

S-12016/1/2008- NACO(LS)  
Government of India  
Ministry of Health & Family Welfare  
Department of AIDS Control  
National AIDS Control Organization

36 Janpath, 9<sup>th</sup> Floor  
Chandarlok Building  
New Delhi - 110001

3<sup>rd</sup> December 2010

**OFFICE MEMORANDUM**

**SUBJECT:** Retention of documents/records pertaining to "Testing & reporting of HIV/AIDS"

All records/documents pertaining to "**Testing & Reporting of HIV/AIDS**" at NRLs/SRLs/and peripheral testing units are required to be maintained for a minimum period of 5 years from the day of generation of record or as per the state rules whichever period is ending later.

This issues with the approval of Secy & DG, NACO.



Dr. Sandhya Kabra  
ADG(LS & BS)

CC to:

1. Project Directors, All States
2. NRL/SRL Incharges
3. Regional Technical Specialists – LS(4 Regions)
4. US(Admin), Dept. of AIDS Control
5. Mr. Shreenu, TO(M&E), for uploading on NACO official website