

Sub: Police Station records - Period of retention and procedure for destruction of old records.

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I) PERMANENT RECORDS OF POLICE STATION:

The following shall be permanent records of a Police Station:-

- 1) FIR Register and FIR Index.
- 2) Station Crime History Part-I and Station Crime History Part-IV (Village Crime Note Book).
- 3) Village Crime Register.
- 4) General Conviction Register.
- 5) History Sheets with surveillance chart.
- 6) Register of persons on security.
- 7) Register of inquest.
- 8) Register of absconders and proclaimed offenders.
- 9) Register of Fire Arms Licences.
- 10) Government Properties Register.
- 11) Inspection Book of Gazetted Officers.
- 12) Standing Order File.
- 13) Circular Order File.
- 14) Posting Register.
- 15) Confidential Charge Report Note Book.
- 16) Register of Arms Deposited.
- 17) Register of Armed Forces Deserters.
- 18) Arms and Ammunitions Register.

II) NON-PERMANENT RECORDS OF POLICE STATION:

The following shall be non-permanent records which can be destroyed on the expiry of period mentioned against each subject to the condition that all the cases with regard to which the registers carried entries, are finally disposed off.

<u>SL.NO.</u>	<u>Name of the Register</u>	<u>Period of retention</u>
1)	General Diary	2 years
2)	Register of petty offences	3 years
3)	Correspondence Register	3 years
4)	Cash Book	25 years
5)	GIS Inspection Book	5 years from the date of last entry.
6)	Bad Character Roll A&B (Counterfoils)	2 years after the date of last roll issued.
7)	Information Sheets A&B	2 years after the date of last roll issued.
8)	Register of DC Rolls received & issued.	3 years from the date of last entry
9)	Register of information sheets received and issued.	3 years from the date of last entry.

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10)	Register of Process	3 years from the date of last process.
11)	Duty Roster	2 years from the date of last entry.
12)	Village Roster	3 years
13)	Railways and Bus Warrant Books and TA Roster	To be returned to the Chief Stores.
14)	Register of Prisons to	2 years
15)	Sentry Relief Book	2 years
16)	Prisoner's Search Register	3 years from the date of last entry.
17)	Case Diary files	Case diary files can be disposed off after completion of 5 years of the final orders of the Court unless an appeal is pending. This would not, however, apply to cases which are sent as untraced which will be kept permanently.
18)	Charge Sheet Book counterfoils	5 years after disposal of the case.
19)	Register of Prisoners Handcuffed	2 years
20)	Bail and security Band of accused-Counterfoils	2 years
21)	Final Report Book Counter foils.	5 years
22)	Search List Book	5 years
23)	Report of property seized. (Form 95)	5 years after disposal of the case.
24)	Crime Abstract	5 years
25)	Arrest Report	2 years
26)	Note Books of PCs/HCs/ASI/SI	5 years
27)	Criminal Intelligence report file.	2 years
28)	File containing the jail release particulars received for Crime Records Bureau.	2 years
29)	Daily Occurrence Reports	3 months
30)	Intimation received from other Departments for recovery.	1 year

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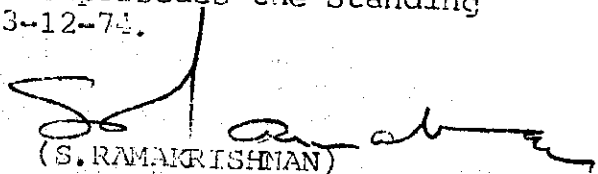
III) PROCEDURE FOR DESTRUCTION OF RECORDS:

The Station House Officer of a Police Station will, from time to time, examine the old records and prepare an inventory of registers and records which are fit to be destroyed in accordance with para-II above. This inventory will be sent to the Circle Inspector once every year, who shall verify the registers/records, satisfy himself that they are fit for destruction, and endorse a certificate to that effect on the inventory. The inventory will then be forwarded to the Superintendent of Police, who shall carry out sample checks to satisfy himself that the registers/records mentioned in the inventory qualify for destruction. Thereupon, the Superintendent of Police shall issue a specific order listing the registers/records to be destroyed and such registers/records will thereafter be destroyed by burning to be supervised by an officer not lower in rank to that of an Inspector.

Unwanted records may also be checked by Gazetted Officers during the course of Annual Inspection and upon their recommendations, old records will be destroyed following the procedure detailed above.

IV) REGISTER OF INVENTORY OF RECORDS DESTROYED:

Inventory of records destroyed alongwith the relevant orders or the Supdt. of Police for their destruction will be pasted in a register in chronological order. This register shall be a permanent record of the Police Station. This supersedes the Standing Order No.64/SSP/Std. Order/74-312 dt. 23-12-74.



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INSPECTOR GENERAL OF POLICE  
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To

All Concerned.

Copy to:

The Senior Supdt. of Police(I) & (II),  
Pondicherry.