

# APPENDIX XIII

(Regulations 199, 373, 531, and 1071)

List of registers and files to be maintained in various offices.

## (1) Office of the Range Deputy Inspector-General.

(The list does not include the registers, etc. , prescribed for office routine)

Serial No	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1.	Jurisdiction lists of police-stations.	10 and Appendix II.	Permanently.
2.	Jurisdiction maps of Police-station.	10 and Appendix II.	Ditto.
3.	File of notifications relating to the establishment and changes of jurisdiction site or nomenclature of stations.	10 and Appendix II.	Ditto.
4.	File of <i>Police Gazette</i> (Parts I to V)	74.	Five-years.
5.	File of Government Orders (Part VI, <i>Police Gazette</i> ).	74.	Permanently.
6.	File of Police Order (Part VI, <i>Police Gazette</i> ).	74.	Ditto.
7.	File of <i>Criminal Intelligence Gazette</i> (Parts I to X)	74.	Five years.
8.	File of <i>Criminal Intelligence Gazette</i> (Part XI).	74.	Ditto.
9.	Files of special and illustrated and other supplements to the <i>criminal Intelligence gazette</i> .	74.	Ditto.
10.	Used books of railway and steamer warrants (Bengal Forms Nos, 360B and 360C).	94 and Appendix III.	Two years.
11.	Used books of omnibus warrants (Bengal Form No. 359).	94 and Appendix III.	Ditto.
12.	Register of permanent sanctioned strength and subsequent additions to and alterations in the force. (B. P. Form No. 245).		Permanently (This register shall be maintained in two parts Part I, showing the permanent sanctioned strength of the Range and Part II, the strength of the force in each district in the Range).
13	Register of temporary establishment sanctioned for each district in the Range. (B. P. Form No. 246).	. .	Permanently.
14.	File of allotment statements of force.	659.	Until fresh lists are issued.
15.	List of mobilization Contingents.	663.	Ditto.

16.	List of Inspectors fit for promotion to the rank of Deputy Superintendent.	735 and Appendix XLII.	Ditto.
17.	Range approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLI.	Ditto.
18.	Provincial approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Ditto.
19.	List of Assistant Sub-Inspectors and head constables fit for promotion to the rank of Sub Inspector. (B. P. Form No. 247)	741.	A new file to be opened every year and the old file destroyed when no longer required.
20.	Provincial approved list of head constables fit for promotion to the rank of Sub-Inspector (Special Armed Force).	741 (II).	Until a fresh list is issued.
21.	Provincial approved list of head constables fit for promotion to the rank of Sub-Inspector (Town Police).	741 (II).	Ditto.
22.	Approved list of Accountants fit to be head clerks.	768.	Ditto.
23.	Approved list of clerks fit to be Accountants.	768.	Ditto.
24.	Approved list of clerks fit to be reader clerks.	768.	Ditto.
25.	Gradation list of Inspectors and Sergeants (Provincial list).	768.	Until a fresh list is issued (The list is printed Periodically).
26.	Gradation list of sub-Inspectors (Range list).	..	Ditto.
27.	Gradation list of clerical establishments of the offices of Superintendents in the Range.	..	Ditto.
28.	Gradation list of clerical establishments of the offices of the Range Deputy Inspectors-General.	..	Until a fresh list is issued.
29.	Register of casual leave. (Bengal Form No 107).	819.	Two years after completion.
30.	Service books or rolls.	920	For disposal of service books and rolls (see regulation 922)
31.	Register of Securities and deposits. (B. P. Form No. 221)>	1145.	Until rewritten.
32.	Register of buildings sanctioned. (B. P. Form No. 224).	..	Three years.
33.	Stock book. (Bengal Form NO. 1148)	1280.	Permanently.
34.	Register of receipt and issue of forms. (Bengal Form NO. 108).	1284.	Two years.
35.	Register of receipt and issued of stationery. (Bengal Form No. 402)	1288	Three years.



36.	File of <i>Calcutta Gazette</i> .	..	Three years.
37.	Index registers of files.	..	When the files of the year concerned are sorted, those to be preserved should be alphabetically indexed in a separate register and the old ones destroyed.

Note- The various accounts register (including cash book) should be preserved for the periods prescribed for similar registers maintained in the Superintendent’s office.

**(2) Office of the Deputy Inspector- General, Criminal Investigation Department.**

(The list does not include the registers, etc., prescribed for office routine.

Serial No	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1	File of Police Gazette (Parts I to V)	74	Five years.
2.	File of Government Orders (Part VI, <i>Police Gazette</i> ).	74.	Permanently.
3.	File of Police Orders (Part VI, <i>Police Gazette</i> ).	74.	Ditto.
4.	File of Criminal Intelligence gazette (Parts I –X).	74.	Ditto.
5.	File of <i>Criminal Intelligence Gazette</i> (Part XI).	74.	Ditto.
6.	File of special and illustrated and other supplements to the <i>Criminal Intelligence gazette</i> .	74.	Ditto.
7.	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C).	94 and Appendix III.	Two year.
8.	Used books of omnibus warrants. (Bengal Form NO. 359)	94 and Appendix III.	Ditto.
9.	File of personal diaries (B. P. Form No. 136).	623.	One year.
10.	File of special reports.	..	See remarks against serial No. 66 of the fist of registers, etc. , kept in the Superintendent’s office.
11.	Records of enquiries and investigations in which the Criminal Investigation Department takes part by control or assistance.	629.	To be preserved permanently or destroyed after or destroyed

