

National Law University of Meghalaya 2022

REGULATIONS FOR PRESERVATION /DESTRUCTION OF RECORDS

1. These Regulations will be called “National Law University Meghalaya Regulations for preservation/destruction of records 2022”
2. These Regulations will come into effect from the date of approval by the Executive Council. The destruction of records of the University shall be governed by these Regulations.
3. The following record shall be preserved for not less than the period specified against each:

Sr. No.	Description of records	Period of Preservation
A	<u>Admissions</u>	
1	Used and unused question booklets and OMR sheets, Attendance sheet, absentee reports/certificates	6 months after the last date of admission/declaration of result of entrance examination, whichever is later.
2	All relevant records relating to various court cases or disputed cases	2 year after the case/dispute is finally decided by the respective court /appellate court /authorities etc.
3	Result Gazette/Merit List	5 years
4	Examiner Reports/Recommendation of the Doctoral Committee & other correspondence (Ph.D.)	5 years.\ Award of Degree
5	Admission Register	Permanent
6	Admission File of students	2 years after passing out the final examination / award of Degree
B	<u>FINANCE DIVISION</u>	
1	Cash Books\ Bank Books	Permanent
2	Accounts Ledger books	15 years
3	Bank Account statement	15 years
4	Establishment check Register	Permanent
5	Income Tax Return File	10 years.
6	EPF Return File	10 years.
7	Budget File	5 years

8	Payment Vouchers	3 years or 1 Year after Audit whichever is later
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9	Correspondence relating compliance of Audit	1 years, after the settlement of the audit objection\Requisition
10	Bank Pay in slip (Deposit slips)	3 years or 1 year after completion of reconciliation / Audit, whichever is later.
C	<u>STORE</u>	
1	Permanent Fixed Assets Register	Permanent
2	Consumable Stock Register	5 years
3	Repair\Maintenance Register	5 years
4	Requisition slip	1 year (After Audit)
5	Stock Verification Report	Permanent
6	Disposal of University Store	Permanent
D	<u>EXAMINATION</u>	
1	Hard copy of Question Paper \date sheet Attendance sheet if any	2 years
2	Award books from Examiners\Examiner's Reports (Hard copy, if any)	2 years
3	Answer books \scripts	6 months after declaration of result.
4	Projects	2 Years
5	Tabulated Results	Permanent
6	Applications for Revaluation and connected papers	1 years
7	Application for duplicate Degree/Mark Sheet etc.	2 years
8	Annual \Special Convocation File	Permanent
9	Recommendations for Award of Medals\Prizes	3 years
10	Institution of Scholarship\Medals \Prizes Rules & Regulation etc.	Permanent
11	Thesis\Dissertation	Permanent (To be kept in the University Library)
12	Courses of Reading (Syllabus)	Permanent
13	Disqualification Cases	Permanent

14	Evaluated Answer Books	6 months after declaration of results
15	Important cases regarding AC\EC decisions	Permanent
16	Unfair Means Cases file	1 years after the period of passing
17	Re-evaluated\Re-checked answer books	9 months after the revaluation case is finalized.

E	<u>ESTATE</u>	
1	Purchase papers of Furniture & Equipments	3 years or 1 year after audit whichever is later.
2	Liveries Record	3 years
3	Construction of Buildings	Permanent
4	Allotment of Land	Permanent
5	Lease File	Permanent
6	Building Committee Minutes\proceedings	Permanent
7	Fixation of Licence fee/Rent	Permanent
8	Property tax File	Permanent
9	Files, papers and documents relating to contracts, agreements etc.	4 years after the contract/agreement is fulfilled or terminated or one year after the Audit, whichever is later.
F	<u>ESTABLISHMENT\ADMINISTRATION</u>	
1	Personnel file	Permanent
2	Service Books	Permanent
3	Legal Cases	Permanent
4	Selection Committee File	Permanent
5	House Allotment File	Permanent
6	Applications for Recruitment	1 year after finalising recruitment
7	Minutes of the DPC	Permanent
8	Leave Regulations	Permanent
9	Minutes of the FC\ AC\ EC\ Governing Council	Permanent
10	Act\Ordinance File-additions, alterations	Permanent
11	Diary and Despatch Register	5 years

12	Casual Leave applications	6 months after expiry of Calendar year
13	Casual Leave records	3 years
14	Attendance Register of staff	2 years
15	Log Books of Vehicles	3 years or one year after completion of audit whichever is later.
16	Establishment Roaster	Permanent
17	Recommendation of the Pay Commissions	Permanent
18	Qualifications for the various posts	Permanent
19	Registers/files of various Scholarships, Schemes	5 years after the expiry of award of Scholarship/fellowship

G	<u>University Library</u>	
	1 Accession Registers	Permanent
	2 Recommendation of books and other reading material	1 year after Audit of Account.
	3 Copies of purchase orders for books\Journal	3 years or 1 year after Audit of Accounts whichever is later.
	4 Check out and Check in records	1 year after return of books
	5 Stock verification record	Permanent
	6 Newspaper\Old Magazines	1 year.
Note:	1	The documents required for audit will be destroyed only after completion of audit \ settlement of audit para and preservation period, whichever is later.
	2	The confidential records of the Examination may be disposed off by shredding the material or by any other method deemed appropriate by the University.
	3	The Regulations for preservation of common records/articles, prescribed under any Branch/Officer, will also be applicable to other Branches/Offices.
	4	The records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation will not be disposed off before the completion of Project/Scheme/Works are completed.

4. In exceptional cases, a record may be retained for a period longer than that specified in the above schedule, if such a course is warranted by the need of the University.

5. The concerned office will destroy the record after completion of period prescribed in the above schedule with written approval of the Vice-Chancellor for destruction of such record.

6. The Vice-Chancellor shall be competent to sanction the destruction of such other record which is considered useless and Audit has been carried out for the period pertaining to such record.