

Manual No.07

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT
OR UNDER ITS CONTROL.**

The record of Nair Hospital Dental College is classified in to following 6 categories and is to be preserved for duration as indicated below:-

Class	Duration
A	Permanent
B	30 years
C-2	15 years
C-1	10 years
C	5 years
D	1 year