

No. A-25 (9)/70

*Dated the 12th August, 1971*

Subject : Record retention schedule for papers relating to the Roads Wing

In continuation of Administration I Section's Memorandum of even number dated the 13th April, 1971, on the subject mentioned above, the period for retention of the other records concerning the works sections in the Roads Wing will be as indicated below :

OTHER RECORDS

BRIDGE PROJECTS

May be destroyed after the lapse of 5 years from the date of receipt of completion report duly verified by the Audit.

ROAD PROJECTS

May be destroyed after a period of 5 years from the date of closure of the file.

MECHANICAL SUBJECTS

May be destroyed after a period of 5 years from the date of closure of the files.

2. All the files which are required in connection with legal proceedings/Court Cases/Arbitration Cases may continue to be retained till receipt of the decisions of the Court etc., and till final settlement of the case by the Department on the basis of such decisions.