

MEMO NO. A-25 (9)/70

Dated the 13th April 1971

Subject : Record retention schedules for records concerning Roads Wing

In continuation of Admn. I Section's Memo No. A-25 (9)/70 dated the 3rd Feb., 1971, on the subject mentioned above, a list showing the retention schedules in respect of the technical papers relating to the Roads Wing is sent herewith for information and guidance. As regards the other records i.e. the remaining portions of the files dealing with the estimates relating to the projects and machinery etc. a further communication will follow.

To

1. All the Tech. Officers in the Roads Wing. The files dealing with works will be put up to the E.Es. concerned who will indicate the portions of the files to be retained and the portions to be destroyed in the light of the retention schedules mentioned above.
2. All the Sectt. Sections in the Roads Wing.

LIST SHOWING THE RETENTION SCHEDULES AS RECOMMENDED BY THE TECHNICAL OFFICERS RELATING TO THE TECHNICAL FILES/PAPERS IN THE ROADS WING.

S. No.	Subject	Period of retention	Remarks
1	2	3	4
	BRIDGE PROJECTS :		
1.	Reports giving background leading to the siting of Major bridge, its hydraulic data and foundation soil details	Permanent	
2.	Design Calculations	—do—	
3.	Completion drawings	—do—	
4.	Extracts from the file of any study or decision taken, which may have far reaching effects on the design of future bridges	—do—	
5.	Reports on the behaviour of bridges collapse of bridges and similar technical reports	—do—	
6.	Extracts from files of the Standards Sections as decided by the S.E. (Stds.)	—do—	
7.	ROAD PROJECTS		
1.	Report accompanying the estimate completion drawings and any designs of major road projects	—do—	
2.	Extract from the files leading to the fixation of alignment of National Highways	—do—	
3.	Traffic data and any other technical report specially undertaken on any specific road project	—do—	
	MECHANICAL SUBJECTS		
1.	Files dealing with list of machinery available with the Government of India	—do—	