			after three years according to the importance of each case.
12.	Detective warrant-register. (Form a)	631 and Appendix XXXI.	Three years.
13.	Detective warrant -register. (Form B).	Ditto.	Ditto.
14.	File of detective warrant certificates. (Forms C and D).	Ditto.	One year.
15.	List of local photographers.	637.	Three years.
16.	File of mufassil diaries of experts of the Finger print bureau.	655.	Ditto.
17.	Crime Index Register. (B. P. O. Form No. 29, new).	..	Permanently.
18.	Statement of daily work in Finger Print Bureau. (B. P. O. Form No. 14, new).	..	Five years.
19.	Register of Criminal Investigation Department references received from police-stations and other sources. (B. P. O. Form No. 15 new).	..	Three years.
20.	Register of traced cases. (B. P. O. Form No. 16, new).	..	Three years.
21.	File of allotment statements of force.	659.	Until fresh lists are issued.
22.	Gradation list of Inspectors and Sergeants (Provincial list).	..	Until a fresh list is issued (The list is printed Periodically).
23.	Gradation list of Sub-Inspectors in the Criminal Investigation Department.	..	Ditto.
24.	Gradation list of Assistant Sub-Inspectors and head constables.	..	Ditto.
25.	Gradation list of constables.	..	Ditto.
26.	Approved list of Inspectors fit for promotion to the rank of Deputy Superintendent.	735 and Appendix XLII.	Until a fresh list is issued.
27.	Gradation list of clerical establishments.	..	Ditto.
28.	List of officers of the Criminal Investigation Department and Intelligence Branch fit for promotion to the rank of Inspector.	733 and Appendix XLIII.	Until a fresh list is issued.
29.	Provincial approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Ditto.
30.	Approved list of constables fit for promotion to the rank of Assistant Sub-Inspector.	743.	Ditto.
31.	Register of revolver practice.	797	One year after completion.
32.	Register of casual leave. (Bengal Form No. 107).	819.	Two years after completion.



33.	Register of casual leave and brass numbers. (B. P. Form No. 159).	819.	Ditto.
34.	File of proceedings. (B. P. Form No. 164).	861.	See entry against serial 35 in the list of registers, etc. , kept in the Reserve office.
35.	File of command certificates. (B. P. Form NO. 10).	909.	Two years.
36.	Order book.	911.	Thirty-eight years.
37.	Register of punishments. (B. P. Form No 175).	915.	Three years.
38.	Register of receipt and issue of clothing. (B. P. Form No. 176).	916	Two years.
39.	Leave Register (B. P. Form No. 177)	917	Two years on completion.
40.	Service books and rolls.	920	For disposal of service books and rolls (see Regulation 922).
41.	Committee report book on clothing. (B. P. From No. 184).	973	Two years.
42	Clothing Hand Book. (B. P. Form No. 185).	976.	Until a new book is issued.
43.	File of issue forms of clothing. (B. P. Form No. 186).	980	Two years.
44.	Register of securities and deposits. (B. P. Form No. 221).	1145	Until rewritten.
45.	Stock book. (Bengal form No. 1148).	1280.	Permanently.
46.	Register of receipt and issue of form. (Bengal Form No. 108).	1284.	Two years.
47.	Register of receipt and issue of stationery. (Bengal Form No. 402	1288.	Three years.

**(3) office of the Superintendent.**

<b>Serial No.</b>	<b>Name of register or file.</b>	<b>Regulation under which kept.</b>	<b>Period for which to be preserved.</b>
1.	Police jurisdiction lists and maps.	10 and Appendix II.	Permanently.
2.	File of notifications relating to the establishment and changes of jurisdiction or nomenclature of Police –stations.	10 and Appendix II.	Ditto.
3.	Register of comments by courts on the conduct of Police officers.	27.	Two years.
4.	Index of retired police officers.	34.	Permanently.
5.	File of Sub divisional Police Officer's fortnightly reports.	46(k)	One year.
6.	File of matters to be examined at inspection of police stations.	51(e).	New files shall be opened at the end of

			each year when old files shall be destroyed.
7.	File of tour diaries of Superintendents.	62.	Two years.
8.	File of tour diaries of Assistant and Deputy Superintendents.	62.	One year.
9.	File of Government orders (Part VI, <i>Police Gazette</i> ).	74.	Permanently.
10.	File of Police Order (Part VI, <i>Police Gazette</i> )	74.	Ditto.
11.	File of <i>Police Gazette</i> (Parts I to V)	74.	Ditto.
12.	File of <i>Criminal Intelligence Gazette</i> (Parts I to X).	74.	Ditto.
13.	File of <i>Criminal Intelligence Gazette</i> (Part XI).	74.	Ditto.
14.	Files of special and illustrated other supplements to the <i>Criminal Intelligence Gazette</i> .	74.	Ditto.
15.	Confidential character rolls of clerks. (B. P. Form No. 3).	76	See entry against serial 4 in the list of registers, etc. , kept in the Reserve Officer.
16.	Counterfoils and statements of railway and steamer warrants.	94 and appendix III.	Two years.
17.	Counterfoils and statements of omnibus warrants.	94 and Appendix III.	Ditto.
18.	File of procession licenses. (B. P. Form No. 8).	136 and 139.	Ditto.
19.	Register of procession licenses (Bengal Form No. 5307)	..	Two years.
20.	File of <i>Muharram</i> and other festivals.	..	Ditto.
21.	File of personal diaries of Sergeants.	197 (Note)	One year.
22.	File of hue-and –cry notices, (B. P. Form No. 28)	250	Ditto.
23.	Register of approvers.	386.	Permanently.
24.	List of persons whose names have been removed from the conviction register.	398.	Ditto.
25.	File of monthly reports of officers in charge of police – stations.	408.	Two years.
26.	File of police-station and court office each accounts.	409 and 548.	One year.
27.	File of daily under-trial case reports from courts.	533.	Ditto.
28.	List of railway criminals.	582.	Permanently. (To be maintained in the office of the Superintendent of Railway Police).
29.	File of notifications defining the jurisdiction of Magistrates to whom reports should be made of railway	599	Ditto.



