

संघ लोक सेवा आयोग
की
अभिलेख प्रतिधारण सूची

**RECORD RETENTION SCHEDULE
OF
UNION PUBLIC SERVICE COMMISSION**



(2015)

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UNION PUBLIC SERVICE COMMISSION

RECORD RETENTION SCHEDULE (RRS)

2015

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RECORD RETENTION SCHEDULE

Description of records common to all Sections

I. KEEP PERMANENTLY

1. Files containing discussions of questions of policy and important decisions of Commission/ Government having a bearing on activities of the Commission
2. Files containing discussions of Commission on important principles, orders and the procedures adopted in the Commission
3. Policy decisions on RTI matters
4. Important court matters and decisions of CIC
5. Files containing Supreme Court's Judgment
6. Important judgments having a bearing on the functioning of Commission
7. Guard File
8. Standing Guard File (The earlier version of these records will normally be weeded out as soon as the revised version becomes available)
9. File Register
10. Consolidated Departmental Index
11. Precedent Book
12. Court Case Register (Alpha)
13. List of files transferred to Departmental Record Room (25 Years)
14. List of files weeded out
15. Lists of records sent to Departmental Record Room for retention/ destruction
16. Files relating to Monitoring of Court/ CAT cases pertaining to respective Sections
17. Files relating to non-acceptance of Commission's advice (except for Services-I Branch)

II. KEEP FOR 10 YEARS

1. Court case files where the Commission is directly involved and the case is defended/ reply has been filed by the Commission, the files are to be kept for 10 years and the period will commence from the date of final judgement. This is further subject to retention till the relevant recruitment/ examination/ deputation/ DPC/ disciplinary etc. file is retained. Such file will be reviewed after 10 years for further retention or not. The retention schedule will be modified to the extent court/ statutory direction is applicable. However, the files of High Courts/CATs/CIC/Lower Courts may be reviewed for further retention keeping in view the filing of appeals before higher courts and/or implementation of the judgment by the respondents.

III. KEEP FOR 5 YEARS

1. Court cases files where the Commission is not directly involved and the case is defended by the Indenting Ministries/ Departments/ Central Government/ State Governments, the files are to be kept for 5 years and the period will commence from the date of final judgement. This is further subject to retention till the relevant recruitment/ examination/ deputation/ DPC/ disciplinary etc. file is retained. Such file will be reviewed after 5 years for further retention or not. The retention schedule will be modified to the extent court/ statutory direction is applicable. Writ petitions where Commission did not contest, Writ petitions dismissed/withdrawn.
2. Dispatch Register
3. Section Dispatch Register
4. Postal Registration Books
5. A Register of daily abstract of stamps used
6. Index slips (five years or till printed departmental index becomes available whichever is later)
7. File containing O.M./ Circulars and office orders
8. Parliament questions files (depending on the importance of the Parliament Questions); the files may be retained for longer periods, if necessary
9. Matters relating to Parliamentary Standing Committees
10. VIP Reference
11. Stamp Accounts Register
12. Annual return to CIC on RTI matters
13. Statistical data

IV. KEEP FOR 3 YEARS

1. Register for watching the progress of recording
2. Section Diary
3. Call book
4. Miscellaneous orders/circular files
5. Complaints Diary registers
6. Representation cases/ files
7. OTA Register
8. Register of fees
9. Stamps register and registration journals*
10. Register of Parliamentary Assurances (Co-terminus with the period of Current Lok Sabha)
11. Register of MP's letters
12. Files containing instructions/orders regarding use of Hindi in the work of Union Govt. received for circulation on the Recruitment side
13. Budgetary Estimates/ Revised Estimates

14. Copies of Annual Reports
15. File containing material relating to Annual Reports of Commission
16. Minutes of O&M Meeting.

* To be retained for 3 years or until the completion of local audit, whichever is later.

