

MANUAL 6

A statement of the categories of documents that are held by it for under its control

{section 4 (1) (b) (vi)}

Sl. No.	Nature of record	Details of information available	Unit/section where available	Retention period, where available
1.	Proceedings	Committee/council's resolution 1931 to 1988 (Dec.)	Central Library	Record of permanent nature
2.	Published advertisements	Subject, from which department received, to whom released through which RO	P.R. Deptt. (with advt. Unit)	5-10 years
3.	Newspaper clippings	News relating to NDMC's activities published in various newspapers from April, 1967 till date	P.R. Deptt. (with Technical Unit)	Record of permanent nature
4.	Press Releases	Press Releases relating to NDMC's activities and functions held from 1990 till date	P. R. Deptt. (with Technical Unit)	Record of permanent nature
5.	Old maps	On display (rare maps) 1914 & 1938	Central Library	Record of permanent nature