	accident and criminal cases occurring on railway lines.		
30.	File of allotment statements of force.	659	Until fresh lists are issued.
31.	Provincial approved list of accountants fit to be head clerks.	768.	Until fresh lists are issued.
32.	Provincial approved list of clerks fit to be accountants.	768.	Ditto.
33.	Provincial approved list of clerks fit to be reader clerks.	768.	Ditto.
34.	Register of casual leave of clerks and other subordinates. (Bengal Form No. 107)	819.	One year or until a new register is opened.
35.	Register of leave of clerks, (B. P. Form No. 177)	826.	Two years.
36.	File of charge certificates of Superintendents, Additional Superintendents, Assistant and Deputy Superintendents.	839	Two years.
37.	Attendance register of office staff, (Bengal Form No. 48)	1066	Ditto.
38.	File of charge reports of head clerks and accountants and police-station and outposts, and Court, Reserve and Inspectors offices.	1070 202and 425	Ditto.
39.	Register of English letters received. (Bengal Form No. 16)	1075	Three years. (Separate registers shall be maintained for confidential letters)
40.	Register of English letters issued. (Bengal Form No. 19)	1076	Ditto.
41.	Register of papers received in the head muharir's section. (Bengal Form No. 16)	1078	Three years.
42.	Register of papers issued from the head muharir's section. (Bengal Form No. 19)	1078	Ditto.
43.	Peon book (Bengal Form No. 47)	1079	Two years.
44.	Service books of clerks.	1083	Sec regulation 922.
45.	Service rolls of inferior servants.	1083	
46.	Catalogue of books in the office library (B. P. Form No. 202)	1084	Until re-written.
47.	Register of correction slips (B. P. Form No. 214)		Until the last correction slip in the book is a year old.
48.	Town beat maps.	1087.	Revised maps to be prepared from time to time as necessity arises.
49.	Crime maps	1088.	Ten years.
50.	Weekly pending list of correspondence (B. P. Form No. 203)	1097	One year or until the cases are disposed of.
51.	File index (B. P. Form No. 204)	1099	Twelve years.

52.	Records of cases, i. e. , first information reports progress memos, case diaries, etc.	1101	For the periods mentioned in regulation 1101.
53.	Superintendent's note book.	1104	Permanently.
54.	Register of cases of minor misconduct (B. P. Form No. 206)	1106	Three years.
55.	File of misconduct reports	1106	Three years after disposal of the case.
56.	File of annual returns for administration repots.	1107	Five years.
57.	File of annual administration reports.	1107	Ditto.
58.	File of periodical reports and returns.	. .	Two years. (Periodical and miscellaneous returns from policestations shall be filed together separately, particulars of the returns contained in the file being given on an outside docket.
59.	File of half-yearly inspection forms (station statistics) showing No. 70) the incidence of crime. (B. P. Form	1111.	Two years.
60.	Inspection register (B. P. Form No. 207)	1112.	Five years.
61.	File of daily reports of Circle Inspectors.	1113.	One year.
62.	File of personal diaries of Inspectors.	1114.	Two years.
63.	Index of crime (B. P. Form No. 14)	1115.	Ten years.
64.	Register of special reports (B. P. Form. No. 209)	. .	Thirty years.
65.	Files of special reports.	1116.	Files of special reports of dacoity cases in which there are no absconders shall be destroyed after printed brief histories have been received from the Criminal Investigation Department. Those in which there are absconders shall be destroyed when the absconders have been



			traced no longer wanted and the cases finally disposed of. Special reports of cases other than dacoities shall be destroyed after five years if there are no absconders, while those of cases in which there are absconders shall be preserved until they are arrested or declared no longer wanted.
66	Register of absconding offenders (B. P. from No. 210)	1118	Until anew register is opened.
67	Brief histories of dacoity cases	1122	Permanently
68	Criminal history (B. P. From No. 211)	1123	Ditto
69	Gang register files and index (B. P. From No. 212)	1128	Thirty years.
70	Register showing the results of Criminal Tribes act cases. (B. P. from No. 213)	Paragraph 93 of the special Supplement to the Criminal Intelligence Gazette, dated the 20th August 1937.	Ten years.
71	Pay cheques (Bengal From No. 50).	1137	Five years.
72	Receipt cheques (Bengal Form No. 39)	1137	Ditto
73	Cash book (B. P. From No. 215)	1138	Ditto
74	Treasury pass book (Bengal Form No. 2510)	1139	Ditto
75	Register of securities and deposits (B. P. From No. 221)	1145	Until re-written
76	Registers of budget allotments	1149	Two years
77	Statement of monthly progressive expenditure and correspondence relating to discrepancy in figures.	1149	Three years
78	Register of regular contingent charges (Bengal From No. 2401)	1157	Five years.
79	Register of special contingent charges (Bengal From No. 2401)	1157	Ditto.
80	Register of contract contingent charges (Bengal Form No. 2402)	1157	Ditto.

81	Register of house rents (B. P. From No. 223)	1169	Ditto.
82	File of house rent roll for hired buildings (B. P. From No. 225)	1171	Ditto
84	Demand and collection register of house rents. (B. P. From No. 226)	1171	Five years
85	Reward register (B. P. From No. 227)	1172	Ditto.
86	File of monthly abstract of cost of diet supplied to patients in the Police Hospital. (B. P. From No. 198)	1180 and 1188	Two years.
87	File of monthly statement of charges and recoveries on account of patients in the police hospital (B. P. From No. 228)	1180 and 1189	Ditto.
88	File of bills for prisoners' diet, etc.	1181	Ditto
89	(a) File of combined pay bills and acquittance rolls, where these are maintained separately, of servants of the Crown for whom no establishment returns are submitted and no service books are maintained.	1191	35 years. The bundle should be sent to the Magistrate's record room and should be a complete record of all payments (Government order No. 266F. , dated 24th March 1933
	(b) File of pay bills of other classes of servants of the Crown and acquittance rolls for pay and allowances (other than traveling allowance)	1191	Six years.
90	File of traveling allowance bills	1191	Three years
91	File of miscellaneous bills	1191	Ditto.
92	File of acquittance rolls (other than traveling allowance) when maintained separately from pay bills.	1200	35 years. The bundle should be sent to the Magistrate's record room and should be a complete record of all payments.
93	File acquittance rolls of traveling allowance bills.	..	Three years.
94	File of acquittance rolls of escort charges.	....	Ditto
95	Acquittance rolls of rewards	..	Ditto
96	Register of pay and allowances held over for future payment. (B. P. Form No. 232)	1201	Two years
97	Register of last pay certificates.	1210	One year
98	Security bonds of Sub-Inspectors for repayment of advances for purchase of uniform and equipment. (B. P. Form No. 236)	1243	One year after the advances are paid in full.
99	Register of recoveries (B. P. Form No. 237)	1245	Six years.



