



# **Archival and Retention Policy for Transactional Data**

## **e-Transport Project**

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## 1. INTRODUCTION

### 1.1. Introduction

This draft “Policy” of Data Retention, Archiving and Destruction has been prepared to set out the principles for retaining and disposing specified categories of transactional data related to the e-Transport Non-Schematic Interventions i.e., Vahan, Sarathi, PUCC and eChallan.

This draft policy should be read in conjunction with other policies that have as their objectives the protection and security of data such as the Information Technology Act, 2000 and Aadhar Act, 2016.

### 1.2. Objectives & Purpose

The objective of the draft policy of Data Retention, Archival and Destruction is to provide guidance on retention, preservation, archival and disposal of the transactional data related to the e-Transport Non-Schematic Interventions i.e., Vahan, Sarathi, PUCC and eChallan thereby achieving efficiencies and eliminating the storage of unnecessary and outdated Records. This shall also ensure that valuable transactional data is available when needed, protect against allegations of selective records destruction, help in cost management and provide for the routine destruction of unnecessary and outdated records.

### 1.3. Defined Terms

1.3.1. **“Data”** is Record and Document.

1.3.2. **“Transactional Data”** means data related to the provision of a service offered by a service provider that serves to provide context or additional information about such service and is generated or processed by an information system of the service provider.

1.3.3. **“Personal Data”** (also “Personally Identifiable Information”) is any information relating to an identified or identifiable person (the “Data Subject”); an identifiable person is one who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

1.3.4. The collection, transformation, accessing, updating, transferring, destruction and any other manipulation of data is termed **“Data Processing”**.

1.3.5. **“Archiving”** is the process of moving data which is no longer actively used to a separate storage device or location for retention.

1.3.6. **“Destruction”** is defined as physical or technical destruction sufficient to render the information contained in the document or records irretrievable by ordinary commercially available means.

1.3.7. **“Retention”** is the continued processing of data, after the initial “Active Use” has achieved the purpose for which the data was originally collected. Data Retention is usually required to meet applicable legal or contractual obligations. **Retention Periods** are determined accordingly. For Personal Data they must be no longer than necessary to protect the rights and freedom of users in accordance with applicable Data Protection regulations of Govt. of India.

#### **1.4. Scope**

1.4.1. This draft policy will be applicable to all the information created/collected/generated/archived in the e-Transport project directly or through authorised agencies of Ministry of Road Transport and Highways (MoRTH) and National Informatics Centre (NIC). This covers all transactional data processed or is in custody or control of e-Transport NIC or MoRTH in whatever medium such data is contained in. Henceforth, MoRTH and NIC (Jointly) shall will be referred as “Data Custodian” or “Custodian”.

#### **1.5. Accountability and Principles specific to the Personal Data**

1.5.1. Personal Data is collected/processed in a fair way in relation to the data subject with an information and enablement duty for the department.

1.5.2. To effectively protect data subjects’ right to privacy and comply with regulatory requirements, it is important to apply certain principles when processing Personal Data. This will determine retention periods for data which falls into this category.

1.5.3. Personal Data should be retained longer than needed for the purpose of the processing operation (in a form that enables identification).

1.5.4. Personal Data should be kept up-to-date and accurate. Ensuring that records containing Personal Data are disposed of when no longer needed will reduce the risk that such data will become inaccurate, out of date or irrelevant and that it may be used in error. Accurate and up-to-date records of Personal Data Processing Activities must be maintained.

## **2. DATA RETENTION AND ARCHIVING**

#### **2.1. Retention and Archiving Period**

2.1.1. For the purposes of enforcing Retention in accordance with this draft policy, each function or Non-Schematic Intervention is responsible for the records it creates, uses, stores, processes and destroys.

