

DIT

Subject		Preservation Period
Policy Files	Information regarding course code cannot be furnished to any outside agency under RIA due to high levels of Security	Permanent
Operational Matters	Tender related cases are kept till the completion of the project/delivery and operationalisation of the system, thereafter only the papers of the systems integrator are kept upto the validity of the contract. This will not be applicable to files which have an arbitration case/those involved in a dispute/pending audit.	Maximum 7 years