

Core/Main Activity	Sub-Activity	Preservation Period
Policy Co-ordination Division	Policy Statements, Suggestions from various organisations, Policy Measures taken and Follow-up Actions	Permanent
	Export Credit Refinance - Policy Matters	Permanent
	Parliamentary Questions - Questions received and material supplied by MPD.	10 years
	Memorandum to Central Board - Material for Central Board Meeting prepared and forwarded to Secretary's Department.	Permanent
	RIA Policy Files	Permanent
	RIA Requests and Appeals	3 Years
	Miscellaneous - Other matters such as acknowledgement of letters received by Governor regarding policy matters, Vigilance clearance for appointment of CEOs of Banks, etc.	5 years
Interest Rate Division	Interest Rate Policy	3 years
	Notes on Interest Rate Policy	Permanent
	Interest Rate on Export Credit	3 years
	Benchmark PLR	Permanent
	Dissemination of Lending Rates	Permanent
	Parliament Question	Permanent
	Papers regarding RIA 2005	Permanent

Core/Main Activity	Sub-Activity	Preservation Period
Planning and Monitoring Division	Monetary Policy: Focal Issues	Permanent
	Supply of Information to Institutions/ Departments	5 years
	Information Received from other Institutions/ Departments	3 years
	Internal Reviews/Tabulations	2 years
	Administrative and other Miscellaneous Files	2 years
Resource Management Division	RM Discussions: Related correspondence and papers	2 years
	RM Discussions - Formats prescribed and suggestions received	2 years
	Selective credit control - Monthly review	Permanent
	Sectoral and industry-wise deployment of credit - Monthly review	Permanent
	Material supplied for replying Parliament Questions	Permanent
	SDC - Correspondence with Government	5 years
	Material supplied for Annual Report, Trend and Progress	2 years
	Correspondence with various Departments within RBI as well as with outside agencies - Miscellaneous papers	2 years