


F.No.3(2)/1/2021- R.M.  
Government of India  
National Archives of India  
Janpath, New Delhi – 110 001

02 MAR 2021

Dated:.....

**CIRCULAR**

A meeting on the issue/s of “maintenance and disposal of records” was held on 23.02.2021 under the chairmanship of Director General of Archives. The minutes of the meeting are enclosed herewith for compliance and further necessary action.

  
(L. D. Mohapatra)  
Deputy Director of Archives

Encls: as above

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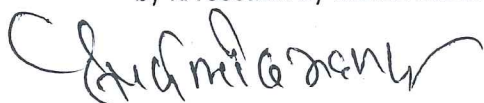
- 1) All DDAs
- 2) All ADAs
- 3) All Sections
- 4) PA to DGA
- 5) Computer Unit for uploading on NAI website

## MINUTES of MEETING

A meeting was chaired by DGA on 23.02.2021 at 12 noon to discuss the issues of the RM section about the files due for recording and reviewing. The meeting was also attended by DDA(F), ADA(RM) & Archivist I/c RM section.

In the meeting, the issues regarding RM practices were discussed in details to come up with a solution to the bulk of records available for the recording, reviewing and appraisal. The procedures of recording, reviewing, weeding out and appraisal were discussed on the table and DGA approved the prescribed govt. procedures to be followed in NAI to reduce the volume of records retained beyond their retention period. The following points were finalized –

1. The 'C' category files already available in the section/s for reviewing which are either 25 yrs old or more than 25 yrs old may be appraised directly in DRR without any review at the section level. Such files may be returned to DRR with due list/s. (action : all sections & DRR)
2. The 'C' category files already available for reviewing in section/s which have crossed max retention period of 10 yrs but have not attained the retention of 25 years will be subjected for reviewing & weeding out through a Special Drive procedure. Such files will be kept in section itself for proper listing till the commencement of Special Drive and will be sent to DRR after marking of 'W' i.e. weed out, if no judicious ground of retention is found.  
(action: all sections & DRR)
3. The DRR will calculate the quantum of such 'C' category files (ref. point 2 above) available in its custody which will be subjected for reviewing & weeding out in the Special Drive. (action : DRR)
4. The RM procedural forms prescribed in CSMoP (mentioned as appendices) will be followed for RM practices and the usage of any other deviated form/s either devised or formatted by any section is set aside. (action : all sections & DRR)
5. All the RM practices (related to maintenance & disposal of records) shall only be carried out in accordance to the prescribed procedures (manuals/ guidelines/ legislations) of Gol.  
(action : all sections & DRR)
6. DGA directed to complete the shifting of IRD series (1891-1942) from DRR to AR section through RA section by March 2021. (action: DRR, RA & AR sections)
7. Appraisal of the records of IRD/ NAI series prior to 1997 year available in DRR should be started by RA section by March 2021. (action : RA & DRR sections)



(Syed Farid Ahmad)  
Deputy Director of Archives



(Chandan Sinha)  
Director-General of Archives

Place: New Delhi

Date: 26 FEB 2021