100	Register of General Provident Fund Subscribers.	...	Ditto
101	Records showing payments on account of final withdrawal of deposits in the General Provident Fund.	...	Thirty years.
102	Register of lands and buildings (B. P. Form No. 239)	1251	Permanently.
103	Register of new buildings (B. P. Form No. 242)	1269	Three years or until a new register is opened.
104	File of —Building and Miscellaneous Construction Notes.	Paragraph 309, Police Gazette, dated 3rd September 1937.	Permanently.
105	Measurement books for departmental works. (Bengal Form No. 2900)	Police order No. 9 of 1937	Ten years.
106	Register of measurement books	Police order No. 9 of 1937.	Until a new register is opened.
107	Register of building contractors	Paragraph 806, Police Gazette, dated 17th December 1937.	Permanently.
108	Stock book (Bengal Form No. 1148)	1280	Ditto
109	Register of receipt and issue of forms (Bengal Form No. 108)	1284	Two years.
110	Register of receipt and issue of stationery. (Bengal Form No. 402)	1288	Three years.
111	Register of receipt and issue of service stamps. (Bengal Form No. 42)	1289	Two years.
112	Pay cheque books for issue of service stamps. (Bengal Form No. 50)	1289	Ditto.
113	File of standing district circular orders	...	Two years after abrogation.
114	Gradation list of clerks	...	Until fresh list is issued.
115	Office order book	...	Two years.
116	List of places where korbani is usually held.	...	Permanently.
117	Register of rewards granted to dafaders and chaukidars By the Superintendent.	Rule 51 of the Union Board Manual Volume II	Five years.
118	Register of firearms and ammunition purchased by the residents of the district. (Bengal Form No. 125A).	Police Gazette paragraphs 217, dated 3rd August 1928, and 464, dated	Five years. (This is required for the preparation of an annual return of arms and ammunition

		25th September 1936.	for submission to the District Magistrate).
119	File of monthly return of the stock and sales of arms and ammunition. (Bengal Form No. 139).	Paragraph 116, Chapter III, the Bengal Arms Act Manual.	Ten years.

(4) Reserve office.

Serial No	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1	File of Police Gazette (Parts I to V)	74	Five years.
2	File of Government orders (Parts VI, Police Gazette)	74	Permanently.
3	File of Police orders (Part VI, Police Gazette)	74	Ditto
4	Confidential report books (B. P. Form No. 2).	76	(1) Officers retiring on pension or gratuity- One year after retirement. (2) Officers leaving the force with bad record-Twelve years after discharge. (3) Other officers leaving the (4) Officers who die while in service One year after death.
5	Register of arms held as part of equipment.	88	Until a new register is opened.
6	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C).	94 and Appendix III	Two years.
7	Used books of omnibus warrants. (Bengal Forms No. 359).	94 and Appendix III	Ditto

Note. Regarding confidential registers and files to be maintained in the office of the Superintendent, see Manual of Rule and Orders for District Intelligence Branch Offices in Bengal.

8	File of personal diaries	197(Notes ii and iii)	Two years.
9	Detective warrant register. (Form B)	631 Appendix XXXI	Three years.
10	File of detective warrant certificates. (Forms C and D)	631 and Appendix XXXI	One years
11	List of mobilization contingents	663	Until a new list is issued



12	File of standing mobilization orders (B. P. Form No. 139).	663	Ditto.
13	Roster of duty of guards. (B. P. Form No. 141).	695(16)	One year. (To be kept by every officer in charge of a guard.)
14	Register of visiting guards. (B. P. Form No. 143).	696	One year after completion.
15	File of reports of visiting guards. (B. P. Form No. 144)	696	Two years.
16	Escort requisition. (B. P. Form No. 145).	701	To be filed with the counterfoil of the command certificate.
17	Range approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Until a new list is issued.
18	Provincial approved list of officers fit for promotion to the rank of Inspector.	738 and Appendix XLIII.	Ditto.
19	List of Assistant Sub-Inspectors fit for promotion to the rank of Sub-Inspector.	741(I).	Ditto.
20	Provincial approved list of head constables fit for promotion to the rank of Sub-Inspector in the Special Armed force and in the Town Police.	741(II).	Ditto.
21	List of candidates for direct recruitment as Sub-Inspectors.	742	Two years.
22	File of nomination rolls of candidates for direct recruitment as Sub-Inspectors.	742	Ditto.
23	Approved list of constables fit for permanent promotion to the rank of Assistant Sub-Inspector.	743	Until a new list is issued.
24	Nomination rolls for direct recruitment of Assistant SubInspectors.	743	Ditto.
25	Approved list of constables fit to officiate as Assistant Sub-Inspectors.	744 and Appendix XLVI.	Until a new list is issued.
26	Approved list of armed naiks fit for promotion to the rank of head constable.	745	Ditto.
27	Approved list of unarmed constables fit for promotion to the rank of head constable.	745	Ditto.
28	Approved list of constables fit for promotion to the rank of naik.	745A	Ditto.
29	File of Agreement Form for constables on enlistment. (B. P. Form No. 149).	749	The agreement duly completed shall be filed with service roll.
30	Register of candidates for enlistment as constables. (B. P. Form NO. 151).	752	Five years.
31	List of officers of the mobilization contingent trained annually.	795	Two years.
32	Register of musketry practice (B. P. Form No. 156).	796	One year after completion.

