS HOLDER	HARD COPY	1 YEARS	HEAD OF DEPARTMENT - CUSTODIAN DEPARTMENT.
9	NOTICE OF ACCIDENTS	HARD COPY	5 YEARS	HEAD OF DEPARTMENT - SAFETY
10	REPORT OF EXAMINATION OF HOIST OR LIFT	HARD COPY	1 YEARS	HEAD OF DEPARTMENT - CUSTODIAN DEPARTMENT.
11	RESISTER OF ACCIDENTS AND DANGEROUS OCCURRENCES	HARD COPY	5 YEARS	HEAD OF DEPARTMENT - SAFETY



40.SECURITY DEPARTMENT (CONTROL ROOM/OFFICE)

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	VEHICLE IN/OUT ENTRY REGISTER	HARD COPY	3 YEARS	SECURITY SUPERVISOR/HEAD OF DEPARTMENT
2	GATE PASS MATERIAL	HARD COPY	3 YEARS	SECURITY SUPERVISOR/HEAD OF DEPARTMENT
3	INVOICE COPIES/DISPATCH ADVICE/LOADING MEMO	HARD COPY	3 YEARS	SECURITY SUPERVISOR
4	IMPREST BILL CORRESPONDENCE FILE/REGISTER	HARD COPY	10 YEARS	HEAD OF DEPARTMENT
5	SECURITY CONTRACT TENDER FILE	HARD COPY	10 YEARS	HEAD OF DEPARTMENT
6	SECURITY EMPLOYEES ATTENDANCE EXTRACT	HARD COPY	3 YEARS	HEAD OF DEPARTMENT
7	MISCELLANEOUS CORRESPONDENCE FILE	HARD COPY	3 YEARS	HEAD OF DEPARTMENT
8	CORRESPONDENCE WITH POLICE FILE	HARD COPY	PERMANENT	HEAD OF DEPARTMENT
9	THEFT CORRESPONDENCE FILE	HARD COPY	PERMANENT	HEAD OF DEPARTMENT
10	BUDGET CORRESPONDENCE FILE	HARD COPY	5 YEARS	HEAD OF DEPARTMENT
11	UNIFORM CORRESPONDENCE FILE	HARD COPY	5 YEARS	HEAD OF DEPARTMENT
12	UNIFORM ISSUE REGISTER	HARD COPY	5 YEARS	HEAD OF DEPARTMENT

41.SECURITY DEPARTMENT (RECEPTION CELL)

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	FOREIGNER VISIT REGISTER	HARD COPY	5 YEARS	SECURITY SUPERVISOR/HEAD OF DEPARTMENT
2	CUSTOMERS VISIT REGISTER	HARD COPY	3 YEARS	SECURITY SUPERVISOR/HEAD OF DEPARTMENT
3	VISITORS REGISTER	HARD COPY	3 YEARS	SECURITY SUPERVISOR/HEAD OF DEPARTMENT
4	MATERIALS ENTRY REGISTER (NON CONSUMABLE IN/OUT)	HARD COPY	5 YEARS	SECURITY SUPERVISOR/HEAD OF DEPARTMENT
5	CONTRACT LABOUR TEMPORARY ID PASS REGISTER/FILE	HARD COPY	3 YEARS	SECURITY SUPERVISOR/HEAD OF DEPARTMENT
6	CONTRACTOR GATE PASS REGISTER & FILE	HARD COPY	3 YEARS	SECURITY SUPERVISOR/HEAD OF DEPARTMENT

42.SPORTS DEPARTMENT

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	KSCA CORRESPONDENCE	HARD COPY	PERMANENT	HEAD OF DEPARTMENT
2	SPSB CORRESPONDENCE	HARD COPY	PERMANENT	HEAD OF DEPARTMENT
3	SPORTS CORRESPONDENCE	HARD COPY	5 YEARS	HEAD OF DEPARTMENT
4	FOUNDERS DAY CORRESPONDENCE	HARD COPY	5 YEARS	HEAD OF DEPARTMENT

