



Government of India
Ministry of Information and Broadcasting
Central Board of Film Certification
Films Division Complex, Phase 1, Dr. Deshmukh Marg, Mumbai 400026

File No. D -2 6014/1/2019 – Reco. Part file

Date:- 29-07-2022

To,

All Regional Officers,
Mumbai, Chennai, Kolkatta,
Bagaluru, Hyderabad, New Delhi,
Triruvanthapuram, Cuttack, Guwahati.

Subject :- Implementation of Record retention schedule (R.R.S.)

Sir/ Madam,

Please find enclosed herewith final revised copy of Record Retention Schedule is received from Asst. Director of National Archive of India , for your information and implementation.

While implementing R.R.S. following points may kindly be considered:-

1. Short film files will be weeded out after period of 3 years retention period. Before weeding out files, a list of such files will be prepared as per Public Records Act 1997 Annex III rule 9 sub clause 3 and permission of Record Officer (Sr. Administrative Officer) will be taken for weeding out files. (List format - annex1) List of short film files weeded out will be preserved permanently. (as per RRS sr. no. 45 –b)

2. Copy of Theatrical & Video films in DCP/ DVD format of all films retention will be of minimum period of 3 years. . (as per RRS sr. no. 45 –a)

Manday
29/7/2022

3. All Feature film files (F.F.F.) will be retained for minimum period of 10 years . (as per RRS sr. no. 45 –c) It may kindly be noted that under Public Records Act 1997 The National Archives of India (NAI) visit our office to appraise/ weed out records which is more than 25 years old.


CBFC has to take action of appraisal / weeding out in consultation with NAI. All regional offices are requested to give number of Feature film files (year wise) available in there region , so that NAI appraisal can be arranged for their region.

4. R.R.S. in respect of records common to all Ministries/ Departments are to be taken as per guidelines provided by Department of Administrative reforms & Public grievances at **website :- darp.gov.in/sites/default/files/RRS_WC.pdf** (copy enclosed)

It is requested to comply with above points and submit the action taken report to the Head Quarters by 8th Aug, 2022 positively.

Thanking you.

Yours faithfully,


(Shiv Nandan Kumar) 29/7/2022
Sr. Administrative Officer

Copy for information to : CEO, CBFC, Mumbai.

RECORDS RETENTION SCHEDULE OF SUBSTANTIVE FUNCTIONS OF
THE CENTRAL BOARD OF FILM CERTIFICATION
MINISTRY OF INFORMATION & BROADCASTING

CHAIRMAN/ CEO SECTION , HEADQUARTERS,

Sl. No.	Subjects/ Records groups	Retention Period Recommended by National Archives of India (NAI)	Remark
1	CBFC logo	B	
2	Miscellaneous / Vigilance	C-10	
3	Policy regarding review of Rule 22 (3) of Cinematograph Certification Rules 1983	B	
4	Parliamentary Committee Loksabha Visit	B	
5	Comparative statement of Govt. from 1947 onwards – VIP reference regarding	B	
6	VIP References	C- 10	
7	Complaint regarding Films	C-3	
8	Rules/ Guidelines regarding films on election	B	
9	Policy regarding Re- certification of 'A' to 'UA' & 'U'	B	
10	Codes and rules of film certification of different countries	B	
11	Recommendation of Justice J.S. Verma Committee on fundamental duties compliance of	B	
12	Compendium of orders issued by CBFC	B	
Files relating to 'M' series			
13	Policy regarding certification of films etc.	B	
14	Policy regarding Committees/ working groups / Conferences/ meeting related to films	B	
15	Minutes of the meetings related to certification	B	
16	Proposal for streamlining the working of CBFC	B	
17	Policy in regard to certification of films general instructions to Regional Offices and members of Advisory Panels	B	
Cinematograph Act, 1952			
18	Cinematograph Act 1952	B	
19	Rules under the Act 1952	B	
20	Amendment of Act/Rules	B	
21	Interpretation of the Rules	B	
22	Important Communication on Act/ Rules	B	

