

POLICE CIRCULAR ORDER No. 18

Reduction in
period of
retention of old
records.

As the paper position in the country is rapidly deteriorating and the prospects of an improvement in the near future are remote, all Police Officers are requested to exercise the strictest economy in the use of paper and stationery generally. It has been decided, as a measure of economy, that the period of retention of the following old records as laid down in P. M. Appendix 62 be reduced by one year in each case. This will release a fair amount of old papers for immediate use.

Serial Number in P. M. Appendix 62 under head Police-station.	Name of register or file	Period for which to be preserved under rules	Period for which to be preserved now after reduction in period of retention
2	Personal diaries	3 years	2 years
16	P. S. monthly cash Accounts.	4 years	3 years
11	Malkhana register	4 years after completion	3 years after completion

All officers should take steps when using the backs of personal diaries for other purposes to see that there is nothing of confidential nature on the reverse.

Manual Reference

Appendix 62

(Previous Police Circular Order No. 4 of 1947)