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43.TOWN ADMINISTRATION

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	AREA OF LAND ALLOTTED TO:	HARD COPY	TILL COMPLETION OF ALLOTMENT PERIOD & HANDING OVER TO VISL TA	HEAD OF DEPARTMENT / I/C OF THE SECTION
	1.USLAMMA DEVASTHANA			
	2.MARIYAMMA TEMPLE			
	3.UDASALAMMA TEMPLE			
2	LAND ALLOTTED TO SRI ADICHUNCHANAGIRI EDUCATIONAL TRUST AND SRI SATYA SAI EDUCATIONAL TRUST	HARD COPY	TILL COMPLETION OF ALLOTMENT PERIOD & HANDING OVER TO VISL TA	HEAD OF DEPARTMENT / I/C OF THE SECTION
3	VISL QUARTERS AND THOSE ALLOTTED TO GOVERNMENT OFFICIALS	HARD COPY	TILL COMPLETION OF ALLOTMENT PERIOD & HANDING OVER TO VISL TA	HEAD OF DEPARTMENT / I/C OF THE SECTION
4	SHOPS AND BUILDINGS RENTED FOR COMMERCIAL PURPOSE	HARD COPY	TILL COMPLETION OF ALLOTMENT PERIOD & HANDING OVER TO VISL TA	HEAD OF DEPARTMENT / I/C OF THE SECTION
5	DETAILS OF VISL BUILDINGS ALLOTTED TO DIFFERENT SOCIAL ORGANISATIONS	HARD COPY	TILL COMPLETION OF ALLOTMENT PERIOD & HANDING OVER TO VISL TA	HEAD OF DEPARTMENT / I/C OF THE SECTION
6	1989, SAIL TAKE OVER LAND DETAILS	HARD COPY	PERMANENT	HEAD OF DEPARTMENT / I/C OF THE SECTION
7	VISL ALLOTTED QUARTERS TO:	HARD COPY	TILL COMPLETION OF ALLOTMENT PERIOD & HANDING OVER TO VISL TA	HEAD OF DEPARTMENT / I/C OF THE SECTION
	1.NEW COLONY SOCIETY,			
	2.CONSUMER SOCIETY,			
	3.GENTS RECREATION CLUB			
	4.SAV SCHOOL,			
	5.BANKING SOCIETY,			
	6.SAIBABA SCHOOL,			
7.BALA BHARATHI.				



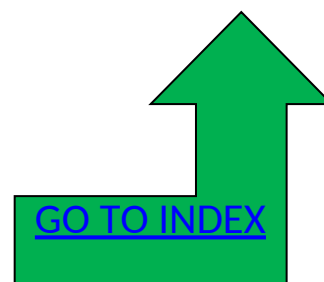
44. TRAFFIC DEPARTMENT (RAIL TRAFFIC)

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	SHIFT I/C LOG BOOK	HARD COPY	1 YEAR	I/C RAIL TRAFFIC OPERATION
2	RAILWAY LIAISON LOG BOOK	HARD COPY	1 YEAR	I/C RAIL TRAFFIC OPERATION
3	RAILWAY WAGONS HANDING OVER BOOK	HARD COPY	1 YEAR	I/C RAIL TRAFFIC OPERATION
4	DAILY LOG BOOK FOR ROLLING STOCK	HARD COPY	1 YEAR	I/C RAIL TRAFFIC OPERATION
5	DAILY LOG BOOK (TRACK)	HARD COPY	1 YEAR	I/C RAIL TRAFFIC OPERATION
6	BREAKDOWN MAINTENANCE LOG BOOK (TRACK)	HARD COPY	1 YEAR	I/C RAIL TRAFFIC OPERATION
7	DAILY LOG BOOK FOR LOCOMOTIVES AND CRANES	HARD COPY	1 YEAR	I/C RAIL TRAFFIC OPERATION
8	HISTORY BOOK (LOCOMOTIVES & CRANES)	HARD COPY	5 YEAR	I/C RAIL TRAFFIC OPERATION

45.TRAFFIC DEPARTMENT (ROAD TRAFFIC)

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	DAILY TRIP SHEET	HARD COPY	1 YEAR	I/C ROAD TRAFFIC OPERATION
2	VEHICLE HISTORY BOOK	HARD COPY	5 YEARS	I/C ROAD TRAFFIC OPERATION
3	LOG BOOK-I,II & III SHIFT (ROAD TRAFFIC OPERATION)	HARD COPY	1 YEAR	I/C ROAD TRAFFIC OPERATION
4	DAILY LOG BOOK (ROAD TRAFFIC MAINTENANCE)	HARD COPY	1 YEAR	I/C ROAD TRAFFIC OPERATION

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46.UTILITIES-WATER SUPPLY

SL NO	SUBJECT	MODE OF RETENTION	PERIOD OF RETENTION	RESPONSIBILITY
1	LOG BOOK FOR PUMP HOUSES	HARD COPY	1 YEAR	HEAD OF DEPARTMENT
2	MAINTENANCE HISTORY CARD	HARD COPY	3 YEARS	HEAD OF DEPARTMENT
3	COOLING TOWER CHECKLIST	HARD COPY	5 YEARS	HEAD OF DEPARTMENT
4	RECORD FOR DAILY RUNNING HOURS OF PUMPS	HARD COPY	1 YEAR	HEAD OF DEPARTMENT
5	WATER TEST RESULTS	HARD COPY	6 MONTHS	HEAD OF DEPARTMENT
6	MAINTENANCE LOG BOOK	HARD COPY	1 YEAR	HEAD OF DEPARTMENT