

VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

- ❖ Annual Report
- ❖ Annual action plan & Annual Budget
- ❖ Minutes of Research Council meeting
- ❖ Minutes of Research Advisory Committee meeting
- ❖ Minutes of Extension Officers' Meeting
- ❖ Quarterly News Bulletin
- ❖ Service Books
- ❖ Asset Register and Dead Stock Register
- ❖ Stock Registers (Consumables & non consumables)
- ❖ Stock Registers of Books and Journals
- ❖ Logbook of Vehicles, Motorcycles etc.