

**NEW DELHI MUNICIPAL COUNCIL
(ARCHITECTURE & ENVIRONS DEPARTMENT)**

MANUAL 6

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT
ARE HELD BY IT OR UNDER ITS CONTROL
(SECTION 4(1)(b)(vi))

S.No.	Nature of record	Details of information available	Unit / Section where available	Retention period, where available
1.	Building Plan files	Contain details of applications, owners, quantum and nature of sanctioned building	Building Plan Section	--
2.	Project files	Contain details of projects completed or running	Design Section	--
3.	Misuse files	Contain details of actions initiated against the misused properties	Misuse Section	--