

**Normal period for which Station Operating Registers and Records are required to be preserved:**

S.No. of the Book/Form	Description of the Book/Form	Period of preservation from the date of completion
	Train passing registers/Books/Forms	1 year
	Muster Roll	Permanent record
	Caution order register and Caution Order books	1 year
	Wagon Exchange Book/Wagon Exchange Register	3 years
	Sick Wagon and Transshipment Register	3 years
	Guard's Signature Book	3 years
	Wagon Demand/Priority Register	3 years
	Indent and Loading Register	3 years
	Wagon Transfer Register	3 years
	Damaged Stock Register/ Sick Wagon Register	3 years
	Siding Voucher Book/Record of Time Wagon Handing over	3 years
	Control Order Book/Conference Book	3 years
	HQ Leaving Permission Register	1 year
	Uniform Register	Permanent Record
	Record of Station Equipment sent for repairs	Permanent Record
	Register of Inward and Outward Letters	3 years

	Register of Important Circulars	Permanent Record
	Station Order Book	Permanent Record
	Station Inspection Register	Permanent Record
	Transportation Bio-data Register Register of Home Addresses of staff etc	Permanent Record
	Spectacles Register	1 year
	Station Diary and Charge Book	1 year
	Unconnected Wagon Register	3 years
	Load Report Register	3 years
	Register showing Analysis of Late starts To Goods Trains at Important Yards	3 years
	Watering Register	3 years
	Summary of Daily receipt and despatch of wagons and Work Done	Local Orders to be issued by DRM
	Special Stock Register	Local Orders to be issued by DRM
	Detention to Wagon at Train Marshalling stations	Local Orders to be issued by DRM
	Register of occupation of reception lines	3 years
	Detention to Trains outside signals and at adjacent stations	3 years
	Marshalling Register for Inward and Outward trains	Local Orders to be issued by DRM
	Register showing detailed Arrival, Placement, Despatch and Detention particulars of PU, Repack wagons, etc.	Local Orders to be issued by DRM
	Register of Long Distance Goods Train run	Local Orders to be issued by DRM
	Guard's and Assistant Guard Arrival Register	3 years
	Register showing Detention to wagons at Break of Gauge Transshipment point	3 years
	Number Taker Book	3 years
	Yard Wagon Balance Register	1 year
	Guard's Duty Register	3 years
	Guard's Rough Journal	3 years
	Register of Train Advices	6 months
	Form of Train Examination advice	1 year
	Register showing load of Goods Trains and Goods trains run under load	3 years
	Statement of running of Passenger Trains	3 years
	Diary of Yard Supervisor.	Permanent Record
	Unusual Register, other registers and Records maintained in control offices and at specified stations	Local Orders to be issued by DRM

Note: - (i) In calculating the one year or the three years period, the year to which the books and documents relate, and the year in which they are to be destroyed should be excluded.

(ii) Record pertaining to Court Cases, departmental enquiries should not be destroyed till three years from the date the case is decided.

(iii) Record pertaining to public claims etc., or those under reference from Home or other railways, should not be destroyed without permission from DRM concerned.

Most of these registers can be computerised, clubbed & some can be eliminated