

Department of Supervision

Sr. No.	Description of records	Preservation period
1	Notes relating to issuance of circulars and related papers	Permanent
2	Periodic Inspection reports of supervised Entities (RAR/IR/AFI etc)	Three years
3	Scrutiny Reports and related papers	Three years
4	Statutory Auditors Report, Audit certificates etc	One Year
5	Inspection Planning, scheduling, focus areas etc related papers	Five years
6	Local Board Related papers pertaining to DoS	Two years
7	Papers related to CGMs Committees (Eg. For Inspection Report, BFS memo etc) and other internal / external committee	Two years
8	Papers related to meeting / communication with Supervised Entities	Three years
9	Document related to Supervisory action taken against SEs (incl SCN)	Ten years
10	Compliance submitted by SEs	Three years
11	Half yearly Investment Portfolio review by banks	One Year
12	DO material / Monthly work certificates files /Monthly Activity report	One Year
13	Misc. papers	One Year
14	Inspection related work papers	One Year
15	All submissions to Top Management (BFS / SMC / Gov Review / DG / ED)	Five Years
16	All SE specific files of SED (except PQs)	Two Years
17	Files containing information on Frauds / Inquiries / Court cases etc. (after completion of the action)	Ten Years
18	Records related to Projects (SRS Documents, Approvals etc)	Ten Years
19	Complaints and disposal thereof	Three years
20	RIA /PQ	Three years
21	T AFCUB Meeting related papers	Two years
22	SLCC Meeting	Two years
23	REIC Meeting related papers	Two years
24	Supervisory College related papers	Two years
25	Inter-departmental meetings (DoR DOS)	One year
26	Due Diligence of Directors, COR Applicants etc.	Five years
27	Various Regulatory approvals provided by RSG	Five years
28	Cancellation of CoR / Licence	Permanent
29	AID/SAF related papers	Ten Years
30	Release of claims by DICGC related communications	Five Years
31	MI Related	One Year

For Administration related areas, the preservation period as displayed by Human Resource Management Department under statement of categories of documents under RTI tab on RBI website is applicable.