2.1.2. The standard Archival and Retention periods defined are:

Sl. No.	Module	In-System*	Archival	Total Retention (including Archival)
	<b>Vahan</b>			
<b>1</b>	<b>For Transport and Non-Transport Vehicle Categories</b>			
1A	Audit Trail data	1 Year	20 Years	21 Years
1B	Aadhaar Information data	2 Year	5 Years	7 Years
1C	e-Sign Response data	2 Year	5 Years	7 Years
1D	QR Code Information	2 Year	5 Years	7 Years
1E	RTO User Information			
1E.1	Active Profile of RTO User	Perpetual		
1E.2	Blocked Profile of RTO User	Perpetual		
1F	Insurance data	6 Years	25 Years	31 Years
1G	Fee Information data	6 Years	25 Years	31 Years
1H	Completed Application (Dispatch)			
1H.1	PVC Card data	1 Year	25 Years	26 Years
1H.2	Smart Card data	1 Year	25 Years	26 Years
1I	Completed Application (Printing)			
1I.1	PVC Card	1 Year	25 Years	26 Years
1I.2	Smart Card	1 Year	25 Years	26 Years
1J	Pending (Printing/Dispatch)			
1J.1	PVC Card	1 Year	25 Years	26 Years
1J.2	Smart Card	1 Year	25 Years	26 Years
1K	DSC Device Information	Perpetual		
1L	DSC Registration Information	Perpetual		
1M	Chain Certificate	Perpetual		
1N	Dealer Information	Perpetual		
1O	High Security Registration Plate (HSRP)	1 Year	15 Years	16 Years
<b>2</b>	<b>Completed Applications</b>			
2A	Vehicle Registration data	50 Years	Perpetual	Perpetual
2B	Temporary Registration data	1 Year	25 Years	26 Years
2C	Vehicle Related Services (TO-Transfer of ownership, CA-Change of address, DuRC-Duplication of RC, HPA-Hypothecation Addition, HPT-Hypothecation Termination, Alteration, Fitness etc)	6 Months	25 Years	25.5 Years
2D	Appointment data	3 Months	2 Years	2.3 Years
2E	Fastag data	1 Year	2 Years	3 Years
<b>3</b>	<b>Application done without payment (Incomplete Transactions)</b>			
3A	Vehicle Registration data	3 Months	Not required	
3B	Temporary Registration data	3 Months	Not	

			required	
3C	Vehicle Related Services (TO-Transfer of ownership, CA-Change of address, DuRC-Duplication of RC, HPA-Hypothecation Addition, HPT-Hypothecation Termination, Alteration, Fitness etc)	3 Months	Not required	
3D	Appointment data	3 Months	2 Years	2.3 Years
4	For Transport Vehicle			
4A	Fitness data	2 Years	25 Years	27 Years
4B	Tax data	5 Years	25 Years	30 Years
4C	Permit Related Services data	5 Years	25 Years	10 Years
5	Completed Applications			
5A	Stage Carriage data	5 Years	25 Years	30 Years
5B	Contract Carriage data	5 Years	25 Years	30 Years
5C	All India Tourist Permit (AITP) data	5 Years	25 Years	30 Years
5D	AITP Authorization data	5 Years	25 Years	30 Years
5E	Goods Carriage data	5 Years	25 Years	30 Years
5F	National Permit data	5 Years	25 Years	30 Years
5G	National Permit Authorization data	5 Years	25 Years	30 Years
6	Incomplete Applications (Application without payment)			
6A	Stage Carriage data	6 Months	Not required	
6B	Contract Carriage data	6 Months	Not required	
6C	All India Tourist Permit (AITP) data	6 Months	Not required	
6D	All India Tourist Permit (AITP) Authorization data	6 Months	Not required	
6E	Goods Carriage data	6 Months	Not required	
6F	National Permit data	6 Months	Not required	
6G	National Permit Authorization data	6 Months	Not required	
7	Data of Vehicle Scrapping			
7A	Applications data	2 Years	8 Years	10 Years
7B	Grant of permission for vehicle scrapping	2 Years	8 Years	10 Years
7C	Certificate of Deposit	2 Years	8 Years	10 Years
7D	Certificate of Vehicle Scrapping (CVs)	2 Years	8 Years	10 Years
8	Fancy Number Information			
8A	Bidding Data	1 Year	8 Years	9 Years
8B	Fee Data	1 Year	8 Years	9 Years
8C	Fancy numbers pending for registration	1 Year	8 Years	9 Years
9	CNG, VLTD, SLD Maker's data			

9A	Inventory Tagging Information	2 Years	23 Years	25 Years
10	Homologation			
10A	Vehicle Inventory (Registered)	10 Years	25 Years	35 Years
11	Document Management System (DMS)	50 Years	Perpetual	Perpetual
	Sarathi			
1	Approved Application data to be archived			
1A	LL Application data	2 Years	10 Years	12 Years
1B	DL Application data	2 Years	10 Years	12 Years
1C	CL Application data	2 Years	10 Years	12 Years
1D	DSL Application data	2 Years	10 Years	12 Years
2A	Pending Application data to be archived (Fee Paid)			
2A.1	LL Application data	2 Years	10 Years	12 Years
2A.2	DL Application data	2 Years	10 Years	12 Years
2A.3	CL Application data	2 Years	10 Years	12 Years
2A.4	DSL Application data	2 Years	10 Years	12 Years
2B	Pending Application data to be archived (Fee Not Paid)			
2B.1	LL Application data	1 Month	2 Months	3 Months
2B.2	DL Application data	1 Month	2 Months	3 Months
2B.3	CL Application data	1 Month	2 Months	3 Months
2B.4	DSL Application data	1 Month	2 Months	3 Months
2C	Pending Application data to be archived (Fee Payment Initiated but payment not received)			
2C.1	LL Application data	1 Year	1 Year	2 Years
2C.2	DL Application data	1 Year	1 Year	2 Years
2C.3	CL Application data	1 Year	1 Year	2 Years
2C.4	DSL Application data	1 Year	1 Year	2 Years
3	Learner License data			
3A	Learner License data which has expired	2 Years	4 Years	6 Years
3B	Learner License data which has been converted to DL	2 Years	4 Years	6 Years
4	Driving License data			
4A	DL data issued / ported but no endorsement done during past 'n' years	50 Years	Perpetual	Perpetual
5	International Driving Permit Data after 'n' years of expiry	5 Years	10 years	15 Years
6	Conductor License data			
6A	CL data issued / ported but no endorsement done during past 'n' years	5 Years	10 Years	15 years
7	Driving School License data			
7A	DSL Data which has expired by 'n' years	5 Years	5 Years	10 years

