

**केन्द्रीय सूचना आयोग**  
**Central Information Commission**

2 तल, विंग 'ब' / 2<sup>nd</sup> Floor, 'B' Wing  
अगस्त क्रान्ति भवन / August Kranti Bhavan  
भीकाजी कामा प्लेस/ Bhikaji Cama Place  
नई दिल्ली - 110066 / New Delhi - 110066

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

Date: 22nd February, 2011

**Office Memorandum**

**Weeding out of Records**

The quasi-judicial record of the Commission shall be weeded out in accordance with the Record Retention Schedule approved by the Commission and after digitization of such record.

(i) The decisions of the Commission shall be segregated and preserved separately. One case file may contain more than one decision in the form of main decisions followed by adjunct(s). It is to be ensured that all such decisions are segregated and preserved in a separate file.

(ii) In cases where penalty has been imposed, the records will be weeded out only after full amount of penalty has been recovered by the Commission from the CPIO/Deemed CPIO through the concerned public authority and after the expiry of period of limitation of any legal action by the aggrieved CPIO/deemed CPIO before the competent forum or six months whichever is later.

(iii) In cases where compensation is awarded, the records will be weeded out only after full amount of compensation has been paid by the concerned public authority and after the expiry of period of limitation of any legal action by the concerned Public Authority before the competent forum or six months whichever is later.

(iv) In cases where disciplinary action has been recommended to the concerned authority, the records will not be disposed of till the time disciplinary action is completed by the concerned authority and the compliance has been reported to the Commission. Such files will be weeded out only after the period of limitation of any legal action by the aggrieved officers/officials before the competent forum or six months whichever is later.

(v) The Administrative records shall be weeded out in accordance with the '*RECORD RETENTION SCHEDULE*'.

(vi) The Nodal Officer for weeding out of quasi-judicial record will be the concerned Asst. Registrar/Deputy Registrar who shall do so in consultation and under the guidance of Records Officer of the Commission.

(vii) The weeding out of administrative records shall be done under by the concerned Divisional heads who will constitute a committee headed by an Under Secretary and such other staff/officials as may be necessary and deemed fit by the Administration.

(viii) The weeding out of records shall be done annually after thorough examination of the pendency of action, if any, with reference to such record(s) as per '*RECORD RETENTION SCHEDULE*' and a list of such records weeded out shall be maintained as per Annexure A attached.

Sd/-  
**(B.B. Srivastava)**  
**Secretary**

Copy to:-

1. PPS to CIC/ICs
2. PPS to Secretary
3. Addl. Secretary
4. JS(More)/JS(Law)/DS(PP)
5. All Designated Officers
7. US(Admn.)
6. Office order folder

**(Tarun Kumar)**  
**Joint Secretary**  
**& Addl. Registrar**

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**Central Information Commission**

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Date: 22nd February, 2011

**RECORD RETENTION SCHEDULE**

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

1. 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.

2. 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'.

This is issued with the approval of Chief Information Commissioner.

Sd/-  
**(B.B. Srivastava)**  
**Secretary**

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**(Tarun Kumar)**  
**Joint Secretary**  
**& Addl. Registrar**