V. KEEP FOR 2 YEARS

1. RTI related applications, replies and appeals (Cases which are pending in CIC or any court/Tribunal for Adjudication must be preserved for period coterminous with the entire appellate mechanism)

VI. KEEP FOR 1 YEAR

1. Dak Challans
2. Dak Movement Register/ Dak Movement (By name) Register
3. Invoice
4. Distribution Chart
5. Record Review Register
6. List of files received for review
7. Register of spare Copies of Publication, Circulars, orders etc.
8. Weekly arrears Statement
9. Case sheets of cases pending disposal over a month
10. Numerical abstract of cases pending disposal for over a month
11. Monthly Progress Report on recording of files
12. Issue Diary
13. Check List for periodical reports
14. Inspection Reports (one year after the date of next inspection)
15. Casual Leave account (to be destroyed at the end of the year)
16. Periodical reports/returns, including O&M dossiers
17. Challans prepared for issue of letters
18. Copies of indents for forms and Stationery
19. Miscellaneous papers of routine nature
20. Miscellaneous Circulars/papers/register of ephemeral nature
21. Monthly cases pending statement files
22. Attendance Register
23. Allocation Of Work
24. Assistant Diary
25. Messenger Book
26. File Movement Register
27. Fortnightly Review of Court Cases where notices have been issued and a decision is yet to be taken, whether Commission is to defend the case or not
28. Fortnightly Review Statement of Contempt cases
29. Other returns other than Annual return to CIC

Note: Records relating to Establishment and House-keeping work -

Sections like Establishment/Admn., Welfare, Vigilance, General Admn., Hindi Section, Public Relations would follow RRS issued by D/o AR&PG (also available at official site of DARPG).

Sections dealing with Finance, Budget, Cash and Accounts matter would follow RRS prescribed under (Appendix- 13) to Rule 289 in the latest edition of General Financial Rules issued by Ministry of Finance and Central Secretariat Manual of Office Procedure Para-III (i) (c) and Appendix 28 thereof.

SECRETARY'S OFFICE

I. KEEP PERMANENTLY

1. Minutes of the meetings of the Commission
2. Agenda for the meetings of the Commission
3. Lists pertaining to Agreed Business/Report/Recording/Mention Cases approved by the Commission by Circulation

ALL INDIA SERVICES BRANCH

I. KEEP PERMANENTLY

1. Amendments in Promotion Regulations
2. Writ Petitions/ SLPs having a bearing on the Selection Procedure/ Interpretation of Promotion Regulations

II. KEEP FOR 20 YEARS OR 5 YEARS BEYOND THE AGE OF RETIREMENT OF THE JUNIORMOST OFFICER IN THE ZONE OF CONSIDERATION, WHICHEVER IS LATER

1. Files relating to Selection Committee Meetings in respect of IAS/IPS/IFS

III. KEEP FOR 5 YEARS

1. Files containing lists of Mention Cases and Agreed Business.
2. Officiating appointments of non-cadre State Service Officers to the IAS/IPS/ IFS made under Rule 9 of the IAS /IPS (Cadre) Rules, 1954 and IFS (Cadre) Rules, 1966.

NODAL LEGAL SECTION

I. KEEP FOR 10 YEARS

1. Minutes of the Screening Committee Meeting relating to appointment of Nodal/Panel Counsels
2. Appointment of Counsels/extension of tenure of Counsels
3. Fixation of rates of payment to Counsels
4. Issue of General circulars

II. KEEP FOR 5 YEARS

1. Performance Reports of Counsels
2. Budgetary requirement of funds for payment of professional fee.
3. Complaints against Counsels

III. KEEP FOR THREE YEARS

1. Monitoring of Court Cases statement (indicating pending position in various branches)
2. Monitoring of the implementation of the judgement/orders of the CAT cases for sending a report to DoP&T

IV. KEEP FOR 1 YEAR

1. Record for acknowledgement of Court papers received from various sections
2. Circulation of unlinked Court papers

V. KEEP FOR SIX MONTHS

1. Information received from various branches every month regarding number/ position of Court cases

APPOINTMENT BRANCH

I. KEEP PERMANENTLY

1. ACRs Register

II. KEEP FOR 20 YEARS OR 5 YEARS BEYOND THE AGE OF RETIREMENT OF THE OFFICER, WHICHEVER IS LATER

1. Proposals- DANICS/DANIPS/ Puducherry Civil/Police Services

III. KEEP FOR 12 YEARS OR 2 YEARS BEYOND THE AGE OF RETIREMENT OF THE OFFICERS, WHICHEVER IS LATER

1. Departmental promotion Committee cases.
2. Cases of ad-hoc appointments
3. Writ petitions and other court cases (Only policy matters)

