(4) (1) (B) (VI)
STATEMENT OF CATEGORIES OF DOCUMENTS MAINTAINED

Sr.No.	Particular	Period of preservation
1	M. O. Register	Permanent
2	Standing Order Book	Permanent
3	Register of Books supplied to P.S.	Permanent
4	Dead Stock Register	Permanent
5	“Inward Records” Register	Permanent
6	Wooden Moveable Chowkey Register	Permanent
7	Hired Quarters Register	Permanent
8	Crime Register	30 years
9	Known Mawali Register	20 years
10	Circular Files {pertaining to general Police Work}	10 years
11	Inward Register	10 years
12	Outward Register	10 years
13	Station Diary	5 years
14	Lock-Up Register	5 years
15	L.A.Crime Register	3 years
16	N.C. Register	3 years
17	Externee Registers	3 years
18	Inquest papers, Traffic Accident Statements, etc.	3 years
19	Police Notices [part (I)]	3 years
20	Safe Deposit Register	3 years
21	Bail Deposit Register (After Audit)	2 years
22	Cash Deposit Books (After Audit)	2 years
23	Counterfoils of Railway Warrants (After Audit)	2 years
24	Counterfoils of Bail Bonds	2 years
25	Miscellaneous Cash Book (After Audit)	2 years
26	Register of Bhatta to prisoners	2 years
27	Counterfoils of final Reports	2 years
28	Voucher Book	2 years
29	Challan Receipts (After Audit)	2 years
30	Intimation Slips (After Audit)	2 years
31	Challan Book (After Audit)	2 years
32	Receipts Book (After Audit)	2 years
33	Register of arrest and Distress Warrants	2 years
34	Register of Traffic Accidents	2 years
35	Muddemal Register (if no pending Items)	2 years
36	Muster Roll of Constabulary	2 years
37	Register of F.P.sent for record and search	2 years
38	Dispatch Books	2 years
39	Flying Squad Diaries	2 years
40	Pay Sheets	2 years
41	Indents for stationery (Quarterly)	2 years
42	Court Work Register	2 years
43	Police Notices (part II and III)	1 years
44	P.I.’s Order Book	1 years
45	Transit Register	1 years