33	Register of revolver practice (B. P. Form No 158).	797	Ditto.
34.	Register of casual leave and brass numbers.	819	Two years after completion.
35	Register of leave addresses.	831	Two years.
36	File of proceeding (B. P. Form No. 164).	861	(1) Against officers who die while in service –To be destroyed after death. (2) Against officers retiring on pension or gratuity-One years after retirement. (3) Against other officers leaving the force –Twelve years after discharge.
36A	Register of proceedings (B. P. Form No. 164A).	861A	Three years after all proceeding entered in the register have been disposed of.
37	Orderly room register (B. P. form No. 166)	893	One year after completion.
38	File of standing district circular orders.	905	Two years after abrogation.
40	Peon book (Bengal Form No,47)	905	Two years.
41	Stock book. (B. P. Form No. 169)	906	Permanently.
42	Register of repairable articles in stock	906	Ditto.
43	Morning report register. (B. P. form No 170)	907	Two years.
44	Roster of daily duties. (B. P. Form No. 6).	908	One year after completion.
45	File of command certificates. (B. P. Form No. 10).	909	Two years.
46	Register of disposition of force. (B. P. Form NO. 171).	910	Two years.
47	District order book.	911	Thirty-eight years.
48	Register of letters dispatched. (Bengal Form No. 19)	911(Note).	Five years.
49	Book of orders requiring the District Magistrate's approval.	911[Note(i)]	One year.
50.	Muster roll. (B. P. Form No. 172).	912	Ten years.
51	Gradation list. (B. P. Form No. 173).	913	The old list to be destroyed when a new list is opened.
52	Register of casualties. (B. P. Form No. 174).	914	One year after completion.
53	Register of punishments. (B. P. Form No. 175)	915	Three years.
54	Register of receipt and issue of clothing. B. P. Form No. 176).	916	Two years.



55.	Leave register. B. P. Form No. 177).	917	Ditto.
56	Service books and rolls of police officers and crews of steam launches and boats.	920	For disposal of service books and rolls, see Regulation 922.
57	Forward diary (Bengal Form No. 25)	923	Used diary to be destroyed as soon as all action has been taken.
58	Files of periodical reports and returns.	924	Two years.
59	File of indents for clothing (B. P. Form No. 183).	970	Ditto.
60	Committed report book on clothing (B. P. Form No. 184).	973	Ditto.
61	Clothing hand book. (B. P. Form No. 185).	976	Till a new book is issued.
62	File of defect lists of clothing. (B. P. Form No. 187).	978 and 980	Two years.
63.	File of issue forms of clothing (B. P. Form No. 186)	980	Ditto.
64	File of requisitions for arms, ammunition and ordnance stores.	987	Ditto.
65	Committed report book on ordnance and other stores. (B. P. Form No. 190).	994	Ditto.
66	Register showing sanctioned number and distribution of arms. (B. P. Form No. 188).	999	Three years after completion.
67	Ammunition account register (B. P. Form No. 191).	1000	Five years after completion.
68	File of reports of casualties in small arms ammunition.	1007	Two years.
69	Register of arms and ammunition received from officers proceeding on leave.	1015	Until a new register is opened. (To be kept at police armoury).
70	Hospital register (B. P. Form No. 193).	1028	Two years. (To be kept at the police hospital).
71	File of sick reports. (B. P. Form No. 195).	1030	One year.
72	Register of diet supplied to patients in the police hospital. (B. P. Form No. 197).	1034	Two years. (to be kept at the police
			hospital.)
73	Inspection registers. (B. P. Form No. 207)	1112.	Five years.
74	Muster roll works executed through departmental agency.	1266	Three years. (The roll will show the names of labourers, date and hour of attendance and amount paid to each individual).
75	List of crown property in the Reserve Office.	1280.	Permanently.
76	File of — Building and miscellaneous construction notes	Paragraph 309, Police Gazette, dated 3rd	Ditto.

		September 1937.	
77	Measurement book for departmental works. (Bengal Form No. 2900).	Police order No. 9 of 1937.	To be returned to the Superintendent's office on completion of the work.
78	Register of receipt and issue of forms, stationery and stamps.	1290	Two years. .
79	Weekly pending list of correspondence. (B. P. Form No. 203)	170A	One year or until the cases are disposed of .

**(5) Court Office.**

1	File of <i>Police Gazette</i> . (Parts I to V)	74	Five years.
2	File of Government orders (Part VI, <i>Police Gazette</i> ).	74	Permanently.
3	File of Police orders (Part VI, <i>Police Gazette</i> (Parts I to X).	74	Ditto.
4	File of <i>Criminal Intelligence Gazette</i> (Parts I to X).	74	Five years.
5	File of <i>Criminal intelligence Gazette</i> . (Part XI).	74	Permanently.
6	File of special and illustrated and other supplements to the <i>Criminal Intelligence Gazette</i> .	74	Ditto.
7.	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B,360C and 5073)	94 and Appendix III.	Two years.
8.	Used books of omnibus warrants. (Bengal Form NO. 359).	94 and Appendix III.	Ditto.
9	Final memorandum. (B. P. Form No. 88)	445	Three years.
10	File of verification rolls of under-trial Prisoners. (B. P Form No. 89).	454	Three years.
11	Register of processes. (B. P. Form No. 91)	471	To be preserved in the Courts of Districts and sub divisional Magistrates for three years.
11A	Search slips. (B. P. Form No. 53).	495(a)	One year.
12	File of P. R. slips (B. P. Form No. 95).	501	Three years after final action.
12A	Despatch cheques (B. P. Form No. 96)	511	Three years after final action.
13	File of jail parade reports (B. P. Form No. 97)	515	Three years.
14	Register of officers attending jail parade.	515(j)	Ditto.
15	Malkhana register (B. P. Form No. 100)	526	Twelve years.
16	File of periodical reports and returns	530	Three years.
17	File of standing district circular orders	531	Two years after abrogation.
18	Peon book (Bengal Form No. 47.	531	Three years.