IV. KEEP FOR 10 YEARS

1. Cases of appointment of non-Indians

V. KEEP FOR 8 YEARS OR 2 YEARS BEYOND THE AGE OF RETIREMENT OF THE OFFICERS, WHICHEVER IS LATER

1. Cases of appointment to upgraded posts

VI. KEEP FOR 6 YEARS

1. Cases of appointments on deputation/ absorption

VII. KEEP FOR 5 YEARS OR 2 YEARS BEYOND THE AGE OF RETIREMENT OF THE OFFICERS, WHICHEVER IS LATER

1. Cases of Regularization of Appointments

VIII. KEEP FOR 3 YEARS

1. Re-employment cases
2. Cases of appointment by transfer/ deputation where none selected/ withdrawn

IX. KEEP FOR 2 YEARS

1. Cases of extension of deputation
2. Files relating to DPC proposals, which have been withdrawn by Ministries/ Departments
3. Cases of appointments made without consultation with the UPSC and reported in the monthly returns

CONFIDENTIAL BRANCH

I. KEEP FOR 10 YEARS

1. Disciplinary cases of debarment*

II. KEEP FOR 5 YEARS

1. Copies of Notifications of various examinations
2. Correspondence with the AGCR and the State Bank of India**
3. Files containing OM circulars and office orders

III. KEEP FOR 3 YEARS

1. Grant of T.A. Advance**
2. Counterfoils of cheques**

IV. KEEP FOR 2 YEARS

1. Visitors' Register maintained at the entrances of the Confidential Branch

V. SIX MONTHS FROM THE CONCLUSION OF THE WRITTEN EXAMINATION OR 45 DAYS FROM THE START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER

1. Answer Books / Answer Sheets of candidates / Question papers
(Except those pertaining to pending* court cases/ penalty cases/ complaint cases/ RTI cases)

VI. TILL PENDENCY OF THE ONGOING COURT CASE (IF INTIMATED DURING THE NORMAL RETENTION PERIOD) PLUS ANY ADDITIONAL PERIOD AS DIRECTED BY A COURT OF LAW / TRIBUNAL OR UNTIL 1 YEAR FROM THE CONCLUSION OF THE EXAMINATION OR 60 DAYS AFTER START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER

1. Answer Books / Answer Sheets pertaining to court cases

VII. a) THREE MONTHS AFTER THE COMPLAINT IS EXAMINED AND DISPOSED OF OR UNTIL 1 YEAR FROM THE CONCLUSION OF THE EXAMINATION OR 60 DAYS AFTER START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER

1. Answer Books/ Answer Sheets pertaining to complaint cases
- b) **TILL DISPOSAL OF RTI APPLICATION INCLUDING 2ND APPEAL STAGE PLUS ANY ADDITIONAL PERIOD AS DIRECTED BY THE APPELLATE AUTHORITY OR UNTIL 1 YEAR FROM THE DATE OF CONCLUSION OF THE EXAM OR 60 DAYS AFTER START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER. PROVIDED HOWEVER, THAT WHERE 2ND APPEAL NOTICE HAS NOT BEEN RECEIVED WITHIN 6 MONTHS OF DISPOSAL OF 1ST APPEAL; FURTHER RETENTION OF THE RELEVANT ANSWER BOOKS WILL NOT BE MANDATED**
1. Answer Books/ Answer Sheets pertaining to complaint cases/ RTI applications under the RTI Act, 2005 (only where these are received within the normal retention period)

VIII. THREE MONTHS AFTER PENALTY IS IMPOSED OR 1 YEAR FROM THE CONCLUSION OF THE EXAMINATION OR 60 DAYS AFTER START OF DISPLAY OF MARKSHEETS ON THE COMMISSION'S WEBSITE, WHICHEVER IS LATER

1. Answer Books/ Answer Sheets pertaining to penalty cases

IX. 1 YEAR FROM THE DATE OF CONCLUSION OF EXAMINATION.

1. Absentee statement*

X. KEEP FOR 6 MONTHS

1. Dispatch advice from Supervisors regarding dispatch of answer books/ answer sheets to the Commission.
2. Arrangement of accommodation for official visitors.
3. Office copies of speed post booking slips
4. Postal Receipts of registered insured articles etc.

