

MINUTES

GRANTS TECHNICAL COMMITTEE

FOLLOW UP MEETING

2014-2015

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

&

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

(27 FEBRUARY 2015)

**NATIONAL ARCHIVES OF INDIA
JANPATH, NEW DELHI-110 001**

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**SCHEME OF FINANCIAL ASSISTANCE TO STATE/UNION TERRITORY ARCHIVAL
REPOSITORIES GOVERNMENT LIBRARIES AND MUSEUMS**

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**GRANTS TECHNICAL COMMITTEE FOLLOW UP MEETING
HELD ON 27 FEBRUARY 2015**

In continuation to the first meeting held on 13 February 2015 of the newly constituted Grants Technical Committee for the above mentioned both Schemes the follow up meeting was held on 27 February, 2015 in National Archives of India, New Delhi. As desired by the Chairperson Ms. Sreya Guha, Director General, National Archives of India & Joint Secretary, Ministry of Culture, the present meeting was presided and convened by Dr. M.A. Haque, Deputy Director of Archives (Grants) & Member Secretary of Grants Technical Committee. The purpose of this meeting was to develop and draft Policy guidelines for Creation of Digital Data and 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 list of members who were present in the meeting and who could not attend the meeting may be seen at **Annexure-I**

3. Dr. M.A. Haque, Deputy Director of Archives (Grants) & Member Secretary of Grants Technical Committee apprised the members about the aims and objectives of the meeting. The Agenda for the meeting relating to the Policy for Management of Digital Data like receiving, management, storage and retrieval of Digital Data was discussed point by point with the help of MS Power Point presentation by all the members present during the meeting. The following points were agreed upon unanimously by all of them present-

- a. The background of both the Schemes was elaborately discussed. It was observed that there are diverse field for entering the Metadata for the digitized materials. The grantee digitizes historical materials like manuscripts, records, documents, rare books, letters, diaries, ledgers, minutes, reports, scrapbooks, newspapers, maps, architectural drawings, lithographs, photographic prints, land records, archival materials etc. with the financial assistance received by them under the two schemes operated by NAI. Thus, it was unanimously decided that the grantees may be encouraged for out sourcing of Digitization for the historical material in their custody, rather than purchase of scanner and other related material which are permissible under both the Schemes. The grantee applicants/representatives may be asked to present their project of Digitization during the Grants Committee meeting.

- 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 will 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. The representative from NIC has agreed to it and had also suggested that the software already developed and used by the National Mission for Manuscript would be enhanced for the purpose required by NAI.
- c. As per the agenda for the meeting the points regarding the uniform format to receive application for digitization was decided as per the following:-

FORMAT FOR SUBMISSION OF PROPOSAL FOR DIGITIZATION

Sl.No.	Subject	Detail
1	Name of the material to be Digitized a. Manuscripts b. Rare Book c. Magazines d. News papers e. Letters f. Family Documents g. Land Documents h. Pamphlets i. Photos j. Maps k. Other	
2	Material Number	
3	Title	
4	Other title	
5	Author	
6	Organization	
7	Commentary	
8	Commentator	
9	Scribe	
10	Language	
11	Script	
12	Complete/incomplete	
13	Subject	
14	Bundle number	
15	Folio number	
16	Pages	
17	Material	
18	Missing portion	
19	Illustrations	
20	Condition	
21	Catalogue source	
22	Remarks	
23	Manuscript date/date of Publication of Book	
24	Size in length and width of the digitized material/pages	

This will provide a platform to receive all the proposal for Digitization in a uniform format which will minimize the effort to trace duplication of work and the Digital Data and Meta Data to be received will be as per the guidelines being provided to them by NAI.

- d. The Committee also suggested that a list of Empanelled agencies finalized through open tender quotation with expression of interest (EOI) may arrive at uniform rate for Digitization as per the four zonal regions of our country i.e. North Zone, South Zone, East West Zone and North East Zone. These agencies may also be contacted for completing the digitization project by the Grantees for getting their work done as per the standard fixed by NAI.
- e. The compilation work may be carried out 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, incorporating the major points from the two published guidelines (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. The discussed specification is as follows:-

