

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
BIKASH BHAWAN, 7th FLOOR, SALT LAKE CITY
KOLKATA – 700091

No. 136-SC/AIS/RTI/AIS/RTI/Appellate/MISC/2022 Date: 29.09.2022

In pursuance of the West Bengal Information Commission's order No. 588-1/1(4)-(Order)-WBIC/RTI/258/21 Dated 08.03.2022 and the communicative order No. 889-SE/RTI/BS-117/2022 dated 27.05.2022 of the School Education Department, the following guidelines have been prepared for management of records in all non-government aided schools and Govt. sponsored schools across the state.

The management of records in aided schools include classification of records, preservation of records, retrieval of records, period of retention for each category of classified records, procedure to be followed for destruction of such records etc. The responsibility for overall management of the records will lie on the head of the institution.

Classification of Records: There will be three categories of records classified as A, B and C. Category A qualifies for permanent preservation. Category B records are of secondary importance and having reference value not more than 12 years. In exceptional circumstances a record of B category can be upgraded to category A for permanent preservation. C classified records need not be kept for more than two years excluding the years of disposal. To distinguish the records, the records may be marked prominently by the use of A, B and C stamps.

Classified record "A": Records of category "A" are of utmost importance for administrative purposes of the institution or which are of historical importance such as:

1. Files containing land records of the School, Building plans (including subsequent addition and alteration, if any), Fire safety certificates, Blueprint for electrical wiring layout, records related to recognition and affiliation of schools;
2. Files/ records containing major policy decision of the school;
3. Files/ records regarding constitution, function and working of important committees which bears major effect on the administration/ functioning of the school;
4. Admission registers of pupils, pass-out registers of students, issue registers for pass-out certificates for School/ Board/ Council examination at appropriate level;
5. Files/ records relating to staff pattern of the school;
6. Files/ records relating to important litigation or 'cause celebres' in which the school administration was involved;
7. Files/ records relating to well-known public events in the school which gave rise to interest or controversy;
8. Records/ documents/ files which bear historical importance for preservation;
9. Copies of Service Books and pension files are to be preserved till death of the pensioner;
10. Library stock registers;

Classified Record "B": Records of category "B" are:

1. Decisions, resolutions of different committees which are of lesser importance;
2. Audited Documents, vouchers;
3. Laboratory stock registers, general store registers, mid-day meal registers;
4. Attendance registers for employees;
5. Records relating to implementation of various welfare schemes and scholarships for students;
6. Utilisation certificates in respect of various grants;
7. Cash Book Registers and Bill registers of various kinds subject to their preservation till ratified by the audit authority;

Classified Record "C": Records of category "C" are:

1. Records pertaining to periodic and annual evaluation of the students;
2. Students attendance registers;
3. Medical records of students;
4. Records relating to extracurricular activities of students;
5. Records relating to sanction and disbursement of medical scheme of the employees as stipulated by the state Govt. subject to their preservation till ratified by the audit authority;

The school authorities may time to time review and weed out/ destroy records as maintained by its office.

Appellate Authority
& Joint Director of School Education, W.B.

No. 136-SC dated 29.09.2022, Source