

Central Information Commission  
2nd floor, B –Wing, August Kranti Bhawan  
Bhikaji Cama Place, R.K. Puram  
New Delhi-110066

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F.No. 26/1/2011-CIC/Admn

Dated: 7<sup>th</sup> February, 2016

**RECORD RETENTION SCHEDULE**

1. The guidelines as stipulated in the Commission's Office Memorandum bearing even no. dated 22.02.2011 regarding weeding out of record are reiterated.(copy enclosed).

2. The Central Information Commission, a statutory body created under the RTI Act, 2005 hereby adopts the Record Retention Schedule.

The quasi judicial records of the Commission shall be retained for a period of six months from the date of the final disposal of the case.

Provided no such records shall be destroyed until any proceedings arising out of the final orders is still pending either in the Commission or any other Competent Forum.

3. The Administrative/ Financial records of the Commission shall be retained in accordance with the 'RECORD RETENTION SCHEDULE FOR RECORDS COMMON TO ALL DEPARTMENTS' read along with 'CENTRAL SECRETARIAT MANUAL OF OFFICE PROCEDURE'.

4. The destruction of administrative records will be under taken by the concerned divisions as per manual/ schedule and will be monitored by JS(Admn). As for records of registry and cases, the same shall be under the supervision of the Registrar.

*S.P. Beck*  
(S.P. Beck) 07.  
Joint Secretary &  
Addl. Registrar

Copy to:-

- (1) PPS to CIC.
- (2) PPS to ICs.
- (3) PS to Secretary.
- (4) PS to Addl. Secretary/ Registrar
- (5) JS(P&B)/JS(M/R)/ JS(Law).
- (6) All Deputy Secretaries/Dy. Registrars/ Designated Officers/Section Officer/ALIO.
- (7) RTI Cell/Central Registry/Dak Section/Library/Record Room.
- (8) Shri Rakesh Malik, Scientist 'E' NIC Section for uploading the Order on CIC website immediately.
- (9) Guard File.