

Statement of Categories of Documents - Department of Statistics and Information Management
(Last revised on May 8, 2023)

Area	Core / Main Subject	Sub-Activity	Preservation Period
Banking Statistics	Banking Infrastructure Information	Central Information System for Banking Infrastructure (CISBI) - Important Notings	Permanent
		CISBI Project	3 years
		Locational Reorganisation	3 years
		Geographical Information System	3 years
		Data Supply	3 years
		Opening / Closing / Merger and Amalgamation of Banks	3 years
	Banking Statistics	Notes to the Top Management - Important Notes	5 years
		Data Supply - Correspondence	3 years
		Basic Statistical Return (BSR) - 2 Revised - Launching & Processing	Permanent
		Survey related correspondence of Food Credit	2 years
		Committee on Direction of Banking Statistics (CDBS) - Correspondence	5 years
	Banking Studies and Risk Modelling	Statistical Tables Relating to Banks in India	3 years
		Form A/B Returns	3 years
		Fortnightly Banking Information	3 years
		Form X under Section 27 of the Banking Regulations Act, 1948	3 years
	Spatial Banking Statistics	Financial Access Survey (FAS)	3 years
		Sustainable Development Goals (SDGs)	3 years
		Parliament Questions (PQs)	5 years
		Applications and appeals under Right to Information Act (RIA), 2005	5 years
		Basic Statistical Return (BSR) - Policy note	Permanent
		Export Preparedness Index (EPI)	3 years
		Other Data Supply	3 years
		Basic Statistical Return (BSR) - 7	1 years
	Credit Information Repository	Credit Information Repository - Policy and Important Papers	Permanent
		Expression of Interest (Eol) on Public Credit Registry (PCR)	Permanent
		Implementation of Credit Information Repository Division	Permanent
		The Statement of Work (SoW) agreement with ReBIT	Permanent
Corporate Statistics	Company Finances	Capacity utilization for Private Corporate Sector	3 years
		Finances of Large Public Limited Companies - Notings, Drafts, Study articles, etc.	3 years
		Finances of Public Limited Companies - Notings, Drafts, Study articles, etc.	3 years
		Industrial classification - Public Limited Companies	5 years
		National Income estimate of Saving and Investment	3 years
		Notes, studies sent to Governor, Dy. Governor, etc. and important decisions	5 years
		Important notings of FCRC/FDI Cos studies	5 years
		Notings of Studies on Financial and Investment Companies	3 years
		Quarterly data on NBFCs/FIs for CSO	3 years
		Supply of data	3 years
		Policy on worksheet Revision, Data supply etc	3 years
		Committee for Digitization of balance sheet & Annual Reports filed with MCA-21	5 years
		Committee on Administrative Statistics of corporate sector & allied fields	5 years
		Flow of Funds: sub group/ working group on Corporate Sector	5 years
		Report of Sub-Committee on Pvt Corporate Sector	5 years
	Corporate Studies	Annual / Half yearly studies of Listed Non-Government Non-Financial (NGNF) Cos.	3 years
		Quarterly studies on Listed Non-Government Non-Financial (NGNF) Companies	3 years
		Listed Government Companies Studies	3 years
		Review of Private Corporate Investment	3 years

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Surveys	Enterprise Surveys	Industrial Outlook Survey	3 years
		Order Books, Inventories & Capacity Utilization Survey	3 years
		Service & Infrastructure Outlook Survey	3 years
		Bank Lending Survey	3 years
	Household Surveys	Empanelment of Survey Agencies	Permanent
		Policy related notes and analysis	Permanent
		Survey activity related including launching, correspondence etc.	3 years
External Sector Statistics	E-Commerce and New Age Survey	Survey related files	3 years
	Balance of Payments Statistics	Monthly <i>Foreign Exchange Transaction Electronic Reporting System</i> (FETERS) Tabulations	3 years
		Quarterly FETERS Tabulations	3 years
		Quarterly Banking Assets & Liabilities (BAL) Tabulations	3 years
		Monthly Return on Card Transactions	3 years
		FETERS Cards Returns	3 years
		Ultimate Country	3 years
		Database on short term credit upto 180 days:Suppliers Credit	3 years
		Treatment of Forex Transactions between <i>IFSC Banking Unit</i> (IBU) and <i>Rest of World</i> (RoW)	Permanent
		Data Supply to Government and Other Departments of RBI	3 years
		Government / DGCIS Correspondence	3 years
	External Commercial Borrowings	External Commercial Borrowings (ECB) approval on automatic route [under Foreign Exchange Management Act (FEMA)] related areas	5 years
		Correspondence with Commonwealth Secretariat, London	5 years
		Estimates of ECB data components	3 years
		Papers relating to reporting of ECB data to the world Bank	3 years
		Documentation related to the Commonwealth Secretariat Debt Recording and Management System (CS-DRMS) / Meridian ECB Data management	Permanent
		Reconciliation of External-Debt statistics - Permanent Technical Group	5 years
	International Banking	International Banking Statistics (IBS) Correspondences with Bank for International Settlements (BIS)	3 years
		IBS Data	3 years
		The Committee on the Global Financial System (CGFS) Enhancements / Communication With Top Management	5 years
		Monthly Review Note Highlighting Various Dimensions of NRI Deposits	5 years
		Survey on International Trade in Banking Services (ITBS)	3 years
	International Investment Position	Correspondence and other documents related to International Investment Position (InIP) Compilation	3 years
		Correspondence to IMF and other documents related to compilation of Coordinated Direct Investment Survey (CDIS)	3 years
		Documents related to annual survey on Computer Software & Information Technology Enabled Services Exports (ITES Survey)	3 years
		Documents related to Foreign Liabilities & Assets of Mutual Fund Companies (MF survey)	3 years
		Documents related to survey on Foreign Collaboration In Indian Industry (FCS Survey)	3 years
		Correspondence to IMF and other documents related to Co-ordinated Portfolio Investment Survey (CPIS)	3 years
		Documents related to annual return on Foreign Liabilities & Assets (FLA Census)	3 years
		Correspondence to DEPR and other documents related to compilation of Reinvested Earning (RE)	3 years
		Correspondence and other documents related to Currency Composition of debt part of InIP	Permanent

