

Document Storage Guidelines for Registrars - Version 1.2

1. Background

The Unique Identification Authority of India shall issue AADHAAR numbers based on demographic and biometric information provided by the resident. The demographic information consists of four mandatory fields: Name, Date of Birth, Address and Gender, of which name, data of birth and address are required to be supported and verified by documentary proof of identity, address and date of birth. The purpose of the document storage guidelines is to define the standard procedure of handling documents collected and generated during the resident Enrolment process for AADHAAR numbers. There are several documents which are part of the enrolment process for AADHAAR and each of them need to be handled with care and stored in a manner that will enable ease of retrieval at a later date (if required). The list of documents in the Enrolment process is:

- a) Proof of Identity, address and date of birth (some residents may have a single document which can act as proof for all three, while other residents may produce different documents for each)
- b) Enrolment form (this form may not be used by all Registrars since some may already have pre-enrolment data available, which will only need to be verified by the resident at the time of enrolment)
- c) Consent for enrolment (this form contains details of enrolment and confirmation of details by the resident as well as consent of the resident for sharing of data for welfare and financial services in case of introducer based enrolment endorsement by the introducer)
- d) Acknowledge receipt for resident (this is a receipt of enrolment for AADHAAR which contains an enrolment ID)

2. Responsibility of Registrars:

Since the enrolments for UIDAI is being done through Registrars, it is responsibility of the Registrar to ensure that all PoA/PoI documents provided by the Residents are verified properly. The preferred mode of verification is through the Registrar's employees but in exceptional circumstances the Registrar may assign the same as specific deliverable to EA that they engage. EA operator will verify the document and

sign the document as proof of verification. The details of documents acceptable as proof of identity, address and date of birth are prescribed for verification purposes are given in Annexure attached. UIDAI has also prescribed Introducer based verification. All these verification documents generated in the process of enrolment for AADHAAR numbers must be properly indexed, retained and stored in a secure manner so as to protect the documents from unauthorised access and enable easy retrieval when required by UIDAI.

2.1. Document Retention and storage

As a Registrar of the UIDAI, there are certain obligations to be fulfilled by the Registrar with respect to retention of documents related to enrolment of residents for AADHAAR numbers.

- a. The documents are required to be preserved by Registrar till the UIDAI finalizes its document storage agency.
- b. The Registrars must ensure that the documents are stored in a safe and secure manner and protected from unauthorised access. The Registrar must also ensure proper referencing and indexing of the documents for easy retrieval.
- c. The Registrar will be required to provide UIDAI access to the documents as and when required by UIDAI.
- d. UIDAI will prescribe a process for requesting the documents retained by the Registrar.

Document	Retention	Storage
Enrolment form	Registrar may specify , not mandatory	<ol style="list-style-type: none"> a) Hard copy maybe stored by the Registrar; or b) Registrar may scan the enrolment form at the point of enrolment and retain a copy; or c) Registrar may digitise documents offline and allot Document Identification Number (DIN) – barcode*.
Proof of Identity	Yes - must be retained by the Registrar	<ol style="list-style-type: none"> a) Photocopy maybe stored by the Registrars; or b) Registrar may digitise by scanning at the time of data

		capture; or c) Registrar may take the photocopy and digitise documents offline and allot Document Identification Number (DIN) – barcode*.
Proof of Address	Yes - must be retained by the Registrar	a) Photocopy maybe stored by the Registrars; or b) Registrar may digitise by scanning at the time of data capture; or c) Registrar may take the photocopy and digitise documents offline and allot Document Identification Number(DIN) – barcode*
Date of Birth (Date of birth can be recorded even if there is no documentary proof and marked as “declared”. Where date of birth is not known age can be recorded)	Yes (where documentary proof is provided) - must be retained by the Registrar. (In cases where resident is able to provide documentary proof, else the date declared by the resident should be recorded by the enrolling agency as date of birth)	a) Photocopy maybe stored by the Registrars; or b) Registrar may digitise by scanning at the time of data capture; or c) Registrar may take the photocopy and digitise documents offline and allot Document Identification Number(DIN) – barcode*
Confirmation and Consent form/ Request for correction	Yes - must be retained by the Registrar	a) Hard copy must be stored and a document identification number allotted – barcode*; and b) A back up digitised scan copy may also be stored
Acknowledgment form / Acknowledgement of correction	Not to be retained must be returned to the resident.	Not stored

*The enrolment operator will paste bar coded stickers on the Confirmation and consent form, enrolment forms (where available) and photocopies of Proof of identity address

and date of birth documents. The bar code on the Consent Letter will be read and stored on the UIDAI provided enrolment client software along with the resident's data. If scanning of documents is to take place at a later stage, then the bar code reader can be used to retrieve and attach the scanned documents to data file of the Resident.

