

Record Preservation and Destruction Policy

Preamble & Purpose

This policy outlines the proper retention and secure destruction of university records. The main objectives are:

- To preserve records for an adequate duration.
- To address grievances related to these records.
- To dispose of records after their retention period ends.

Scope

Applicable to ensure secure preservation and responsible disposal of records.

1. Preservation of Records

Departments & Retention Periods:

Administration

- **Permanent Records:** Governing body files, circulars, student & staff files, registers.
- **Fixed-term Records:** Admission applications (1 year), RTI files (3 years or case closure), leave records (3–5 years), complaint files (2 years), and attendance registers (5 years).

Controller of Examinations

- **Permanent:** Result sheets, ruling files, disqualification cases, stock registers.
- **1–5 Years:** Question papers, award lists, attendance charts, used answer sheets, correspondence, and other reports.
- **6 Months – 3 Years:** Rechecking files, dispatch registers.

2. Destruction of Records

- **Initiation:** Registrar's office triggers the disposal process periodically.
- **Committee:** A 3-member committee (approved by Director) oversees destruction.
- **Process:**
 - Listing of records for disposal.
 - Secure shredding or appropriate disposal methods.
 - Recycling of shredded papers by approved vendors.

Approval

- **HoD:** Dr. Prasoon Kumar Saxena
- **Director:** Prof. (Dr.) Ram Dayal

