S. No	Department	Category/Sub category/Section	Disposal Type/ No. of yrs. To be preserved	File No. and Subject/ Record Description	Age of the Record Year/ Origin of the file	Type of the Record/Stitched/ bound	Condition	Paper treatment Required(Yes/No) (Worn out condition and	Record Scanned(Yes/No)	Total Pages(Approx.)	Remark if any	Total Records	Recommended for only Scanning	Recommended for Scanning and storing	Recommended for destruction	Recommended to keep for specified period only.