

	<p>माझगांव डॉक शिपबिल्डर्स लिमिटेड</p> <p>MAZAGON DOCK SHIPBUILDERS LIMITED (Formerly Known as Mazagon Dock Limited) Dockyard Road, Mumbai - 10 CIN: U35100MH1934GOI002079 Right to Information Act – 2005</p>
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A statement of the categories of documents that are held by it or under its control:

Records being maintained by MDL are categorized as follows:

Type	Definition	Examples
Vital	Records that cannot be replaced and hence should never be destroyed. These records are essential to the effective continued operation of the organization and should not be transferred from the active section of the storage area (usually the general office area)	Property deeds, Legal documents, Incorporation documents, contracts.
Important	Records, that are necessary to an orderly continuation of the business and are replaceable only with considerable expenditure of time and money. Such records may sometimes be transferred to inactive storage but are usually not destroyed.	Tax records, Financial records, Sale records.
Useful	Records that are useful for the smooth, effective operation of the organization. Such records are replaceable, but their loss would involve some delay or inconvenience to the firm.	Letters, Business reports, some financial records.
Non-Essential	Records that have predictable value to the organization. Since the purpose for which they were created has been fulfilled, they may be destroyed.	Routine correspondence, Inter-Office memos, seasonal publication

Further, files are being maintained by the Company under the categories as follows:

- a. Category A: Records which are considered as “VITAL” & “IMPORTANT” will be included in this category.
- b. Category B: Most records which are considered “USEFUL” will be included in this category.
- c. Category C: Some of the records which are considered “USEFUL” are included in this category.

[Preservation of Documents and Archival Policy](#)