7B	DSL Enrolment data after 'n' years	5 Years	5 Years	10 years
8	LL Appointment data			
8A	LL appointment data after 'n' period or after the requested service is served	2 Years	4 Years	6 Years
8B	LL appointment history after 'n' period	2 Years	4 Years	6 Years
9	DL Appointment data			
9A	DL appointment data after 'n' period or after the requested service is served	2 Years	4 Years	6 Years
9B	DL appointment history after 'n' period	2 Years	4 Years	6 Years
10	LL & DL Services Appointment data			
10A	LL & DL Services appointment data after 'n' period or after the requested service is served	2 Years	4 Years	6 Years
10B	LL & DL Services appointment history after 'n' period	2 Years	4 Years	6 Years
11	Fee Payment data			
11A	Fee receipts and related data after 'n' period	2 Years	4 Years	6 Years
12	LL Test Data			
12A	LL Test data and the LL Test history data to be archived along with the LL Data (Approved / Rejected applications)	2 Years	4 Years	6 Years
13	DL Test Data			
13A	DL Test data and the DL Test history data to be archived along with the DL Data (Approved / Rejected applications)	2 Years	4 Years	6 Years
14	OTP / SMS Data			
14A	To be archived after 'n' period	1 Month	6 Months	7 Months
15	Enforcement Data	50 Years	Perpetual	Perpetual
15A	To be archived along with the DL/LL data	50 Years	Perpetual	Perpetual
16	Document Management System (DMS)			
16A	To be archived after 'n' period	5 Years	10 Years	15Years
17	Audit Trail data			
17A	For authorised users logins and the activities performed	5 Years	18 Years	23 Years
17B	Applicant's attempts for any specific activity (Fee/Appointment/Upload Documents etc)	6 Months	4.5 Years	5 Years
17C	Aadhar authentication logs	2 Years	5 Years	7 Years
18	Image's data			
18A	Photo and signature of the license holder to be archived along with the License data	50 Years	Perpetual	Perpetual
18B	All the history of the images data of a License holder to be archived along with the License data	50 Years	Perpetual	Perpetual
19	Smart Card data to vendor			
19A	Data shared to the Smart Card Vendor	1 Year	5 Years	6 Years



19B	Smart Card Activation details	5 Years	5 Years	10 Years
20	RTO User Information			
20A	All the inactive/passive user data to be archived	Perpetual		
20B	All the inactive/passive user image data to be archived	Perpetual		
	<b>PUCC</b>			
1	PUCC Centre			
1A	Registration data-Centre data/Machine data/Centre details	Until the Centre is live	10 years	Until the Centre is live +10 Years
1B	Registration data-Fee payment data/Temp Table data	5 Years	10 Years	15 Years
1C	Renewal data- Centre data/Machine data/Centre details	Until the Centre is live	10 Years	Until the Centre is live +10 Years
1D	Renewal data- Fee payment data/Temp table data	5 Years	10 Years	15 Years
2	Certificate's Data			
2A	Old PUCC certificates data can be archived	5 Years	10 Years	15 Years
2B	Fee Collection for Vehicle certificate data	5 Years	10 Years	15 Years
3	Wallet Data maintained by PUCC centre	5 Years	10 Years	15 Years
4	Prepaid Payment data maintained by PUCC centre	5 Years	10 Years	15 Years
5	Audit Trail data	5 Years	10 Years	15 Years
6	Third party API logs	5 Years	10 Years	15 Years
7	SMS/Email logs data	5 Years	10 Years	15 Years
8	History tables data	5 Years	10 Years	15 Years
9	Images/PDF data	5 Years	10 Years	15 Years
	<b>e-Challan</b>			
1	Challan data	5 Years	10 Years	15 Years
2	Payment Records data	5 Years	10 Years	15 Years
3	Challan in Pending Status data	Until Disposed	10 Years	Until Disposed +10 Years
4	Virtual Court data	5 Years	10 Years	15 Years
5	Challan Officers Details	5 Years	10 Years	15 Years
6	Offence Master tables	Perpetual		
7	Images/PDF data	5 Years	10 Years	15 Years
8	Audit Trail data	5 Years	10 Years	15 Years

\*In-System = retention in same application / location that served for original Active Use (i.e., not Archive).