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Statistical Modelling	Big Data Analytics	Important matters on Big Data Infrastructure / Computing Environment	5 years
		Technical Advisory Group (TAG) For Centralised Information Management System (CIMS)	5 years
	Data Sciences Lab	Project Related	3 years
		Notes to Top Management	5 years
	Inflation Analysis	Important Documents on Survey of Professional Forecasters (SPF)	Permanent
		SPF rounds - related matters	3 years
	Modelling and Forecasting	Agricultural production	5 years
		Monthly seasonal factors of selected economic time series	5 years
		Monetary Policy Reports	5 years
		Index of Industrial Production (IIP) Press Releases and Notes	5 years
		Quarterly Review & Forecasts of Macroeconomic Aggregates, GDP forecast etc	5 years
		Eight Core Industry	5 years
		Currency Management	5 years
		Interdepartmental group on GDP and growth	5 years
		Papers put up to the top management	5 years
		Constitution of working group for development of methodology for compiliatio of All India Index of Industrial Production (IIP)	5 years
		Standing Committee on Industrial Statistics (SCIS)	5 years
		Leading Indicators	5 years
	Statistical Analysis	House Price Index (HPI)	3 years
		Correspondence with Universities / Other Statistical Organisations - Econometric Conference , seminars etc	5 years
		Banking Services Price Index (BkSPI)	3 years
		CDBMS-Nodal Officers	3 years
Information Management and Technology	Data Management and Dissemination	CDBMS-BIS Data Bank (Correspondence)	Permanent
		CDBMS - Data Related Issues	Permanent
		CDBMS - Feedback on DBIE	1 years
		DBIE- Correspondence with DEAP (DEPR)	2 years
		DBIE- Correspondence with DGBA	2 years
		DBIE- Revamp of RBI Website	Permanent
		DBIE- Dashboard on Whole Sale Price Index and Inflation	Permanent
		Inter-Ministerial committee on data exchange and developing and integrated statistical database	5 years
		CDBMS-Committee on data dissemination system	5 years
		CDBMS-BIS Data Bank (Notes)	Permanent
		CDBMS -Interdepartmental advisory group	5 years
	Data Governance	Element Based Repository	Permanent
		Data Governance Policy	Permanent
	Data Warehousing	CDBMS- Policy Group(sensitive issues)	5 years
		CDBMS Internet Enablement	Permanent
		CDBMS-Expert Group Recommendations Follow Up	5 years
		CDBMS- OSMOS Data- DBS	Permanent
		CDBMS- Migration of Infrastructure to Data Centre	Permanent
		CDBMS- Development of universe- FMD, DBS	Permanent
		CDBMS- New Development in CDBMS	Permanent
		CDBMS- Technical Advisory Group	5 years
		Contract & Bank Guarantee	Permanent
		DBIE- Project Management and Effort Estimation	Permanent
		CDBMS- XBRL- Inter Departmental Group	5 years
		DBIE- Business Continuity Planning & Disaster Recovery Drills	3 years
		DBIE- Correspondance with RPCD	2 years
		DBIE- Correspondance with IDMD	2 years
		DBIE- Annual Plan	3 years
		DBIE- Correspondance with FED	2 years
		CIMS – Correspondence with DSIM	2 years
		CIMS – Correspondence with DOS	2 years
		CIMS – Correspondence with other Departments	2 years
		CIMS – Correspondence with Banks/ FIs/ REs	2 years
		CIMS – Correspondence with Project Vendors	2 years
	Micro Data Services	Granular Data Access Lab - Operations	5 years
		Granular Data Access Lab - Policy Documents	5 years
	Operational Data Management	Correspondence with Departments – DPSS, FED, FMOD, FMRD and IDMD	2 years
		Data Analytics Sub-group of CIMS	5 years
		Important Notes	5 years
	Supervisory Data Management	Correspondence with DoS (SCB, UCB, NBFC and FRMS)	2 years
		Important Notes	5 years
		Data Gap Initiative (DGI)	2 years
	Systems Management	Business Continuity Plan - BCP	Permanent
		Online Data Services	Permanent
		XBRL Payments, Financial Sanction etc.	1 years
		XBRL General Correspondence	2 years