

Duration of preservation of records in CHS

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

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
- ✓ 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