

Subject: Purging/destroy documents at site.

Keywords: Documents, purging destroying, scanning.

1. Following procedure to be followed with immediate effect.
2. Sites with ongoing construction activity.
  - a. Customers addition and alterations files – send to CR once possession is handed over.
  - b. QC files – maintain till completion of project. Completely destroy after completion of project. However, continue to maintain files limited to flats/ villas that are not handed over.
  - c. PO files – destroy all POs more than one year old.
  - d. DCs /PODs – destroy all documents more than one year old.
  - e. Test reports related to RMC, steel and other equipment – documents more than one year old to be scanned, upload on M-codex and destroyed.
  - f. Original bills/invoices to be sent to HO.
  - g. Calculation sheets and other working files – destroy documents more than one year old.
  - h. Contractor bills and estimates – maintain till end of project. Destroy once project is completed and account of respective contractors is settled.
  - i. Plans – maintain as per circular.
  - j. Registers – maintain till project is completed.
  - k. Vouchers, estimates, contractor statements, accounts statements – destroy all documents more than 3 months old, unless contractor account is not settled.
3. Sites where construction is almost completed and minor sites.
  - a. Customers addition and alterations files – send to CR once possession is handed over.
  - b. QC files – Completely destroy all files. However, continue to maintain files limited to flats/ villas that are not handed over.
  - c. PO files – destroy all POs more than 3 months old.
  - d. DCs /PODs – destroy all documents more than 3 months old.
  - e. Test reports related to RMC, steel and other equipment – destroy all documents. However, scan and upload on M-codex before destroying.
  - f. Original bills/invoices to be sent to HO.
  - g. Calculation sheets and other working files – destroy all documents.
  - h. Contractor bills and estimates –. Destroy all documents. However, only maintain documents where contractors accounts are not settled.  
Plans – destroy all copies. Originals to be spiral bound and kept at site. Spiral bound should not be more than 1” thick. Once site office is shut down handover plans to association (in other cases return to HO).
  - i. Registers – all registers more than one year old to be handed over to HO. HO to destroy all registers except inward and outward register. They may be destroyed once they are 3 years old.
  - j. Vouchers, estimates, contractor statements, accounts statements – destroy all documents more than 3 months old, unless contractor account is not settled.
4. This memo to be reviewed by Jai Kumar, Praveen, admin-audit and revised to include old types of documents. However, this shall be implemented from immediate effect.

Soham Modi.