*** The retention schedule indicated will be modified to the extent court/statutory direction is applicable**

**** or until completion of local audit, whichever is later**

INFORMATION SYSTEM WING

A. Data/Information on Web-site

1. Notification of examination	Till closing date
2. Calendar (Time table) of Exam	1 year
3. Written & Final Results	1 Month
4. Display of marks information	1 Month from the date of display of marks
5. Interview details	Till last date of Interview board
6. Press Notes	1 month from display of press note
7. Recruitment advertisements	40 days or closing date whichever is later
8. Recruitment results	1 month from posting on the website
9. Venue information related to RTs	Till the commencement date of RT
10. Static General Information	Regular updates
11. Previous year question papers	Last two years
12. Tender information	Till the last date of tenders

B. DP Branch

I. KEEP FOR 1 YEAR

1. Result of all examinations
2. Rules and Regulation files
3. Master index, printout of updates & Mismatch cases
4. Data files for all examination or office copies till the marks sheets are issued to candidates
5. Recruitment data files
6. IFC for recruitments advertisements

C. System Group

I. KEEP FOR 2 YEARS

1. Consumable records (Issue register)
2. Data files related to Detailed Application Form and E-Admit card

II. KEEP FOR 1 YEAR

1. Data related to maintenance s. a. complaints register log books, etc.

D. Post Examination related

1. OMR data files for all objective Exams.	1 year from date of result
2. Marks files for all Exams.	2 years after completion of results process
3. Final marks for subjective Exams.	1 year after completion of results process
4. Mark-Sheet files for all Exams.	1 year after completion of results process

E. Pre Examination related

I. KEEP FOR 3 YEARS

1. Application Bio-data in digital format for all regular examinations

EXAMINATION BRANCH

I. KEEP PERMANENTLY

1. Procedural and policy matters regarding exams
2. Examination Rules/Competitive Examination Regulations/ Schemes of Examination (including amendments thereto and interpretation thereof)
3. Legal cases involving fundamental issues relating to Commission's Examinations
4. Disciplinary cases involving permanent debarment
5. Results of Examinations

II. KEEP FOR 13 YEARS

1. Alpha list for IFoS, CS (P) appeared candidates
2. Attendance Lists of 'present' candidates where number of attempts are involved

III. KEEP FOR 10 YEARS

1. Disciplinary cases involving debarment for 10 years
2. Creation of Sections in Examination branch
3. Details of final vacancies

IV. KEEP FOR 5 YEARS

1. Local audit inspections
2. Disciplinary cases involving debarment for 5 years or under, including disqualification/warning
3. Legal cases other than those at I (3) above

V. KEEP FOR 3 YEARS

1. Applications for Examinations:
 - A. Defence Services Examination:
 - a) The applications pertaining to court cases and application containing Commission's decision will be converted into files
 - B. Other Examinations:
 - a) Applications of candidates who qualified the written part of the examination but did not qualify finally

2. Preparation of panel of Supervisors/Invigilators
3. Files relating to “settlement of advance towards remuneration etc to supervisors, Co-ordinating supervisors, Assistant Supervisors and invigilators for conducting the examination”, keep for 3 years from the date of settlement of advance and confirmation by Accounts Branch.

VI. KEEP FOR 2 YEARS

1. Constitution of Interview Boards etc.
2. Collection of material for Annual Report/ Reports for the Department of Personnel and Training
3. Arrangement for conduct of Interviews/ Interview Programme/ background material/ other papers connected with Interview work
4. Arrangement for individual centres for an examination unless some important decision has been taken on the file
5. Report on visit of officers to examination centres
6. Change slip folder
7. Registers for change slips
8. List of amalgamation
9. List of blind candidates
10. Show-cause notice files where no policy decision is taken
11. Alpha list for CS (M) applied candidates
12. Scannable attendance Sheets of CS (M) Written Examination

VII. KEEP FOR 1 YEAR

1. Scannable Attendance lists for examinations other than CS(P), IFS, CS(M) and Defence Services
2. Issue of Summon letters
3. Minutes relating to cases pending disposal for over one month
4. Correspondence with candidates
5. Budget files (3 years for E – II Section)
6. Minutes of Weekly Co-ordination meetings (in E – II Section)
7. Invoices of articles received by Registered Post/Speed Post
8. Receipt Book of Dak counter
9. List of venues generated by E.D.P. Branch for issue of scannable Attendance Lists (1 year or till payment of Bill to MMC, whichever is later)

