

International Department
Preservation Period of files

Core/ Main Activity	Sub- Activity	Preservation Period
Multilateral Agencies/Committees/Bodies	Policy related issues/Background papers	Permanent
	Briefs/comments for meetings	15 years
	Correspondence	5 years
Working Groups /Surveys	Inputs for working groups/surveys	7 years
	Nominations papers	
Government related	Correspondence	Permanent
	Preparation of briefs/comments for various meetings	
Bilateral dialogue	Exchanges and meetings	Permanent
Lectures/Seminars/workshops/conferences/meetings	Document and papers	5 years
	Correspondence	5 years
Parliamentary questions /compliances	Correspondence	Permanent
Notes/Studies	Policy notes/Studies	Permanent
	Background Notes	10 years
	Country Profile	5 years
Miscellaneous	Correspondence, queries and action taken	Permanent

Administration Division

Core/ Main Activity	Sub- Activity	Preservation Period
Budget	Utilization, review etc.	10 years
CSAA	Reports / Compliance	5 years
Establishment/Purchases	Correspondences/Bills/Staff related/Trainings/software/Annual closing	5 years

Miscellaneous	General correspondence	5 years
Deadstock	Acquisition / Depreciation / Disposal	Permanent
Rajbhasha usage	Circulars Parliament Committee directions	Permanent
	Work / Training files	5 years
RTI Act	Questions	Permanent