

**Risk Monitoring Department**

**Retention Schedule for Records pertaining to Substantive / Core functions**

<b>S. No.</b>	<b>Core/ Main Subject</b>	<b>Categories of Documents</b>	<b>Preservation Period (in years)</b>
1	Policy making	Various Committees	Permanent
		Action Plan	Permanent
2	Monitoring of operational risk of the Bank	Risk Officers	10
		Risk Register	Permanent
		Incident Reporting System	Permanent
		Risk Assessment Methodology	Permanent
		Oversight of Business Continuity Management /Plan	Permanent
		ERM awareness programs	5
3	Monitoring of financial risk of the Bank	Financial Risk	Permanent
		Economic Capital	Permanent
		Risk Appetite\Tolerance Framework	Permanent
		Concurrent Audit of Dealing Room Transactions	10
		Credit Risk Review and Financial Risk Dashboard Report	5
4	International membership	IORWG	Permanent
		CBRMC	Permanent
5	Audit/ Compliance etc.	Parliamentary Questions, RTI	Permanent
		Compliance of Statutory Audit	Permanent
		Compliance of Internal Audit	10
		Compliance of Control Self Assessment Audit	10
6	Administration	Administrative files	<b>3/5</b>
		Budget, staff trainings, DO letters etc.	10
		Miscellaneous files	5