

## RECORD RETENTION POLICY- RTI CELL

| <b>S.No.</b> | <b>Record Group/<br/>Subject</b> | <b>Retention Period</b>                                      |
|--------------|----------------------------------|--|
| 1            | RTI cases                        | 03 years (in digitized form)                                 |
| 2            | First Appeal cases               | 03 years (in digitized form)                                 |
| 3            | Second Appeal cases              | Till issuance of CIC orders or 04 years (in digitized form). |