

**A statement of the categories of documents that are held by it or under its control.**

<b>Classification of Record</b>	<b>Type of Record</b>	<b>Duration of keeping records.</b>
A	Indoor paper (MLC) Death Register	Permanent
B	Books casualty patient – Books Delivery Record –	30 years
C 1	Books of Injury certificate – Police certificate Book - Registration and patient admission Indoor	10 Years
C	Under treatment certificate Registration of O.P.D. patient Indoor paper	5 Years