VIII. KEEP FOR 6 MONTHS

1. Lists and forwarding notes of unconnected/unlinked papers
2. Unconnected correspondence from candidates (without documents)

OM&WS SECTION

I. KEEP PERMANENTLY

1. Two copies of Newsletter of Public Service Commissions
2. Two copies of Record Retention Schedule of the Commission
3. Two copies of list of subjects of various Sections in the Commission
4. Two copies of Induction material issued from time to time
5. Instructions issued on policy decision, special practices and procedures in the Commission office
6. Two copies of Citizens Charter of the Commission

II. KEEP FOR 10 YEARS

1. Prevention of harassment of women at work place or till such time the proceedings are over, whichever is later
2. Modernisation of Govt. offices under Plan Scheme of ARPG

III. KEEP FOR 5 YEARS

1. Departmental Record Retention Schedule of the Commission or till such time the next Record Retention schedule becomes available, whichever is later
2. List of allocation of business of various Sections of UPSC or till such time the revised issue becomes available
3. Annual Review (Statistical) of the workload in the office of the Commission

IV. KEEP FOR 3 YEARS

1. Channel of submission or till such time the revised channel of submission is issued, whichever is later
2. All Trainings including training on Court cases with course/study material
3. Foundation Day celebration of the Commission
4. Miscellaneous references received from other organisations
5. Quarterly analysis of workload
6. Organisation chart
7. Induction Material of the Commission
8. Special drive on recording, reviewing and weeding out
9. Downgrading of Secret/confidential files/loss of files
10. Minutes of the O&M Meeting of various branches
11. Work study/case study reports subject to a copy of the report being kept in the Departmental Library

V. KEEP FOR 1 YEAR

1. Publications of Newsletter of the State Public Service Commissions
2. Annual O&M inspection (One year after the date of inspection)
3. Arrears Clearance Weekly/Fortnightly/Monthly
4. Half yearly statement regarding loss of files
5. Return on downgrading of files
6. Monthly statement of pending cases
7. Monthly statement of P receipts
8. Quarterly Hindi report of Section
9. Monitoring of time limit for disposal of cases
10. O&M Dossier of various Sections
11. VIP reports received from various branches

RECRUITMENT BRANCH and SPECIAL CELL

I. KEEP FOR 20 YEARS (or up to 60 years age of the candidate)

1. Disciplinary case files where a candidate is debarred permanently

II. KEEP FOR 10 YEARS

1. Files regarding recruitment by direct selection
2. Disciplinary case files, where candidates are debarred for a specific period but not permanently
3. Files disposed of by linking with other requisitions
4. Interview Notes of President
5. Files relating to Brief/ Detailed advertisements
6. Recruitment files and other documents not forming part of 'Court case file' to be retained by respective scrutiny sections 10 years after finalization of Court cases
7. Files dealing with payment to DAVP for advertisement charges

III. KEEP FOR 5 YEARS

1. Assessment Reports on selected candidates
2. Disciplinary case files where candidates are warned
3. Advisers proforma relating to cases, where recruitment takes place only once in a year or so
4. Files where recruitments prove infructuous
5. Files relating to Special Interview Boards
6. Register for supplying blank I.B. Report forms to Sections
7. Files pertaining to IFCs
8. OD Cases

IV. KEEP FOR 3 YEARS

1. Files where requisitions are treated as withdrawn/closed
2. Copies of Interview Program (Including Master Copy)
3. Daily Notice
4. Material for Interview Program & Daily Notice
5. Files relating to unlinked receipts etc.
6. Files relating to miscellaneous queries from candidates
7. Files pertaining to annual indent for printing forms/documents in UPSC series
8. Reserve lists prepared for selection posts through interviews and retained by Deputy Secretaries
9. Applications of the candidates called for interview for selection posts (from the date of issue of RLs)

V. KEEP FOR 2 YEARS

1. Advisers Panels/Files/Postponed Cases relating to all cases of various Interview Boards/P.T. boards (Except the cases which have been challenged in the court/ CIC)
2. Advisers programs relating to cases where recruitment takes place frequently (more than once in a year)