Film Certification			
23	Representation of film industry connected with certification of films	C-5	
24	Complaints against certified films	C-3	
25	Film Certification seminar	C-5	
26	Debate in Parliament on film certification	C-5	
27	Advise sought from the Ministry of I & B on films censoring for certification	C-5	
28	Correspondence with general public on various film matters	C-3	
29	To study/ survey the impact of films on the audience	B	
30	Cases of films decided by the Central Govt. under Section 6 of the Cinematograph Act 1952	B	
31	Policy matter regarding DCP/ video and other related matters	B	
32	Study of Certification procedure in other countries	B	
International Film Festivals			
33	Committees/ Commissions	C-10	
34	Monthly and Weekly note received / forwarded on important matters to Ministry of Information and Broadcasting	C-3	
35	Opening/Establishment of regional offices etc.	B	
36	Tour Programme	C-3	C-3 or 1 year after the Audit is over whichever is latter
Files relating to Authorization			
37	Authorization and correspondence on transfer of films dealing with regional offices	C-3	
Files relating to 'P' series			
38	Agenda and minutes of the CBFC	B	
39	Appointment of members of CBFC	C 10	
40	Advisory panels – particulars of persons recommended for appointment i.e. advisory at Regional Offices Mumbai/ Kolkatta/ Chennai/ New Delhi/ Hyd./ Tvm./Cuttack/ Guwahati	C-10	
41	Chairman's correspondence on various subjects	C-5	
42	Issuing Cinema passes To Advisory Panel Member	C-3	
43	i) Correspondence of Board Meeting files	C - 10	
	ii) Minutes of the Board Meeting	B	
Court Cases			

44	Court cases of High Court and Supreme Court	C- 5	C- 5 after final settlement of case under normal course of law Judgment copy & Cases of precedent Value as-"B"
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FUNCTIONS OF REGIONAL OFFICES

45	a)Copy of Theatrical & Video films in DCP / DVD format all films	C - 3	
	b)Retention of Short films		
	c) Retention of feature film files	C-10	
46	List of Weeding out of Short film files	B	
47	List of weeding out of old feature film files marked for destruction by NAI	B	
48	List of files appraised and transferred to National Archive of India	B	
49	Correspondence regarding seized prints of films, duplicate censor certificate and title verification of films correspondence with Regional Offices	C-5	
50	General Correspondence	C-3	
51	Court case	C- 5	C- 5 after final settlement of case under normal course of law Judgment copy & Cases of precedent Value as-"B"

Registers

52	Application Register of films	B	
53	Censor Certificate Issue Register	B	
54	Demand draft Register	C-3	C-3 or one year after audit, whichever is later
55	Film Cuts Register	B	
56	DVD/ DCP sealing Register (kept by Regional Officer)	B	
57	Counterfoil of Censor certificates	B	

58	Film Cuts Indian and Imported film cuts	C - 3	Cuts preserved online from year 2017 i) Indian film cuts transferred to NFAI, Pune ii) Imported film cuts to be destroyed.
59	Expediting the certification films by CBFC	C- 3	
60	Authorization and correspondence on transfer of films dealing with regional offices	C-3	
61	Complaints against certified films	C - 3	
62	Allege possession and exhibition of obscene films (Interpolation)	B	
63	Certification violation	C -10	
64	Constitution of reviewing committee for examination under Cinematograph Rules, 1983	B	
LIBRARY & RECORDS			
65	Correspondence regarding duplicate Censor Certificate	C-5	
66	Court cases (correspondence with Regional offices)	C-5	
67	Correspondence with National Archive of India - Record Management & Record Retention Schedule.	C-10	
68	List of Transfer of Scripts to NFAI, Pune.	B	
69	List of Feature film files appraised/ transferred / weeded out marked by National Archive India	B	
70	Issue register of films files to CBFC Officers.	C-10	
71	Gazette notification in respect of films certified	B	

List of Short film files weeded out

[illegible]



GOVERNMENT OF INDIA

**RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS
COMMON TO ALL MINISTRIES/ DEPARTMENTS**

2012

**DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES
SARDAR PATEL BHAWAN, SANSAD MARG, NEW DELHI-110001**

Website:- darpg.gov.in/sites/default/files/RPS-WC.pdf

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