RECORD RETENTION POLICY / SCHEDULE OF SAIL, CET, RANCHI

The Scope covers retention of Physical and Electronic Data

Sl.	Documents	Retention Period
1.	Assignment files for projects under formulation/ under stage-I approval / stage-I approved	5 years from the date of decision to close the assignment without any further processing/ investment
2.	Assignment files for Stage-II approved projects (under implementation)	3 years from date of successful Performance Guarantee (PG) test
3.	Deliverables – Reports (AN, FR, SR etc.) / specification (TS, OS, etc. / Mining Plan / Pre-Ordering documents like NIT, MoM of discussions with bidders/ Tender Evaluation Report/ CET in-house drawings	
4.	Quality records, other than deliverables and drawings, as mentioned in QMS manuals like audit reports, assignment formulation records, obsolete QMS manuals etc.	3 years from completion / closure of activity or from submission of final reports
5.	Purchase & Job contracts case files	5 Years after completion of all contractual obligations
6.	Purchase / Contract execution files	
7.	Indent Register, Screening Committee files	
8.	Idle asset & asset disposal files	

Record retention policy of Finance & Accounts areas and Personnel & Administration areas is as per RDCIS/ SAIL