Registrars are required to follow these documentation storage guidelines prescribed by the UIDAI. The UIDAI is in the process of formalising a comprehensive data retention and record keeping policy which will be published shortly and will replace these documentation storage guidelines.

Annexure

List of Documents for Verifying PoI, PoA& DoB

Support PoI Documents Containing Name and Photo	
1.	Passport
2.	PAN Card
3.	Ration/ PDS Photo Card
4.	Voter ID
5.	Driving License
6.	Government Photo ID Cards
7.	NREGS Job Card
8.	Photo ID issued by Recognized Educational Institution
9.	Arms License
10.	Photo Bank ATM Card
11.	Photo Credit Card
12.	Pensioner Photo Card
13.	Freedom Fighter Photo Card
14.	Kissan Photo Passbook
15.	CGHS / ECHS Photo Card
16.	Address Card having Name and Photo issued by Department of Posts
17.	Certificate of Identify having photo issued by Group A Gazetted Officer on letterhead
Supported PoA Documents Containing Name and Address	
1.	Passport
2.	Bank Statement/ Passbook
3.	Post Office Account Statement/Passbook
4.	Ration Card
5.	Voter ID
6.	Driving License
7.	Government Photo ID cards
8.	Electricity Bill (not older than 3 months)
9.	Water bill (not older than 3 months)
10.	Telephone Landline Bill (not older than 3 months)
11.	Property Tax Receipt (not older than 3 months)
12.	Credit Card Statement (not older than 3 months)
13.	Insurance Policy
14.	Signed Letter having Photo from Bank on letterhead
15.	Signed Letter having Photo issued by registered Company on letterhead
16.	Signed Letter having Photo issued by Recognized Educational Institution on letterhead
17.	NREGS Job Card
18.	Arms License
19.	Pensioner Card
20.	Freedom Fighter Card
21.	Kissan Passbook
22.	CGHS / ECHS Card
23.	Certificate of Address having photo issued by MP or MLA or Group A Gazetted Officer on letterhead

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| 24. | Certificate of Address issued by Village Panchayat head or its equivalent authority (for rural areas) |
| 25. | Income Tax Assessment Order |
| 26. | Vehicle Registration Certificate |
| 27. | Registered Sale / Lease / Rent Agreement |
| 28. | Address Card having Photo issued by Department of Posts |
| 29. | Caste and Domicile Certificate having Photo issued by State Govt. |

Supported Proof of DoB Documents

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| 1. | Birth Certificate |
| 2. | SSLC Book/Certificate |
| 3. | Passport |
| 4. | Certificate of Date of Birth issued by Group A Gazetted Officer on letterhead |

File No 4/(4)/57/28/2010-RoB
(Planning Commission)
UIDAI

Subject: Document storage guidelines

PUC is from DDG, RO Hyderabad regarding guidelines on storage of documents submitted during the Aadhaar enrolment. He has informed that about 45000 enrolments have been completed in Hyderabad and enrolments are about to commence in Chhattisgarh and therefore a comprehensive guidelines on document storage has become critical.

It is understood that the entire track of document storage is being looked after by DDG (APS) and a RFP for identifying a suitable record keeping agency for document storage is in the pipeline. Till the time the Registrars / RO will be responsible for safe custody of the documents generated in the Aadhaar enrolment process. An Interim guideline on Document Storage - version 1.1 has already been circulated. The same document with slight modification may be released as version 1.2 of RoB process document. The draft interim guidelines are placed below for approval. A reply to DDG (Hyderabad) is also placed alongside for approval please.

Jaya Dubey
ADG,UIDAI
09.11.2010

DDG (AKK)

Anil Khachi
Deputy Director General

Do 4/ (4)/57/28/2010-RoB

Date 10th November 2010

Dear

Please refer to your letter No. UIDAI/Hyd/Registrar Onboarding/ 1088-356 dated 20 October 2010 regarding guidelines for storage of documents submitted during enrolment and audit of the enrolment process.

I would like to apprise you that UIDAI is in the process of evolving suitable mechanism for storage and Management of the documents generated in the Aadhaar enrolment process by a third party. Till then Registrars/ RO offices will be responsible to manage and store the documents in a manner that they are easily retrievable in the event of these documents being required sometime in the future. Interim guidelines for Document storage are being released as Registrar Onboarding Process Document version 1.2. A copy of the same is enclosed for your ready reference.

With best wishes

Yours Sincerely

(Anil Khachi)

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