VI. KEEP FOR 1 YEAR

1. Disciplinary case files wherein it has been decided not to take any action against a candidate (to be retained by respective scrutiny Sections)
2. Applications in respect of recruitment cases involved in Court cases which have been finalised in which CAT/Court has awarded a judgment, may be retained for a period of one year from the date of final disposal of Court Cases
3. Interview papers of Advisors for Selection posts (period should be reckoned from the last date of interview)
4. Change Slip (Received from advisers who attend interview boards to effect changes in mailing address/telephone numbers/designation etc.)
5. Adviser feedback (till the work is transferred to the personal staff of Hon'ble Members)

VII. KEEP FOR SIX MONTHS

Applications of candidates who were not called for interview for selection posts (from the date of publication of result). It may also be stated that such cases may be retained by ORA in the server for six months, thereafter they may be deleted.

Note:

All the concerned Branches, before destroying files/cases/records will ensure that no court case is pending in the files/cases/records being destroyed/ weeded out. If the records of one Branch/Wing are co-related with the records of another Branch/Wing or confidential Records pertaining to Confidential Branch, an intimation regarding pendency of court case is to be sent to them as soon as the court case is received in the Section.

RECRUITMENT RULES BRANCH

I. KEEP PERMANENTLY

1. Master Index Card for Recruitment Rules
2. Files pertaining to Services Rules
3. Advice letters conveying approval of the Commission for de-notification of Recruitment Rules

II. KEEP FOR 15 YEARS

1. Files relating to proposals pertaining to “Mode of Recruitment” approved by the Commission

III. KEEP FOR 10 YEARS

1. Files relating to de-notification of Recruitment Rules, where a copy of the advice letter conveying the approval of the Commission is retained for permanent retention.

IV. KEEP FOR 5 YEARS

1. Files where the recruitment rules approved by the Commission have been notified by the Ministry and the same have been placed on the file and found in order, and for which Master Index cards have been prepared for permanent retention

- V.** Files where the proposal for framing/amendment of Recruitment Rules was subsequently withdrawn by the Ministry/Department due to reasons such as abolition of the post in question, may be weeded out immediately after the file is closed.

SERVICES-I BRANCH

I. KEEP FOR 5 YEARS

1. Disciplinary Cases, in which Commission's advice was not accepted
2. Original or Appeal case (s) where penalty was imposed or not set aside completely.
3. Pension cut cases
4. Cases returned to the disciplinary authority on the grounds of documentary/procedural deficiencies

II. KEEP FOR 3 YEARS

1. Training courses on disciplinary cases
2. Press cuttings relating to disciplinary cases

IV. KEEP FOR 2 YEARS

1. Original or Appeal case (s) where the C.O. was exonerated

V. KEEP FOR 1 YEAR

1. Cases in which proceedings were dropped or the penalty was set aside on appeal/revision/review
2. Cases in which proceedings were dropped or penalty was set aside on court orders and the matter is not pending in any court
3. Cases in which proceedings were dropped on account of death of the charged officer
4. Cases in which reference to the Commission was not necessary
5. Cases in which reference was withdrawn by the Govt.

SERVICES-II BRANCH

I. KEEP PERMANENTLY

1. Service scheme/matters including exemption from consultation cases
2. Annual Reports of the UPSC (10 copies of printed Annual Reports should be kept in the departmental Record Room in addition to 5 copies in the Library & 5 copies in Services-II Section)
3. Files relating to Reports of Department Related Parliamentary Standing Committee and Administrative Reforms Commission
4. Files relating to deliberations with Foreign Delegates which contain any Memorandum of Understanding

II. KEEP FOR 20 YEARS

1. Seniority Cases
2. Files relating to Agenda and Minutes of the National Conference of Chairperson of State PSCs
3. Files relating to SAARC Conference
4. Files relating to work allocation of the Section/Branch

III. KEEP FOR 5 YEARS

1. Legal reimbursement cases
2. Extra-ordinary pension cases
3. Quasi-permanency cases
4. Annual Report of State Public Service Commission
5. Compensation Cases
6. Files relating deliberations with Foreign Delegates, except those which contain any Memorandum of Understanding

IV. KEEP FOR 3 YEARS

1. Correspondence with Public Service Commissions