19	Register of papers received. (Bengal Form No. 16.)	532	Ditto.
20	Register of papers dispatched (Bengal Form No. 19)	532	Ditto.
21	Daily under-trial case report (B. P. Form No. 101.)	533 and 600	Ditto.
22	Register of unidentified persons sent up by the police. (B. P. Form No 98. ).	534	Five years.
23	Register of appeals (B. P. Form NO. 102)	535	Three years. (Copies of entries referring to appeals in cases sent up by the Railway Police to be sent to the Superintendent pf the Superintendent of the Railway Police concerned.)
24.	Magistrate's general register of cases (Bengal Form No. 3817.)	536	To be sent to the Magistrate's record room for disposal.
25	Register of non – G. R. cases. (B. P. Form No. 104.	537	Ten years.
26	Hajat register (B. P. Form No. 3831)	538	Three years.
27	Register of sessions cases (B. P. Form No. 105)	539	Three years (To be kept at all headquarters court offices.)
28	Bail bond register (B. P. Form No. 106)	540	Permanently
29	Conviction register (B. P. Form No. 107)	541	Thirty years after completion. (To be kept at all headquarters court office.)
30	Index to conviction register (B. P. Form No. 108)	543	Permanently. (To be kept at all headquarters court office).
31	Khatian register (crime return compilation sheets). (B. P. Form No. 109)	545	Tree years.
32	Cash accounts (B. P. Forms Nos. 85 and 112.)	548	Ditto
33	File of receipt cheques (B. P. Form No. 39.)	548	Ditto
34	Malkhana arms register (B. P. Form No. 114)	529 and Appendix XVI.	Permanently.
35	Register of casual leave (B. P. Form No. 107.)	819	One year after completion. (To be kept by the Inspector

			empowered to grant casual leave.)
36	Inspection register (B. P. Form No. 207.)	1112	Five years.
37	List of Crown property in the Court office.	1280	Permanently
38	Register of receipt and issue of forms, stationery and stamps.	1290	Two years.
39	Weekly pending list of correspondence (B. P. Form No. 203)	170A	One year or until the cases are disposed of.
39A	Court Police Statistics	546	Three years after disposal of cases.

**(6) Sub divisional Police Officer's office**

1	File of Police Gazette (Part I to V)	74	Five years.
2	File of Government orders (Part VI, Police Gazette)	74	Permanently.
3	File of Police orders (Part VI, Police Gazette)	74	Ditto.
4	File of Criminal Intelligence Gazettes (Part I-X)	74	Five years.
5	File of Criminal Intelligence Gazettes (Part-XI)	74	One years.
6	File of special and illustrated and other supplements to the Criminal Intelligence Gazette	74	Five Years
7	Register of letters received (Bengal Form No. 16)	...	Ditto
8	Register of letters issued. (Bengal Form No. 19)	..	Ditto
9	Subdivisional order book (To show punishments and postings, etc.)	..	Permanently
10	Letter book	46(i)	For long as may be necessary.
11	File of correspondence with sub-headings as required.	..	Ditto
12	File of special report and misconduct cases.	..	Ditto
13	Sub divisional note-book	46(k)	Permanently
14	File of tour diaries	46(k)	One year.
15	File of standing district circular orders and orders of the Inspector-General and Superintendents.	..	Two years after abrogation.
16	Register of casual leave (Bengal Form No. 107.)	819	Three months after companion
17	District map and jurisdiction maps of police stations.	1086	Permanently.
18	Crime maps	1088	Ditto
19	List of Crown property in the office	1280	Ditto
20	Register of receipt and issue of forms stationery and stamps.	1290	Until a new register is opened.
21	Secret Abstract and Intelligence Branch Weekly Report.	..	(vide Manual of Rules and Orders for district



			Intelligence Branch offices in Bengal)
22	Provincial list of political suspects	..	Ditto
23	Suspect register (to be kept in a large sized note-book)	..	Ditto
24	Receipt and issue register of confidential letters. ( To be kept in a note book)	..	(vide Manual of Rules and Orders for District Intelligence Branch offices in Bengal)
25	File of confidential standing orders ( To include rules for watching political suspects, for guarding witnesses etc.	..	Ditto
26	File of confidential correspondence with sub-headings as required. (To include reports received from or sent to the Intelligence Branch)	..	Ditto
27	Weekly pending list of correspondence (B. P. Form No. 203)	170A	One year or until the cases are disposed of.

### (7) Circle Inspector's office

1	File of Police Gazettes (Parts I to V)	74	Five years.
2	File of Government orders (Part VI, <i>Police Gazette</i> )	74	Permanently
3	File of Police orders (Part VI, <i>Police Gazette</i> )	74	Ditto
4	File of Criminal Intelligence Gazettes (Part I to X)	74	Five years
5	File of Criminal Intelligence Gazette (Part Xi)	74	One year
6	Files of special and illustrated and other supplements to the Criminal Intelligence Gazettes.	74	Five years
7	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B and 360C)	94 and Appendix III	Ditto
9	File of General diaries	191	Ditto
10	File of mufassal diaries	191	One year
11	File of case diaries	191	To be sent to the Superintendent's office with the Court officer's final memorandum.
12	Order book (B. P. Form No. 15)	191	One year
13	Note book	193	Permanently
14	Index of crime (B. P. Form No. 14)	194	Five years.
15.	File of personal diaries. (B. P. Form No. 18).	197	One year.

16	File of monthly return of inspection (B. P. Form No. 19 for the District Police and B. P. Form No. 128 for the Railway Police.)	198 and 557 (c).	Ditto.
17	List of important surveilles, of absconders and of fine defaulters.	199	Permanently (Should be corrected periodically.)
18	Register of letters receive. (Bengal Form No. 16).	199	Three years.
19	Register of letters issued. (Bengal Form No. 19)	199	Three years.
20	File of standing district circular orders	199	Two years after abrogation.
21	Register of railway accident cases. (Bengal Form NO. 5406.)	199	For such period as may be necessary. (To be maintained by the Circle Inspector of the Railway Police only.)
22	File of standing mobilization orders.	663	To be preserved until a new list is issued.
23	Register of visiting guards. (B. P. Form No. 143)	696	One year. (To be maintained by the Circle Inspector at sub divisional headquarters only.)
24	File of weekly reports of probationary Sub-Inspectors under practical training in districts.	791	For so long as the probationers remain under training.
25	Register of casual leave. (Bengal Form No. 107.)	819	Three months after completion.
26	Register of minor punishments (defaulters' book). (B. P. Form No. 163.)	858(a)(6)	Three years.
27	District map and jurisdiction maps of Police-stations.	1086.	Permanently.
28	Crime maps.	1088	Ditto.
29	Inspection register (B. P. Form No. 207)	1112	Five years.
30	List of Crown property in the office.	1280	Permanently.
31	Register of receipt and issue of forms, stationery and stamps.	1290	Until a new register is opened.
32	Weekly pending list of Correspondence (B. P. Form No. 203.)	170A.	One year or until the cases are disposed of.

