

**Department of Economic Analysis and policy  
Preservation period for files**

**Research Divisions**

<b>Core / Main Activity</b>	<b>Sub – Activity</b>	<b>Preservation Period</b>
Reviews	a) Daily / Weekly / Fortnightly.	1 year
	b) Others	3 years
Notes/ Studies	Background Notes	7 years
	Policy notes/Studies	Permanent
Committees / Working Groups	Background Material	7 years
	Correspondence	Permanent
Major Policy related Files	Policy Decisions	Permanent
	Correspondence relating to Policy	
Parliamentary Questions	All correspondence	Permanent
Multilateral Agencies/Rating Agencies, etc	Policy related	Permanent
	Country Report Files	5 years
Central Board Related	Memorandum	Permanent
	Correspondence, queries and action taken	
Lectures – (Memorial and Special)	Policy Related Files	Permanent
	Correspondence	5 years
Documentations / Publications received from other agencies	Ministry of Finance, CSO and other Governmental Agencies	10 years
SDDS related files	Source data	5 years
	Related correspondence	10 years
RBI Endowment Chairs / Corpus Fund	Policy related files	Permanent
	All other correspondence	10 years
Development Research Group.	Policy related files	Permanent
	All materials / data series and models.	7 years
Surveys	Material on Surveys	5 years after publication of survey Report.
	Survey Report	Permanent

All publications by DEAP	Policy related files	Permanent
	Source material/data	5 years
Data/Material supplied to Multilateral organizations (IMF) /MOF/CSO etc.	Policy related	Permanent
	Correspondence	7 years
RBI History Related Records maintained by a Cell	All files relating to History of RBI / RBI Archives	Permanent

**Administration Division**

<b>Budget</b>	Preparation of Main budget / submission of quarterly statements to DEBC	10 years
<b>Annual Plan</b>	RDs Conference / Annual Plans	5 years
<b>Inspection / CSAA / Concurrent Audit</b>	Reports / Compliance	6 years
	Correspondence files	3 years
	Appointment of Auditors	Permanent
	Settlement of Auditors bills	3 years
<b>Monthly Work Certificate</b>	Statement / certificates from the Divisions	3 years
<b>Dead Stock Inventory</b>	Acquisition / Depreciation / Disposal	Permanent
<b>Establishment purchases</b>	Correspondence / Bills	3 years

**Rajbhasha Cell**

<b>Implementation of Rajbhasha usage</b>	Circulars	Permanent
	Parliament Committee directions	
	Work / Training files	5 years

### DEAP Library

Library Advisory Committee / Information Management Committee/ Library Technical Committee 1. Background/Policy Papers  2. Minutes of the Meeting	-	Permanent
Systems and Procedure purchase of Books/ Journals 1. Collection Development Policy/ Journal Selection Policy 2. Book Selection Committee / Journal Selection Committee Recommendations 3. Sanctions for purchase	Selection/ Acquisition	Permanent
Electronic /Online Information Services	Online Information	Permanent
Library Memberships	Individual/ Institutional	Permanent
Physical Verification of Books and Journals	Physical Verification	Permanent
Weeding Out of Books	Weeding Out	Permanent
Library Budget	Annual Budget	Permanent
Transfer of Journals Bound Volumes to IGIDR	-	Permanent