

## MANUAL 6

A statement of the categories of documents that are held by it for under its control  
[Section 4(1) (b) (vi)]

S.No.	Name of Record	Details of Information available	Unit/section where available	Retention Period, where available
1.	Minutes Folder	Minutes of the Governing Body Meetings.	Principal's Office	Permanent Record
2.	Personal Files (Teaching)	All the information relating to teachers since their appointments.	Principle's Office	Permanent Record
3.	Service Books Teaching and Non-Teaching Personal files non-teaching.	All the information relating to teaching and non-teaching staff since their appointments.	Section Officer (Administration Office)	Permanent Record