

Secretary Department

Policy Files:

Core/Main Subject	Sub-Activity	Preservation Period
Circulars	Circulars to Different CODs	3 years
	Dead stock circular instructions for premises/Estate Deptt., ECS payments of Bank's MTNL Bills Guidelines to DEBC	10 years
Central Board/Local Boards	Central Board –constitution policy, Local Board constitution policy, Local Board – Function, Power Meeting of Central Board Agenda Item, Meeting of Committee of CB Agenda,	Permanent
Other Policy matters	Bank rate, RBI Act –Amendments, BR Act –Amendments, RBI General Regulations, CRDC/Record Room/ History Cell	Permanent

Operational Files:

Other Misc.matters	Customer Service in RBI, RD's conference Agenda & Minutes, Liveries to Class IV, Stationery, Training, Reimbursement of telephone charges, Insurance of Bank's property	3 years
Visits and other operational matters	VIP/Dignitaries/Correspondence/Governor's Visit/ /Guest house/Identity cards to retired staff, concurrent audit, Charges account, GOI/Railway Budget correspondence,	5 years
Circulars and other matters	Conference Room booking instructions / Visa matters, Establishment of Protocol Unit, Fire Prevention, Dead stock verification, Quotation, Central/Local Board matters, Correspondence with DICGC,NHB,NABARD,DFHI,GOI,JPC/PQ,SBI,UTI,BFS and RBI Golden Jubilee celebrations	Permanent