



GOMATI DISTRICT POLYTECHNIC

(Under Education (Higher) Department, Government of Tripura)

P.O: Fulkumari, Udaipur, Gomati Tripura, Pin: 799013

Website: www.gdp.nic.in Email: gdp.tripura@gmail.com

DOCUMENT RETENTION & DESTRUCTION POLICY

Gomati District Polytechnic (GDP), Fulkumari, Udaipur, Gomati Tripura, has framed this policy for the Retention and Destruction of documents, both in hard and electronic media. GDP reserves the right to revise this Policy at any time.

Administrator

GDP's Principal is the Administrator in charge of this Policy. His/her responsibilities are to supervise the retention and destruction of documents according to the Document Retention Schedule (below), and recording the actions taken to retain and/or destroy them. The Principal reserves the right to modify and review the Document Retention Schedule to comply with law and organizational policies. If litigation, a governmental audit or a government investigation has been instituted, then document destruction shall be immediately suspended.

Other responsible parties

All departments, sections, committees, etc. are subject to this policy and shall assist the Principal. They may share a document (one which does NOT contain confidential information) for official purposes only with consent of the Principal. When a responsible party leaves GDP, he/she is expected to return or destroy all documents containing donor or other confidential information, as determined by the Principal.

Document Retention Schedule (for both hard and electronic copies)

<u>Document type</u>	<u>Retention Period</u>
Accounting & Finance records	10 years or more subject to audit clearance
Administrative & Official records	10 years (minimum)
Academic records	05 years (minimum)
Internal correspondences	05 years (minimum)
E-mail correspondences	02 years

This policy will come into force with immediate effect.

(SURAJ DEB BARMA)

Principal in-charge

Gomati District Polytechnic
Fulkumari, Udaipur, Gomati Tripura