



**DNR COLLEGE (A),BHIMAVARAM**



**DANTULURI NARAYANA RAJU COLLEGE**

**(Autonomous)**

**BHIMAVARAM, W.G.DIST, ANDHRA PRADESH, INDIA, PIN- 534202.**

**(Accredited at 'B<sup>++</sup>' level by NAAC)**

**(Affiliated to Adikavi Nannaya University, Rajamahendravaram)**

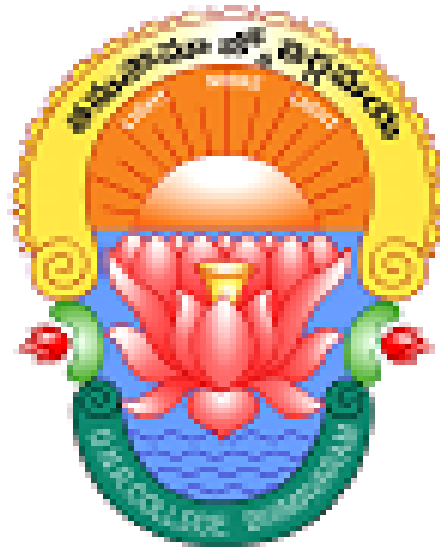
***DOCUMENTATION RETENTION POLICY***

**Of**

**DANTULURI NARAYANA RAJU COLLEGE (D.N.R.)**

**(Autonomous)**

**BHIMAVARAM – 534 202**





## **DOCUMENTATION RETENTION POLICY**

**1.Purpose:** The purpose of this policy is to ensure the adequate protection, preservation, and systematic disposal of records and documents belonging to Dantuluri Narayana Raju College (Autonomous). This policy aims to maintain efficiency in record management while adhering to legal and regulatory requirements.

**2. Policy:** This policy governs the retention and disposal of records and documents across the Office of the Principal, Internal Quality Assurance Cell (IQAC) and various Departments within DNR College(Autonomous).

**3. Goals:** The goals of the Document Retention Policy are:

- To retain important documents for reference and future use.
- To delete/destroy documents that are no longer necessary for the proper functioning of the College.
- To organize documents systematically for efficient retrieval.
- To establish clear guidelines for the retention periods and methods of destruction.

**4. Administration:** The Principal of DNR College(Autonomous) holds the prime authority over this policy and is responsible for its implementation. The Principal may modify the Document Retention Schedule as needed, subject to approval by relevant statutory bodies (such as the Governing Body or Academic Council).

**5. Retention of Records and Documents:** Records, documents and registers shall be retained for specified periods as detailed in Annexure – I, starting from their completion dates. Each record must be bound and labeled with:

- Name of the Record/Document
- Period of Preservation (from/to)
- Number of Pages
- Month & Year of destruction (if applicable)
- Any other relevant information



Files must be arranged chronologically and stored securely. A designated staff member is accountable for the record room and responsible for receiving, recording, preserving and producing files upon request.

**6. Destruction:** Records scheduled for destruction require approval from the Principal. Heads of Departments must submit proposals detailing:

- Files/records to be destroyed
- Period covered by the records
- Reasons for destruction
- Information on retention periods

Approved records are to be destroyed under the supervision of the respective Head of Department, either by burning or shredding. Entries confirming destruction must be recorded in the Destruction Register and Document Retention Register, both counter-signed by the Principal.

**7. Implementation of the Policy:** The proposed Document Retention Policy is to be reviewed by Heads of Departments and subsequently presented to the college Academic Council for approval. Upon approval by the Academic Council, the policy is then submitted to the Governing Body for final consideration and approval.

Once approved by the Academic Council, Governing Body the policy is implemented across all departments. Prior to implementation, each department must compile a list of files, records and registers to be preserved, signed by relevant staff, attested by the Head of Department and approved by the college authorities.

**8. Infrastructure Requirements:** A dedicated room with proper ventilation and no leaks is essential for storing registers and files. Adequate storage facilities such as racks and almirahs must be provided. An experienced record assistant is necessary to manage the storage efficiently. Regular safety measures, including protection against insects and fire should be implemented and maintained.



**9. Review and Updates:** This Document Retention Policy shall be reviewed periodically to ensure relevance and compliance with evolving legal and regulatory requirements. Updates to the policy shall be made as necessary with the approval from the Principal and relevant statutory bodies.

**Conclusion:** The Document Retention Policy of Dantuluri Narayana Raju College(Autonomous) aims to establish a structured framework for the retention, disposal and management of records and documents. By adhering to this policy, the college ensures efficient record keeping, compliance with regulations and preservation of institutional memory.

  
**PRINCIPAL**  
**D.N.R. COLLEGE**  
**BHIMAVARAM.**