



राष्ट्रीय अभिलेखागार

(मुख्यालय)

एवं

(क्षेत्रीय कार्यालय एवं अभिलेख केंद्रों)

के मूल कार्यों से सम्बंधित

अभिलेख प्रतिधारण समय—सूची

**Records Retention Schedule of
Substantive Functions
of
National Archives of India
(Headquarters)
and
(Regional Office & Records Centres)**

**National Archives of India
New Delhi
2014**

No.F. 17-10/2011-RS
Government of India
Ministry of Culture
National Archives of India
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Dated the _____
28 MAR 2014

MEMORANDUM

Subject: Revision of the Records Retention Schedule pertaining to substantive functions of National Archives of India – Report regarding.

As per the provisions of Section 6 (l) (e) of the Public Records Act, 1993 and Para 111(2) of the Central Secretariat Manual of Office Procedure (13th Edition, September 2010), (hereafter CSMOP), each Records Creating Agency is required to comply and review the Records Retention Schedule once in five years. Accordingly, the Records Retention Schedule of substantive functions of the National Archives of India has been revised after conducting on the spot study of the records and the same is being issued for compliance. All the Divisions/Sections of the Headquarter as well as the Regional Office, Bhopal and all the Records Centres should ensure regular recording, reviewing and weeding of their files on the basis of enclosed Records Retention Schedule. The Records Retention Schedule common to all Sections/Divisions of the Headquarters is enclosed at **Annexure-I**. The main heads/ sub-heads have also been suitably revised (**Annexure-II**).

Though the CSMOP provides that the files should be recorded after the action on the issues consider thereon has been completed, efforts should be made to record files in January each year. While opening a new file on which some action is pending in the previous file, it should be briefly reflected on the first page of the Notes portion of the new file. Wherever necessary, reference to the files of previous years should be mentioned on the new file. However, files of purely ephemeral nature may be destroyed after one year without being formerly recorded (Para 103 of the CSMOP).

It should also be ensured that files are properly classified into A, B, and C categories at the stage of recording as per Para 104 and Appendix 25 of the CSMOP. The classification of each file should be clearly written with red ink on the cover of each file.

In the case of category A and B files which are likely to get bulky in course of their currency, efforts should be made to keep the routine correspondence such as routine reminders and acknowledgements in a subsidiary file along with the main file so that the former could be easily weeded out while retaining the main file intact but not unnecessarily bulky. During the current stage of a file when either the notes or correspondence portion becomes bulky exceeding 100 pages it would be stitched and marked 'Volume-I'. Further papers on the subject should be marked 'Volume-II' and so on.

While recording A and B files care should be taken to prepare index slips reflecting clearly all important items in such files, in addition to the subject entry given on the file cover(Para 105 of CSMOP).

The recorded semi-current files of each Section/Division should not be kept in the sections for more than one year and should be transferred to the Records Room (Para 112 CSMOP).

The Record *Retention Schedule in respect of Records Common to all Departments*, (2012) issued by the Department of Administrative Reforms and Public Grievances, Appendix 28 of the CSMOP (13th edition, 2010), and the General Financial Rules, 2005, Rule No. 289 and Appendix 13 thereof, issued by Ministry of Finance for records connected with establishment, personnel and housekeeping matters common to all Departments and financial matters respectively should be followed.

The work was assigned to Dr. Pradeep Kumar, Archivist and Dr. Faizan Ahmad, Assistant Archivist (RS Section) who carried out the study and examined various files/records of different divisions/sections/units of National Archives of India as well as the Regional Office, Bhopal and the Records Centres Puducherry, Bhubaneswar & Jaipur.



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Encls.: As above.

Copy to:

1. PA to Director General of Archives
2. All DDAs/ADAs
3. All Sections/Divisions of Headquarters
4. National Archives of India Regional Office, Bhopal
5. National Archives of India Records Centres, Jaipur, Pudducherry & Bhubaneswar.

GOVERNMENT OF INDIA
NATIONAL ARCHIVES OF INDIA
JANPATH, NEW DELHI-110001

Prefatory Note

The records created by **the National Archives of India** (Ministry of Culture), New Delhi (hereafter '**Records Creating Agency or RCA**) fall under three categories i.e. (i) Records relating to housekeeping jobs and common office services (ii) Records dealing with financial matters, and (iii) Records relating to substantive functions. These records, among other things, require proper recording, classification, reviewing and weeding timely transfer to the Records Room (RR) as these are pre-requisites of a sound records management system.

