

A. Statement of Categories of documents held by QCI authorities under its control:

Sl. No.	Nature of document / Category of document	Name of the document	Inputs
1	General Information / Official	<ul style="list-style-type: none"> Weeding out Policy 	NABET Board has approved its weeding policy in 60 th NABET Board Meeting held on 17 th March 2020 (NABET will put this on NABET Website – Annexure -A)
		<ul style="list-style-type: none"> General Office Orders/circulars 	Not Applicable to NABET
2		Scheme/Project /training related information /documents of Boards & Divisions/cells	All the schemes details are available on NABET website. Same could be downloaded from website or written request could be sent to NABET Secretariat regarding the same - https://nabet.qci.org.in/

B. No -Disclosure Documents of NABET (Confidential Category)

Sl. No.	Nature of document / Category of document	Name of the document
1	Under non-Disclosure or restricted disclosure category / official	<ul style="list-style-type: none"> a) NABET Board Meeting Documents b) Accreditation and Technical Committee Meeting Documents c) Applications / Assessment Reports and Associated Documents d) Assessors, Professionals engaged in carrying out various Assessments e) Virtual Assessment Recordings f) Documents Collected under specific Government Projects g) Feedback forms collected under various schemes

Annexure - A

Weeding Policy of NABET (As Approved by NABET Board in 60th NABET Board Meeting held on 17th March 2020)

1. The record Retention Time proposed as 6 years or so as per contractual/ Scheme/ Vertical/ Legal Requirements. CEO also ensures that the requirements of the local regulations are considered while deciding record retention period.
2. All records in hard copies would be held under the custody of NABET Secretariat Staff with restricted access. The records shall be kept in place which is safe from fire, pests, water leakage etc.
3. Obsolete records (beyond retention period) shall be disposed off through shredding, soft copies of obsolete record shall be deleted from all the storage devices.

Environment Division

S. No	Category of Records	Retention Period
1.	Filing of letters from EIA Consultant	6 years (2 life cycle of accreditation)
2.	Filing of Letters from Stakeholders (Ministry)	6 years (preferably in soft copy)
3.	File of RTI communication and letters	Will need to keep file for future reference
4.	File of Court case document	Will have to keep till case is sub-Judice

Lean – MSME Division

S. No	Category of Records	Retention Period
1.	MoU, POA and SPV Document	6 years after completion of Project
2.	Bidding Documents	6 years after completion of Project
3.	Assessment Document	6 years after completion of Project in soft copy
4.	Files of Clusters	6 years after completion of Project
5.	File of RTI communication and letters	Will need to keep file for future reference

FEED Vertical / STS Vertical

S. No	Category of Records	Retention Period
1.	School/ CO Accreditation Documents	2 Life Cycle of Accreditation.
2.	Project Based Document	6 Years after completion of Projects
3.	File of RTI communication and letters	Will need to keep file for future reference