

No. 11769

Date: 25/11/13

RECORD RETENTION SCHEDULE

The State Information Commission, Haryana a statutory body created under the RTI Act, 2005 hereby adopts the following 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 'STATE SECRETARIAT MANUAL OF OFFICE PROCEDURE'.

This is issued with the approval of the Commission.



**Superintendent
for State Information Commission,
Haryana.**

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9. Under Secretary
10. Accounts Officer
11. Research Officer-cum-Consultant
12. Law Officer

**Superintendent
for State Information Commission,
Haryana.**