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KUIDFC

Extract of the Minutes of 64th Board Meeting held on 18.12.2013.

Additional Subject placed with the permission of the Chair.

Sub. A1:

Policy Proposal for classification, Preservation and Destruction of old Records.

The Board perused the Agenda Notes with regard to the Policy Guidelines for Classification, preservation of Official Records and destruction of Old Records. Managing Director explained that the guidelines have been prepared on the basis of PWD Code and the Karnataka Financial Code. He emphasised that such classification was necessary to destroy old records so that space is freed up and remaining records can be digitised.

The Board desired that inquiry may be made with regard to the policy prevailing in similar organisations and the subject may be placed, if necessary.

“Certified Copy “

**Company Secretary,
KUIDFC, BANGALORE.**

BOARD – NOTE

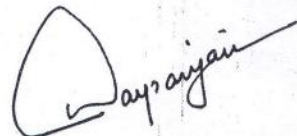
There is a need to develop a policy for classification of records & destruction of the same. At present the Board does not have a policy with regard to the destruction of records.

In this regard a comparative study for the preservation and destruction of records has been made with reference to the Karnataka Housing Board (KHB), the State Accounts Department and Public Works Department (PWD). Based on this comparison the following policy is being proposed for approval of the Board:-

1. The period of preservation corresponding to categories of disposal shall be as follows –
 - ‘A’ to be preserved indefinitely.
 - ‘B’ to be preserved for thirty years.
 - ‘C’ to be preserved for ten years.
 - ‘D’ to be preserved for five years.
 - ‘E’ to be preserved for one year.
2. The classification of records to be based on the classification of records as proposed in PWD manual and Karnataka Financial Code.
3. The classification customised to KUIDFC will need to be placed in the Public Domain.
4. The records pertaining to A,B,C & D will be housed in the KUIDFC record room.

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5. The Administration Division and the Manager (Library & Research) would be custodians of these records provided by the respective wing heads duly classified.
 6. The Administration Division and Manager (Library & Research) would put up to the Managing Director every year in June, the documents that need to be destroyed as per the classification.
 7. The documents that need to be destroyed would be auctioned to a paper mill or a recycling unit under the supervision of the Administration wing and certification to be obtained from the unit that the records have been shredded and recycled.
 8. The records so destroyed shall be placed in Public domain in September every year by the Administration wing.

The policy is placed before the Board for approval.



Managing Director