Historical Materials	Raw Master Image	Bit depth	Clean Master image	Access Image
Manuscripts	Tiff (Uncompressed) 300 dpi (output)	24 bit	Tiff (compressed) 300 dpi (output) group 6 CCITT Spatial Resolution: 8"x10"at 300 dpi	JPEG 2000/PDF-A Spatial Resolution : 1024x768 pixels
Printed Books B/W	Tiff (Uncompressed) 300 dpi	24 bit 8 bit	Tiff (compressed) 300 dpi (output) group 6 CCITT	JPEG2000/PDF-A
Photographs B/W	Tiff (uncompressed) 300/600 dpi (output) 1200 dpi or higher for special cases	24 bit 8 bit	Tiff (compressed) 300 dpi (output) group 6 CCITT	JPEG2000/PDF-A
Slides/Negatives B/w	4000 dpi Tiff (uncompressed)	24 bit 8 bit	Tiff (compressed) 300 dpi (output) group 6 CCITT	JPEG2000/PDF-A
Microfilm/ microfiche	300 dpi Tiff	8 bit	Tiff (compressed) 300 dpi (output) group 6 CCITT	JPEG2000/PDF-A
Map/Drawing B/W	Tiff (uncompressed) 300/600 dpi (output) 1200 dpi or higher for special cases	24 bit 8 bit	Tiff (compressed) 300 dpi (output) group 6 CCITT	JPEG2000/PDF-A

- f. The Draft Policy prepared by NAI will be sent to the Department of Electronics & Information Technology, (DeitY), and National Mission for Manuscripts for vetting the same.
- g. Approved Policy will be uploaded on NAI website and the same may be circulated to the grantee for digitization of their records in their custody.
- h. The Committee also proposed to follow the Dublin core for identifying Optical character Reading (OCR) for developing the utility software for retrieval of Metadata of the digitized materials. The software may be hosted in this Departments website linking with the National Informatics Center (NIC) site and server. This newly developed software will be used by NAI to incorporate the digitized data, metadata and get access to the digitized data & metadata provided by the Grantee.
- i. To manage these data it will be hosted on the cloud storage space of the NIC domain which will be accessible to NAI. This was agreed to by the NIC representative.
- j. Since the Drafting of the Policy and the same being vetted by the above mentioned two Government organization will take some time, the Committee decided to bring out an 'Interim Guideline for Digitization'. The issue relating to the uniform rates per page for Digitization was discussed and it was decided to consult National Mission for Manuscripts, Indira Gandhi National Centre for Art, Nehru Memorial Library and Museum for fixation of rates as per their practice and procedure followed by them.
- k. It was also agreed by the members that for the grants given since the financial year 2011-12 to 2014-15 under both the Schemes, the grantees may submit their digitized data in the external hard disk and the metadata will be submitted in Microsoft Excel software. This will enable NAI to transport the data in to the new software provided by NIC for this purpose.
- l. Since representative from Centre of Excellence for Digital Preservation Project (C-DAC), Pune was unable to attend the meeting, he had sent his observation which was also discussed during the meeting.
- m. Representative from Panjab Digital Library, (PDL) Chandigarh had made his presentation mentioning the specifications for the data that are being digitized and the methods adopted for the storage of these Data. Officer from NIC had desired to see the demonstration of the software developed by the PDL to see the possibility for its enhancement as per the requirement of NAI.

4. Finally the meeting was concluded with the following decisions:-

- (i) 'Interim Guideline for Digitization' would be drafted as discussed.
- (ii) The process for empanelment of agencies for digitization would be carried out.
- (iii) National Informatics Center (NIC) will take up the project for development of software which will be hosted in this Departments website linking with the NIC site and server for Data to be fed in directly by the grantee.

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

Place: New Delhi
Date:

I Members, who attended the Grants Technical Committee meeting held on 27 February, 2015:-

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| 1. Ms. Pratibha Singh,
Sr. Technical Director,
National Informatic Centre,
A2, 2 nd Floor, A Block,
CGO Complex, Lodhi Road,
New Delhi-110 003 | Member |
| 2. Sh. J.K. Luthra,
Micro-Photographist,
(Computer Unit),
National Archives of India,
Janpath, New Delhi-110 001 | Member |
| 3. Dr. Ritu Rajeev,
Archivist, (State Scheme, Grants Section),
National Archives of India,
Janpath, New Delhi-110 001 | Member |
| 4. Dr. Sumita Das Majumder
Archivist, (NGO Scheme, Grants Section),
National Archives of India,
Janpath, New Delhi-110 001 | Member |
| 5. Dr. M. A Haque
Deputy Director of Archives
National Archives of India,
Janpath, New Delhi-110 001 | Member Secretary |

Representatives invited to make their presentations:-

1. Panjab Digital Library, Chandigarh.

II Members who could not attend the Grants Technical Committee meeting held on 27 February, 2015:-

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| 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. Dr. Sanjay Garg,
Deputy Director of Archives
(Reprography Division)
National Archives of India
Janpath, New Delhi-110 001 | Member |
| 4. Sh. T.Hussain,
Assistant Director of Archives,
(Computer Unit)
National Archives of India,
Janpath, New Delhi-110 001 | Member |

Representatives invited to make their presentations:-

1. Department of Electronic & Information Technology (DeitY),
Government of India, New Delhi,
2. Centre of Excellence for Digital Preservation Project (C-DAC), Pune