#### (8) Police station

Serial No.	Name of register or file.	Regulation under which kept.	Period for which to be preserved.
1	Police jurisdiction list.	10and Appendix II.	Permanently.
2	Jurisdiction map of the Police-station	10and Appendix	Ditto.



		II.	
3	File of notification relating to the establishment and changes of jurisdiction, site or nomenclature of Police stations.	10 and Appendix II.	Ditto.
4	File of <i>Police Gazette</i> . (Part VI, <i>Police Gazette</i> ).	74	Five years.
5	File of Government orders (Part VI, <i>Police Gazette</i> ).	74	Permanently.
6	File of Police orders. (Part VI, <i>Police Gazette</i> ).	74	Ditto.
7	File of Criminal Intelligence Gazette. (Parts I to X).	74	Five years.
8	File of Criminal Intelligence Gazette (Part XI).	74	Permanently.
9	Files of special and illustrated and other supplements to the <i>Criminal Intelligence Gazette</i> .	74	Ditto.
10	Used books of railway and steamer warrants. (Bengal Forms Nos. 360B, 360C and 5073)	94 and Appendix III.	Two years.
11	Used books of omnibus warrants (Bengal Form No. 359)	94 and Appendix III.	Ditto.
12	File of Co-operation meetings	126	To be destroyed after all action has been taken and a new file opened.
13	Record of routes and hours of processions and assemblies on festivals and other periodical occasions.	133	Permanently.
14	File of Procession licenses (B.P. Form No. 8)	136	Three years.
15	File of command certificates. (B.P. Form No. 10.)	163	One year.
16	Mufassil diary. (B.P. Form No 18.)	209	Two years.
17	File of discharge slips. (B.P. Form No. 168).	211	Till the persons concerned are dead.
18	File of pound forms C.G. and I (Bengal Forms Nos. 211-213)	231	One year.
19	Register of births (B.P. Form No. 25.)	234	To be sent to the Magistrate's record room.
20	Register of deaths. (B.P. Form No. 26)	234	Ditto.
21	File of duplicate copies of telegrams dispatched.	242(b)	Those concerned with investigation to be filed with case diaries; others, 3 years.
22	First information report of cognizable crime.	243	Counterfoil to be filed with case diary.

23	Hue and cry notice. (B. P. Form No. 28.)	250	Those issued from the station itself to be filed with case diary, those from other stations, 3 years.
24	List of bordering districts and railway police0-stations and outposts to which hue and cry notices should be sent.	250	Permanently.
25	File of warning notices to owners and occupiers of land and other persons having an interest on such land when a breach of the peace is apprehended.	252	One year after action.
26	Register of cases in which no first information report is used.	254	Three years.
27	Register of motor vehicles accidents. (B.P. Form No. 34.)	254	Two years.
28	Case Diary (B.P. Form No. 34)	263and 264.	For periods mentioned in Regulation 1101.
29	Charge sheet. (B.P. Form No. 39.)	272	To be filed with case diary.
30	Final report. (B.P. Form No. 42)	275	Ditto.
31	First information of reported cases of unnatural deaths.	299	Three years.
32	Register of warrants of arrests. (B.P. Form No. 56).	323	Permanently.
33	File of unexecuted warrants.	323	Until the arrest is made or the warrants are cancelled or withdrawn.
34	Bill book for prisoners diet and traveling expenses. (B.P. Form No. 58.)	333	Two years.
35	Bad character roll A. (B.P. Form No. 59.)	343	Three years.
36	Bad Character roll B (B.P. Form No. 60.)	344	Ditto.
37	File of declaration by convicts under section 565, Criminal Procedure Code.	349and Appendix XXIV	To be destroyed after the period for which the residence is to be notified is over.
38	Rules for town patrols.	356	Permanently.
39	Register of attendance of chaukidars (B.P. Form No. 63.)	369	Two years.
40	District map.	373	Permanently.
41	List of unions, members of union boards and chaukidars and dafaders. (Bengal Forms Nos. 209C,209D and 209E.)	373	Permanently. (Copies of relevant entries concerning policestation will be supplied by the Subdivisional Magistrate.)
42	List of persons exempted from the operation of the Arms Act.	373	Permanently.



43	List of arms and ammunition shops and factories.	373	Ditto.
44	List of towns and other areas in which section 34 of Act V of 1861, the Gambling Act (III of 1887), and any other special Acts or Rules under Acts are in force.	373	Ditto.
45	List of liquor shops and persons licensed to distil and sell spirits.	373	Ditto.
46	List of presidents and members of union boards and presidents of panchayats (Where the system exists).	373	Ditto.
47	Disposition list of officers at the police-station and subordinate posts with dates of posting.	373	Ditto.
48	Roster of daily duties. (B.P. Form No. 61.)	373	One year.
49	List of reports and returns due to superior officers.	373	Permanently.
50	Peon book (Bengal Form No.47.)	373	Two years.
51	File of standing district circular orders	373	Two years after abrogation.
52	List of places where <i>korbani</i> is usually held.	373	Permanently.
53	Register of lands and buildings (B.P. Form No.239.)	375	Ditto.
54	Register of papers received (Bengal Form No. 16.)	376	Three years.
55	Register of papers issued (Bengal Form No. 19.)	376	Ditto.
56	General diary (B.P. Form No. 65)	377	Five years.
57.	Register of absconded offenders and escaped convicts. (B.P. Form No. 66.)	378	Until a new register is opened with names of old absconders not yet arrested.
58	Register of property stolen and of all property and articles taken charge of by the police. (B.P. Form No.67.)	379	Three years after all property entered in the register has been disposed of.
59	Khatian inspection register. (B.P. Form No. 69)	380	Fifteen years.
60	Register of station statistics. (B.P. Form No. 70 for the District Police and B.P. Form No. 71 for the Railway Police.)	380 and 1111.	Permanently.
61	List of convicts and suspects residing in the border villages of adjoining Police-stations.	381	Ditto.
62	Register of tine warrants (B.P. Form No 72)	382	Until all outstanding fines are realized or a new register is opened with outstanding items.
63	Register of persons licensed to carry or possess arms. (B.P. Form No.73.)	384	Five years.

