

RTI Related Record Retention Schedule

The approved Record Retention Schedule for RTI related documents and records are given below:-

S.No.	Subjects	Retention Period
1.	RTI cases disposed without attracting any 1 st Appeal	3 years
2.	RTI cases attracting 1 st Appeal	3 years
3.	RTI cases attracting 2 nd Appeal (without any remarkable decision)	3 years or till the compliance of CIC orders, whichever is later
4.	RTI cases attracting 2 nd Appeal (involving a remarkable decision)	5 years
5.	1 st Appeal cases files	3 years
6.	2 nd Appeal cases files	3 years or till the compliance of CIC orders
7.	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	3 years
8.	File Register of RTI Applications i.e. Record other than file	Permanent