## 2.2. Safeguarding Data during Archival phase

2.2.1. All archived data must be encrypted or locked and continuously safeguarded to avoid any intentional or accidental data breaches. Data records shall be archived in accordance with Information Technology Act, 2016 and applicable Security Standards as prescribed by the Govt of India for access controls and in a format, which is appropriate to secure the confidentiality, integrity and accessibility of the data.

2.2.2. If archival is outsourced, the vendor must first be assessed to ensure that they comply with the Data Protection and Information Security Standards and appropriate contracts with Data Protection and Information Security clauses must be implemented.

2.2.3. For carrying out the specific archival process, the designated department of MoRTH in consultation with NIC should ensure the internal/service providers must be thoroughly vetted and reviewed to ensure their full compliance with data protection requirements including signing of Non-Disclosure Agreement (NDA).

### **3. DESTRUCTION OF DATA**

#### **3.1. Systematic Review**

3.1.1. All Data, held electronically, or on paper should be reviewed on a regular basis to decide whether to destroy or delete any Data in accordance with the designated retention period.

#### **3.2. Destruction and Disposal of Data**

3.2.1. Destruction is defined as physical or technical destruction, sufficient to render the information contained in the document irretrievable by ordinary commercially available means. Once records have been archived for the applicable period as mentioned in Section 2, the same shall be prepared for destruction, subject to necessary approval from MoRTH.

3.2.2. MoRTH in consultation with NIC shall maintain and enforce a detailed list of approved destruction methodologies appropriate for each type of information archived whether in physical storage media such as CD-ROMs, DVDs, backup tapes, hard drives, mobile devices, portable drives or in database records or backup files. These methodologies should be updated regularly as per the advancement in the storage technologies.

3.2.3. MoRTH shall fully document the destruction process with clear guidelines. The applicable statutory requirements for the destruction of information, particularly requirements under applicable data protection laws, shall be fully observed.

3.2.4. For carrying out the specific deletion or destruction process. NIC in consultation with the designated department of MoRTH should ensure the internal/external service providers must be thoroughly vetted and reviewed to ensure their full compliance with data protection requirements, and all data disposal is subject to applicable provisions under relevant Data protection laws and Data Protection Policy and Information Security Policy.

Reason for destruction	Requestor	Approver
Permanent destruction of records at the end of archival period - electronic records	NIC	MoRTH

## 4. MODIFICATION IN POLICY AND EXCEPTION APPROVAL MATRIX

4.1.1. Where any decision or proposition with respect to data maintenance, results in retention/ archival schedules not being in conformity with the schedule defined in this draft frame, the same shall be approved as follows. Such exception request shall specify the administrative, organizational and technical measures to be undertaken to ensure the confidentiality, integrity and availability of such Record.

4.1.2. NIC shall have the justification to modify any data category or retention/archival schedule and document and maintain the same along with the required approval by MoRTH.

4.1.3. MoRTH in consultation with NIC shall ensure, in the case there are existing documented operating procedures on data management, that such change in retention schedule is documented and circulated in the department

4.1.4. Change in category of a record, thereby resulting in a change in the retention/ archival schedule shall be approved in the manner stated above.

Modification/Exception	Consultation	Approver
Any modifications/amendments in the policy content	NIC	MoRTH
Retention/Archival schedule for period higher or lower than defined	NIC	MoRTH
Whenever addition of new data category and schedules is required	NIC	MoRTH
Transformation in the format of the stored data/records (at the start or in between or at the end of retention schedule)	NIC	MoRTH

## 5. LEGAL REQUIREMENTS

5.1.1. For all such records where matter is sub judice in Court of law, the destruction may be deferred until necessary. Under such circumstances, it is imperative to add a safeguard mechanism in the archival system to retain them until proceedings of the inquiry are pending.

## 6. RESPONSIBILITIES

### 6.1. Compliance Committee

6.1.1. The Compliance Committee consisting of members from NIC and MoRTH may audit compliance with this on basis of mutually agreed scheduled intervals and provide recommendations to be reviewed and improvised by the respective department.