

No.24013/7/2010-O&M
Government of India
Ministry of Personnel, PG & Pensions
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhavan
Sansad Marg, New Delhi.

5th /_{10th} January, 2011.

OFFICE MEMORANDUM

Sub: Revision of Record Retention Schedule in respect of Records common to all Ministries/ Departments.

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The undersigned is directed to refer to the OM of even number dated 23rd November, 2010 (copy enclosed) on the above mentioned subject and request that the comments of the revision of Record Retention Schedule may be kindly expedited.



(A. K. Marwaha)
Deputy Secretary to the Govt. of India
Tclc:23362325

To

Secretaries of all Ministries/Department of Government of India except Ministry of Water Resources & Department of Disinvestment.

No.24013/7/2010-O&M
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Administrative Reforms & Public Grievances

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5th Floor, Sardar Patel Bhavan
Parliament Street, New Delhi

Dated the 23rd November, 2010

OFFICE MEMORANDUM

Sub: Record Retention Schedule in respect of Records common to all
Ministries/Departments.

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The undersigned is directed to say that the last Record Retention Schedule in respect of Records common to all Ministries/ Departments was last revised and published during the year 2004. A copy of the same is available on website of the Department (www.darpg.nic.in). The Department proposes to revise the last Record Retention Schedule keeping into consideration the latest developments, Right to Information Act, 2005 and the need for recording electronic records. It is requested that comments/suggestions of the Ministries / Departments of the Government of India for revision of the Record Retention Schedule may kindly be made available to this Department positively by 31.12.2010.



(A.K.Marwaha)

Deputy Secretary to the Govt. of India

Tel:2336 2325

To

Secretaries of all Ministries/Department of Government of India