

# Corporate Strategy and Budget Department

## Preservation Period of Important files

SI No.	Section Name	File Name	Preservation Period
1	Strategy	Compliances	6 years
2		Medium-term Strategy	10 years
3		Utkarsh Dashboard - SRMS	10 years
4		All other routine / operational files	3 years
5		All Policy related files	Permanent
6	Business Continuity Management (BCM)	All meetings (BCC, RMC, ARMS) related files	Permanent
7		Crisis Management Framework	Permanent
8		BCP Drills	Permanent
9		EDC / SMC/ CCB/ CB Meetings Agenda and Its Compliance	Permanent
10		BCM Correspondences	3 years
11	External Funded Institutions (EFI) & Boards	Notes relating to Institute's creation, important policy notes, nomination of Board Members	Permanent
12		Search Committee for appointment of Director	Permanent
13		Minutes of Governing Board, Standing Committee and Finance Committee	Permanent
14		Briefs on agenda items of Governing Board, Standing Committee and Finance Committee	3 years
15	Budget	All Policy related files	Permanent
16		Budget Guidelines/Expenditure Review of the current year and Budget Estimates of next year	Permanent
17		Capital Expenditure Committee Meetings, Quarterly Expenditure Review	10 years
18		Budget Estimates received from ROs/CODs	5 years
19	Funds	Provident Fund related policy files	Permanent
20		Other fund related policy files	Permanent
21		NHB, NABARD, DICGC Policy matters	Permanent
22		ARMS-Audit and Risk Management Sub Committee	Permanent
23		Court cases	Permanent
24		Unclaimed PFs	25 years
25		Transfer of Accrued interest	20 Years
26		Funds related FERs and Inputs	3 years
27	Opening of New Offices	All Policy related files	Permanent
28	राजभाषा कक्ष	बैंक की राजभाषा कास की बैठक	स्थायी
29		तिमाही प्रगति रिपोर्ट	स्थायी
30		मासिक पत्राचार रिपोर्ट	3 वर्ष

