

## **RVS COLLEGE OF ENGINEERING, DINDIGUL -624005**

### **DOCUMENT RETENTION POLICY**

- ❖ Records are to be maintained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements
- ❖ To comply with applicable legal and regulatory duties to retain documents as contained in various Statutory Rules/Procedures in General any specific to Educational institutions.
- ❖ To possess all documents needed for normal academic purposes, including administration of ongoing academic relationships.
- ❖ Do not discard any document that may be relevant without the written approval of the Principal.
- ❖ Original Certificates will be retained until getting Directorate of Technical Education approval. All the original documents are returned back to the students immediately after verification by Anna University.
- ❖ The Principal shall be responsible for administering this policy.

**PRINCIPAL**