MINUTES

GRANTS TECHNICAL COMMITTEE MEETING
2014-2015

SCHEME OF FINANCIAL ASSISTANCE TO STATE/UNION TERRITORY ARCHIVAL REPOSITIORIES, GOVERNMENT LIBRARIES AND MUSEUMS

&

SCHEME OF FINANCIAL ASSISTANCE
FOR PRESERVATION AND CONSERVATION OF MANUSCRIPTS, RARE BOOKS, OLD AND RARE DOCUMENTS, RECORDS OF HISTORY

(13 FEBRUARY 2015)

NATIONAL ARCHIVES OF INDIA
JANPATH, NEW DELHI-110 001

<div align="center">

NATIONAL ARCHIVES OF INDIA

**SCHEME OF FINANCIAL ASSISTANCE TO STATE/UNION TERRITORY ARCHIVAL
REPOSITIORIES FOVERNMENT LIBRARIES AND MUSEUMS**

&

**SCHEME OF FINANCIAL ASSISTANCE FOR PRESERVATION AND
CONSERVATION OF MANUSCRIPTS, RARE BOOKS, OLD AND RARE
DOCUMENTS, RECORDS OF HISTORY**

MINUTES

**GRANTS TECHNICAL COMMITTEE MEETING
HELD ON 13 FEBRUARY 2015**

</div>

First meeting of the newly constituted Grants Technical Committee for the above mentioned both Schemes was held on 13 February, 2015 in National Archives of India, New Delhi under the Chairpersonship of Ms. Sreya Guha, Director General, National Archives of India & Joint Secretary, Ministry of Culture. The present meeting had been convened to develop a Policy for Management of the Digital Data created by the grantee organizations/government institutions/individuals with the financial assistance received from National Archives of India.

2. The members who were present in the meeting is at **Annexure-I**

3. Ms. Sreya Guha, Director General of Archives/ Joint Secretary (M/Culture) & Chairperson, Grants Technical Committee apprised them about the aims and objectives of the meeting. The issues related to Policy for Management of Digital Data like receiving, management, storage and retrieval of Digital Data was discussed by all the members at length. The following points were the highlights of the discussion-

a. Archival Information Management System (AIMS) software (Standalone version) designed for National Archives of India (NAI) for preparation of its catalogue of Public Records which is a retrieval tool for accessing these Data is being provided to the grantee for entering the Metadata of their Digitized Data. There are only few fields for incorporation in this software as required for the Public Records. The digital images also cannot be incorporated in this Software. It was also discussed that there are diverse field for entry as the grantee digitize historical materials like manuscripts, records, documents, rare books, letters, diaries, ledgers, minutes, reports, scrapbooks, newspapers, maps, architectural drawings, lithographs, photographic prints, archival materials etc. with the financial assistance received by them under the two schemes operated by NAI.

b. It was also discussed that at present the requirements are of diverse in nature thus akin frame work should be developed by National Informatics Centre (NIC) and host under the NIC domain to facilitate and incorporate diverse type of collections, so that the grantee agencies should directly upload their digital collections. This will enable to store Digital Data and these Data may be accessed by public. This process will also facilitate to store and secure the stored Data at NIC Data Centre instead of retaining them in the CDs or external Hard Disks.

c. It was also observed that the grantee agencies are creating their Digital Data without following any uniform standards and there are no guidelines being provided to them by NAI. A uniform guideline in this regard is necessary.

d. Considering all the possible technical options it was proposed to draft a policy for digitization consisting of e-records creation, e-record capturing, e-record keeping, e-record transfer to designated trusted digital repository and e-record preservation, which may be prepared incorporating the major points from the two published guidelines from the following:-

    (i)   Department of Electronics & Information Technology, (DeitY), Ministry of Communications & Information Technology (MCIT), Government of India has published Best Practices & Guidelines for Production of Preserve able e-Records (PRoPer) in December 2013.

    (ii)   National Mission for Manuscripts since its inception in 2003 has published the Guidelines for Digitization of Archival Material.

e. The proposed Draft Policy may be vetted by the Department of Electronics & Information Technology, (DeitY), and National Mission for Manuscripts.

f. Approved Policy may be uploaded on NAI website and the same may be provided to the grantee for digitization of their records in their custody.

4. Finally, it was decided by the Committee to convene a follow up meeting inviting representatives from the Department of Electronic & Information Technology (DeitY), Government of India, New Delhi, Centre of Excellence for Digital Preservation Project (C-DAC), Pune and Panjab Digital Library, Chandigarh. They are to be requested to make a presentation regarding the Development of Policy for Creation, Management, Storage and Retrieval of Digital Data to be created by the Grantees under the above-mentioned two Schemes.

(Dr. M.A. Haque)
Deputy Director of Archives
& Member Secretary, Grants Technical Committee

Place: New Delhi
Date:. 2 3 FEB 2015

2

Members who attended the Grants Technical Committee meeting held on 13 February, 2015:-

1. Ms. Sreya Guha,
   Director General/Joint Secretary
   National Archives of India,
   Ministry of Culture,
   Janpath, New Delhi-110 001

   Chairperson

2. Dr. Pratapanand Jha,
   Director, Cultural Informatics,
   Indira Gandhi National Centre for Arts,
   Rajendra Prasad Road,
   New Delhi-110 001

   Member

3. Ms. Pratibha Singh,
   Sr. Technical Director,
   National Informatic Centre,
   A2, 2nd Floor, A Block,
   CGO Complex, Lodhi Road,
   New Delhi-110 003

   Member

4. Dr. Sanjay Garg,
   Deputy Director of Archives
   (Reprography Division)
   National Archives of India
   Janpath, New Delhi-110 001

   Member

5. Sh. T.Hussain,
   Assistant Director of Archives,
   (Computer Unit)
   National Archives of India,
   Janpath, New Delhi-110 001

   Member

6. Sh. J.K. Luthra,
   Micro-Photographist,
   (Computer Unit),
   National Archives of India,
   Janpath, New Delhi-110 001

   Member

7. Dr. Ritu Rajeev,
   Archivist, (State Scheme, Grants Section),
   National Archives of India,
   Janpath, New Delhi-110 001

   Member

8. Dr. Sumita Das Majumder
   Archivist, (NGO Scheme, Grants Section),
   National Archives of India,
   Janpath, New Delhi-110 001

   Member

9. Dr. M. A Haque
   Deputy Director of Archives
   National Archives of India,
   Janpath, New Delhi-110 001

   Member Secretary