

RECORD RETENTION SCHEDULE

DTE. OF EXAMINATION

SI No.	Description of Record Main Head/Sub-Head	Category of Record*	Retention Period begins after any specific stage
1	Answer Books of Company Secretaries Examinations on which applications for verification of marks under Reg.46 (2) of the Company Secretaries Regulations, 1982, have not been received by the Institute within one month after the declaration of results of respective examination	H1	After the declaration of results of each examination concerned
2	Answer Books of examinations verified on candidates' requests under the Regulation 46(2) of the CSR, 1982	H2	From the date of completion of the process of verification of marks
3	Answer Books of examinations provided for inspection or certified copy(ies) supplied to the candidates' on their request as per Institutes' Guidelines, Rules and Procedures	H2	From the date of completion of the process of providing inspection and / or supply of certified copy (ies) to the candidates concerned
4	Answer books of examinees on which some action/dispute is pending or such answer books which are required for any enquiry by any authority or court	H2	From the date of completion of the action or enquiry or dispute, as the case may be
5	Examination Session wise Results Registers	A	To be maintained in bound Registers in physical form for 5 years; and in digitized form for 20 years from the date of declaration of results.
6	Statements of Payments made to Moderators, Paper Setter-cum- Examiners, Additional Examiners, Translators, etc. approved by the competent authority	D	From the date of payment
7	Attendance Sheets of candidates registered for/appeared in the examinations	H3	From the date of examination
8	Subject wise individual Examiners Marks-Sheets	H3	From the date of examination
9	Examination session-wise address list of Moderators, Paper Setters, Additional Examiners, Hindi Translators, etc.	H3	From the date of examination
10	Correspondence with Moderators, Paper Setter-cum-Examiners, Additional Examiners, Hindi Translators, etc.	H3	From the date of concerned examination

*** H1** **Forty Five days**
H2 **Three Months**
A **Forever, along with Microfilms thereof**
D **Eight Years**
H3 **One Year**