



DURATION OF PRESERVATION OF RECORDS IN SOCIETY

The duration for which records should be preserved in a society depends on various factors, including legal requirements, historical significance, administrative needs, and best practices for records management. Here is a general guide on the duration for preserving different types of records: The Secretary is responsible for keeping the records safe within the society's office. If not, the society should preserve them at another fixed location.

Records to be retained for Five Years:

- Bill Collection Register
- Bill Receivable Register
- Stock Register
- Records of Bank Authorization for operation of accounts

Records to be retained for Ten Years:

- General Ledger
- Personal Ledger
- Pay-in-slip counterfoils
- Staff Salary Books
- Register of Audit Objections and Rectification Reports
- Bill Books
- Payment Vouchers
- Correspondence with Members
- Bank Pass Books
- Cheque Book counterfoils
- Receipt books counterfoils

Records to be retained permanently:

- Indemnity bonds for lost Share certificates
- Membership applications
- Share certificate books and Counterfoils
- Register of Transfer of Shares
- MCS Act, Rules, Registered Bye-laws, Amendment to Bye-laws
- Registration Certificate, Registration documents





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Records to be retained permanently:

- Correspondence with Registrar/ Joint Registrar and other authorities of Civic body
- Correspondence with State Government, Civic, Police and other authorities
- Register of members in Form "I"
- List members in Form "J"
- Share Register
- Minutes books of General Body
- Minutes Books of Managing Committee
- Important circulars and Standing Instructions issued by the Society
- Documents of Title deeds, Conveyance deed, Mortgage deed and Loan contracts
- Copies of individual agreements of members
- File of Contracts and agreements
- Plans and estimates
- Allotment letters for Flats, Shops etc
- Allotment letters of Parking spaces
- Staff Records
- Leave and Licence Agreements and Lease Agreements
- Possession Letters of Individual Flats owners
- Sinking Fund Deposit records
- Annual Statements of Accounts in Form N
- Audit Reports of Statutory and Internal Audit
- Cash Book
- Dead Stock Register
- Library Register
- Investment Register
- Property Register
- Nomination Register
- Share Capital Records
- Long term deposit records unless used with GBM approvals
- Records of deposits retained with Electricity, Water, Telephone, Municipal and other Authorities
- Structural Audit and Audit Registers