64	Register of persons whose sentences are remitted or suspended under section 401, Cr .P.C. (B.P. Form No. 74.)	385	Permanently.
65	List of approvers	386	Permanently.
66	Minute book. (B.P. Form No. 75.)	387 and 585	Three years or until a new book is opened.
67	Gang record. (Extracts form the Superintendent's gang register.)	388	Permanently.
68	Enquiry slips. (B.P. Forms Nos. 76 and 77.)	389	One year.
69	Crime maps.	390	Permanently.
70	Village crime note book, Parts I.V. (B.P. Forms Nos.78-83)	391	Ditto.
71	File of periodical reports and returns	407	Three years
72	File of monthly cash account. (B.P. Form No. 85.)	409	Ditto.
73	Monthly bundles of receipt vouchers	409	Ditto.
74	Counterfoils of receipt cheques (Bengal Form No.39)	400	Ditto.
75	Register of arms, ammunition and military stores deposited at the police-station. (B.P. Form No. 113.)	529 and Appendix XIV.	One year.
76	List of itinerant railway criminals.	582	Permanently. (To be maintained in railway police- stations only.)
77	Guard file of notifications defining the jurisdiction of magistrates to whom reports should be made in cases of	599	Ditto.
	railways accident and criminal cases occurring on railway lines.		
78	File of mobilization contingent	663	Permanently.
79	Inspection register (B.P. Form No.207.)	1112.	Five years.
80	Criminal History (B.P. Form No .211.)	1123	To be kept during the lifetime of the criminal wherever he resides.
81	Gang register (chart). (B.P. Form No.212.)	1128	Permanently.
82	Muster roll for works executed through departmental agency.	1266.	Three years.(The roll will show the names of labourers, the date and hours of attendance and the amount paid to each individual.)
83	File of —Building and miscellaneous construction notes	Paragraph 309, Police Gazette, Dated 3 <sup>rd</sup> September 1937	Permanently



84	Measurement book for departmental works.	Police order No. 9 of 1937	To be returned to the Superintendent's office on completion of the work.
85	List of Crown property at the police station	1280	Permanently
86	Register of receipt and issue of forms, stationery and stamps.	1290	Until a new register is opened.
87	Weekly pending list of correspondence (B.P. Form No. 203)	170A	One year or until the cases are disposed of
87(A)	Register of persons arrested	323A	For 1 year after all cases of arrests not in the Register have been disposed of

**(9) outpost (excluding floating outposts).**

1	File of command certificates (B.P. Form No. 13.)	163	One year
2	Roster of daily duties. (B.P. Form No. 61)	356	Ditto
3	Rules for town patrols	356	Permanently (To be kept at each town outpost where a copy in the vernacular shall also be hung up.)
4	Town beat map	373	Permanently (To be kept at each town outpost
5	Disposition list of officers at the outpost with dates of posting.	373	Permanently.
6	List of bad characters under surveillance with residence, parentage and personal description.	373	Permanently. (To be kept corrected up to date)
7	List of absconders residing or having relatives or connections in the outpost jurisdiction with details as to description, relations, etc.	373	Ditto.
8	General diary (B.P. Form No. 65)	377(k)	Five years.
9	Inspection register (B.P. Form No. 207.)	1112	Ditto. (Entries to be recorded by superior officers including
			Sub-Inspectors of the parent police station whenever the outpost is visited on duty.)
10	List of Crown property at the outpost	1280	Permanently
11	Register of receipt and issue of forms, stationery and stamps.	1290	Until a new register is opened.

**(10) Floating outpost and patrol launch.**

1	File of Police Gazette (Parts I-V)	74	Five years.
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2	File of Police orders (Part VI, Police Gazette)	74	To be kept at the outpost for such periods as may be necessary and the transferred to the parent police-station or to the Superintendent's office.
3	File of Government orders (Part VI, Police Gazette)	74	Ditto
4	File of Criminal Intelligence Gazettes	74	Five years
5	File of standing district circular orders concerning the outpost and patrol launch.	..	Two years after abrogation.
6	File of Crown Property at the floating outpost and patrol launch.	1280 and Appendix XXV	Permanently
7	Stock book of expendable and permanent stores.	Appendix XXV	Permanently (To be kept in each launch)
8	General diary (B.P. Form No. 65)	Appendix XXV	Five years.
9	Patrol register	Appendix XXV	Two years on completion.
10	File of personal diaries of officers in charge of patrols.	Appendix XXV	One year
11	Crime map	Appendix XXV	Permanently.
12	Register of cases reported direct to the floating outpost.	Appendix XXV	Two years on completion.
13	Roster of daily duties (B.P. Form No. 61)	Appendix XXV	One Year
14	File of command certificates (B.P. Form No. 10)	163	Ditto
15	Log books for serangs and drivers (Bangal Form Nos. 344 and 345)	Appendix XXV	One year after completion (To be kept in each lunch)
16	Daily attendance registers for crews	Appendix XXV	One year
17	Register of papers received (Bangal Form Nos. 16)	Appendix XXV	Three year
18	Register of papers despatched (Bangal Form Nos. 19)	Appendix XXV	Ditto
19	Disposition list of officers at the out post with dares of posting.		Permanently
20	Inspection register. (B.P. Form No. 207)	1112	Five years. (Entries to be recorded by superior officers including sub inspectors of the parent police station whenever the outpost is visited on duty.
21	Register of receipt and issue of forms stationery and stamps	1290 and Appendix XXV	Until a new register is opened