

Document Preservation Policy

GAIL (India) Limited

(1) Preamble

GAIL recognizes the responsibility to ensure that their business records are being created, captured, stored and disposed in a secure and trusted manner so that they are demonstrably reliable.

All stakeholders, from peers to investors to authorities to daily transactional partners and to courts, everyone who comes in contact with an organization is relying upon the ability of that organization to establish the trustworthiness and accuracy of the stored documents, records and information

Failure to dispose the records beyond the period for which they are required may expose the organization to substantial costs in producing and reviewing all information during litigation or regulatory investigations that it would otherwise have removed from its system.

This Policy (hereinafter referred to as "Policy") shall be called "Policy for Preservation of Documents"

As per SEBI guidelines, the document preservation policy needs Board approval of listed companies.

(2) Scope of the policy

The objective of the policy is the creation and management of useable records, capable of supporting business functions & activities for as long as they are required, disposal of records & maintenance of disposal records in compliance to the statutory obligations. The DCS department has been using various IT system for digitization of records and coordinating the management of all types of records through Electronic Document Management System(EDMS).

The last policy was approved in 2003 and there have been changes in the available technology, regulations and require a re-look of the various operating parameters under the policy. The record retention Schedule shall be reviewed at least once in 5 years.

This policy shall apply to all documents generated or received by GAIL (India) Limited, both in physical form as well as electronic form.

(3) Categorization of Records

Document may be recorded under any one of the following category:

- Category 'A'** meaning '*keep permanently*' This category shall include record of administrative importance or of historical importance.
Class "A" category records will be reviewed on attaining the 25th year of their life.

Category 'B' meaning '*keep for specified period only*'. This category shall include files of secondary importance and having reference value for a limited period.

The physical files shall be stored for a period not exceeding 10 years.

Category "B" files to be kept for a period of 01 to 10 Years. In exceptional cases, if the record is required to be retained beyond 10 years, it shall be upgraded to Category 'A'.

Periodicity of review of document both physical as well Electronic based on the type and sensitivity of the file and will be defined in operating guidelines.

The list of documents and zero date for retention period will be consider as per approved standard operating guidelines.

Records of category "A" & "B" may be kept in electronic mode as per approved standard operating guidelines.

(4) Capture: To ensure that the records are usable throughout its lifecycle. For electronic preservation of closed records it should be captured in GAIL EDMS system within 6 months from the date of closing of record. .

1) All permanent type records before 2009 should be reviewed by concern department before preservation in Electronic & Physical type. .

(5) Retention: The records are to be retained and managed through the system, retaining the integrity and enhancing the usability of the contents.

a) **Digitisation:** Records shall be digitized as per the Categorization of records provided in standard operating procedure and will be maintained in GAIL EDMS so that:

- Its original is preserved intact and access to it is restricted to the barest minimum to avoid its damage or loss.
- the document can be simultaneously/frequently referred.

b) **Preservation:** It has to be ensured that the contents of the system are useable throughout its lifecycle.

(6) Document Identification Markers:

- Each physical record which has been created in GAIL EDMS shall clearly have the following information mentioned on physical record with major parameters such as mentioned below: There are other parameters to define the document which will be defined in SOP.

- o Unique Identity Number (EDMS Number)
- o Total number of volumes
- o Description of contents on each volume
- o Name of Document process owner
- o Category of record
- o (Confidential / Non-confidential).

(7) Access:

Access to digital and physical records shall be available to authorize user and to be provided as per approved standard guidelines procedure.

(8) Review & Disposal approval

The Documents which are not required to be preserved beyond the "specified period" as per standard operating procedure shall be destroyed as per respective department with approved procedure.

Disposal approval & its records shall be maintained permanently in Electronic Document Management system.

(9) Location of DCS Regional work center

For retention of physical document, we have identified various DCS Regional center as on date based on local reporting structure and the convenience. However, addition of such DCSRWC location based on consideration at appropriate time in SOP.

(10) Responsibility

The Head of Department/Sectional Head at the Corporate office /OIC at other work center shall designate an Record officer not less than E6 who shall ensure compliance with standard operating guidelines.Document Process Owner shall be responsible for handling and management of Records as per standard operating procedure

(11) Dir(HR) is authorized to approve standard operating guidelines for retention/retrieval and disposal process of Physical & Digitization of record.

(12) Glossary

EDMS	: Electronic Document Management System
DCS Dep't	: Document Control Services, Department
Document Process Owner	: Responsible for handling and management of records as per SOP
Record officer	: Who shall ensure compliance with SOP
DCSRWC	: DCS Regional work center
Zero date	: Start of retention period Electronic & Physical records as define in SOP