

Department of External Investment & Operations

DEIO – Dealing Room	Daily Deal Pad	1 year
	ODA Register – Proprietary deals	1 year
	Deals in transit register	1 year
	General Correspondence	3 years
	All other files	Permanent
DEIO Account Section	RBI General A/c. Subsidiary Register	6 months
	Weekly Slips	2 year
	List of vouchers	2 year
	Misc. Central Board Meeting Papers	3 years
	Week Data	3 years
	RPT	3 years
	Weekly Review	3 years
	Annual Closing of Accounts	10 years
	All other files	Permanent
DEIO Conversion / AD Section	Conversion Section Instructions	Permanent
	Risk Management in RBI	Permanent
	Exchange Loss/ Gain Provision	5 years
	Other files	3 years
Revolving Fund Section	Govt. Rates	Permanent
	All other files	2 years
AID Receipt Section	AID Receipt Policy	Permanent
	Daily Govt. Rates	Permanent
	JBIC Policy	Permanent
	Prepayment of Govt. Loans	Permanent
	All other files	3 years
Funding Section	International development Assn – Funding Transactions	3 years
	International Bank for Reconstruction & Dev.-Funding Transc	3 years
	Asian Development Bank – Funding Transaction	3 years
	Nepal Rastra Bank – Funding	3 years
	Miscellaneous Funding Transactions	5 years
	All other files	Permanent
Bilateral / MIDL / DSP Sections	Settlement of claims in r/o exports to USSR	3 years
	SDR Rate	3 years
	Miscellaneous Correspondence	3 years
	Letters from Government	3 years
	All other files	Permanent
DEIO-Bonds Sec.	Bank's Investment a/c – Statements	1 year
	Pvt placements, Annual Revolution/closing, deal slip confirmation, compensation cases, Gold ststemetns, BOE, BIS Gold	3 years
	Monthly revaluation of bonds and securities	2 years
	Audit and Inspection, CEDEL Statements, IBRD bond holdings of GOI held with FRBNY	5 Years
Treasury Bills	GBP,USD,EUR	3 Years.

FCB	Deposits/confirmation, Misc,Weekly revaluation and Int accrued, Compensation claimed/paid, Transfer of funds, Swift Broadcast msg, daily slips and weekly slips	18 months
	Postal confirmation	6 months
	Deposits with foreign br of Ind Com bank, Annual closing, outsatanding deposits for the month end, EURO conversion, Daily exoposure profiles,Audit compliance	3 years
DEIO – BIS	Daily/weekly slips,weekly/daily balances,	18 months
	Discount Fix Bis daily correspondence, Annual closing, Inspection and Audit, EUR	3 YEARS
	Confirmation advices from BIS	2 years
DEIO – IMF	Monthly balance, qarterly charges, int accrued, weekly RTP,SDR Int rate/ rate of remuneration on FTP, Rupee payment, Misc	3 years
	FTP	10 years
DEIO – Middle Office Concurrent Audit Section	All files pertaining to Policy	Permanent
	All files pertaining to Administration	Permanent
	All Operational files	3 years
	All Report files pertaining to Special Audit of Dealing Room	10 years
Reconciliation Section	All files	3 years
AGP	AGP – Policy files	Permanent
	SSB – Tax Documents	Permanent
	AGP – Additional funds	Permanent
	All other files 3 to 5 years	
Money Employed	Bank of England-ME, Repo/ON investment daily advises, BOI-Tokyo ME A/c, FED ME daily balances, Bank of Canada, EURO-Nederlandsche Bank-NE, FR FRANC, AUS SCHILLING, SBI LONDON, statements of rates for INR-various currencies, PQs, daily exchange/Euro Dep rates, RP Investments RP commitment to FED NY, Misc bal with Central Banks, Cash bal BOY/BOI, Automatic Sale of treasury bills	3 years
	Daily slips investments, weekly statement of investments	1 year
	Daily advices of KWD recd from other offices, Misc Imp correspondences PQ section, monthly cash bal/ int accrued	5 years
RBI General Account Section	All files	3 years
Credit Risk Management Division	All files pertaining to Review / Credit Risk Unit / Misc. Spl. Notes for Governors / DG / Opening of Individual custody a/c. for additional funds-EAM / Audit & Inspection	Permanent
	All files pertaining to Counterparty	Permanent
	Other files	20 years
	Exposure	5 years
	Miscellaneous	2 years
I.T. Division	IBM MERVA / SWIFT Alliance	1 year
	Cleaning of Computers & Printers / Expenditure Rules-amended upto Jan.99 / DIT Returns-statements / List of Vendors / Hardware Blue Star (Modem) / Daily Check Reports / Undelivered message Reports / SC/SWIFT Notification / Quit/Logout Report / SWIFT Bills / SSI Changes / Event Management Centre / Record of cleaning of PCs & Printers / Log Register / Enterprise knowledge management system / Backup tapes – Hyderabad	3 years
	All other files	Above 10 years / Permanent

ACU Section	All files pertaining to Policy & Procedures / Papers related to Importing of Oil from Iran through Bilateral Trade / Correspondence with India & Central Bank of Myanmar / Pension Payment / ACU Registration / Bilateral Payments Arrangements-Bank Negara Malaysia / Trade with Nepal / General Correspondence & Minutes of ACU Board / Destruction and Transfer of files to Record Room	Permanent
	All other files	1 year