

STATE INFORMATION COMMISSION, HARYANA,  
SCO No. 70-71 (1<sup>st</sup> Floor), Sector 8-C, Chandigarh.

No. 6835

Date: 25/9/12

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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6. PS/SIC (SS)
7. PS /SIC (PRM)
8. Under Secretary
9. Accounts Officer
10. Research Officer-cum-Consultant

  
Superintendent

for State Information Commission,  
Haryana.

STATE INFORMATION COMMISSION, HARYANA,  
SCO No. 70-71 (1<sup>st</sup> Floor), Sector 8-C, Chandigarh.

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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.

1. The decisions of the Commission should 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.
2. In case where penalty has been imposed, the records should be weeded out only after full amount of penalty has been recovered by the Commission from the SPIO/Deemed SPIO through the concerned public authority and after the expiry of period of limitation of any legal action by the aggrieved SPIO/deemed SPIO before the competent Forum or six months whichever is later.
3. In case where compensation is awarded, the records should 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.
4. In case where disciplinary action has been recommended to the concerned authority, the records should not be disposed of till the time disciplinary action is completed by the concerned public authority and the compliance has been reported to the Commission. Such files should 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.
5. However, files/documents forming part of court proceedings should be destroyed only after the implementation of the judgement/order of the Court(s) with the approval of the concerned State Information Commissioner or any other officer so authorized by the State Chief Information Commissioner.
6. To ensure that files are neither prematurely destroyed nor kept for periods longer than necessary the records relating to establishment, Finance, Budget and Accounts with the 'Record Retention Schedule' prepared by the Haryana State Archives Deptt. (copy enclosed). However, in exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the Commission.
7. The Nodal Officer for weeding out of quasi-judicial record will be the concerned Reader who shall do so in consultation and under the guidance of concerned branch Officer of the Commission.
8. The weeding out of records other than quasi-judicial record may be done by a committee headed by the Under Secretary and comprising the Accounts Officer and Superintendent as its members.

9. In view of manifold increase in office records it has become extremely necessary to manage the Commission's records properly on scientific lines. Instructions/guidelines, presently available, are not adequate to deal with the problem of expansion of records. Therefore, it is necessary to prepare a 'Record Retention Schedule' for all the files originating in the Commission. The Record Retention Schedule proposed and adopted by the Central Information Commission shall equally serve the purpose and thus, it may be adopted with slight modification.
10. The weeding out of records should be done annually beginning in January each year, 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 should be maintained as per proforma evolved by the Central Information Commission.



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



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