2. For recording and classification of files relating to the house-keeping jobs, common office service records and those relating to financial matters, appropriate instructions given in the Record Retention Schedule in respect of Records Common to all Ministries/Departments (Ed. 2012) issued by the Department of Administrative Reforms and Public Grievances of the Ministry of Personnel, Public Grievances & Pensions and Rule 289 and Appendix-XIII of the General Financial Rules, 2005 issued by the Ministry of Finance respectively should be followed.
3. The enclosed Retention Schedule, which has been revised under clause of (e) sub-section (1) of Section 6 of the Public Records Act, 1993 and para 111 (2) of the Central Secretariat Manual of Office Procedure (13th Edition, September, 2010) (hereafter CSMOP) should be followed while recording and classifying the records of substantive functions.
4. The present Retention Schedule will be reviewed after five years to ensure that any change that may occur in the activities of the Department is reflected.
5. The Retention Period for category 'A' and 'a B' file is reckoned from the date of opening of the files. In case of class 'C' files the retention period is reckoned from the date of their recording. The classification of each file should be distinctly written with the red ink on the top left corner of the each file cover at the time of recording.
6. While prescribing the retention period for the category 'C' files in the enclosed Retention Schedule slabs of C-1, C-3, C-5 and C-10 may be followed, where the numeral stands for number of years of retention of a file. The concerned sections on the expiry of the specified retention period must review all Class 'C' files. While doing so, these files, if so required, may be granted a further lease of life not exceeding a period of ten years, or upgraded as 'B', depending upon the importance of the subject matter dealt with therein.
7. All sections/Divisions may be advised to transfer their one-year-old files to the Records Room (RR) as per Para 112 of CSMOP so that the precious working space in the Sections is not unduly cluttered by the semi-current files.

8. Generally, the files need to be recorded as and when the action considered therein is completed, but efforts should be made to record all files in the month of January every year. While opening a new file, action pending in the previous file should be briefly reflected on the first page of the 'Notes' portion of the new file in which the reference of the old file should also be given. However, files of purely ephemeral nature containing information of little reference value may be destroyed after one year without being formally recorded as per Para 103 of CSMOP.
9. It is likely that the files grow bulky in the course of their currency. Therefore, efforts should be made to keep the routine correspondence such as routine reminders and acknowledgements, in a subsidiary file along with the main file so that the former could be easily weeded out while retaining the main file intact without its being unnecessarily bulky. During the stage of currency of the file when either the 'Notes' or the 'Correspondence' portion becomes bulky (say exceeds 100 pages), it may be stitched and marked Volume-I. Further papers on the subject may be kept in a new folder of the same file, which should be marked Volume-II and so on.
10. In order to facilitate retrieval of information from old files it is desirable that for every file, which has been recorded and marked as 'A' and 'B', index slips should be prepared as per Para 106 of CSMOP. In addition to the subject entries given on the file cover, all the important items dealt with in each file should also be reflected in the index slips. Thereafter, the annual Index of files of the organisation as a whole should be compiled for easy reference/retrieval.
11. It should be ensured that four copies each of all printed or cyclostyled reports/proceedings should be deposited with the Departmental Library for reference purposes. In case the proceedings are secret/confidential, these may be transferred to Library after their down-gradation.
12. The present Retention Schedule should be followed carefully at the time of recording and classification of files/Registers as also at the time of their review. The recording, indexing and reviewing of files by different Sections/Divisions may also be regularly monitored by way of quarterly monthly progress report as also in form- 7 of Public Records Rules, 1997.
13. In case, any particular contract/case/file is under arbitration, litigation, enquiry or audit by any authority, all documents and records shall be required to be retained till the final clearance from arbitration, litigation, enquiry or audit as the case may be or till the prescribed retention period, whichever is later. This is applicable on all the Divisions/Sections/Records Centres/Regional Office of National Archives of India.

It may be concluded that the revised the Records Retention Schedule should be implemented in both letter and spirit.

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**RECORDS RETENTION SCHEDULE
OF
NATIONAL ARCHIVES OF INDIA
(Headquarters)**

1. Accessioning of Records (A.R.) Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Transfer and Accession of Records from different Ministries/ Departments/Offices of Central Government.	B	
2.	Arrangement of records	C-5	
3.	Access to closed period records/supply thereof to Research Reference Section	B	
4.	Repairing of records	C-1	
5.	Information supplied to other sections	C-3	
6.	Supply of Transfer lists to Research Reference Section	B	

Project on Processing and Accessioning of Records in the National Archives of India

S.No.	Subjects/ Records Groups	Retention Period	Remarks
1.	Files relating to the Project "Processing and Accessioning of Records"	B	
2.	Files relating to the Sanction/ Remuneration of Archival Assistants (on contract basis) under the Project.	C-3 or 1 year after completion of the audit, whichever is later.	
3.	Project related Quarterly/ Monthly/ Fortnightly Report of Accession and Arrangement of Records done by Archival Assistants.	C-5	
4.	Transfer of non-current Public Records from various Ministries/Department/ Offices etc. under the Project	B	
5.	Files relating to miscellaneous correspondence.	C-3	Important cases-B
6.	Annual action plan of Project.	C-3	
7.	Annual Report of Project.	C-3	
8.	Administrative matters of Project.	C-3	Important cases-B

2. Cartography Section

S.No.	Subjects/ Records Groups	Retention Period	Remarks
1	Rules regarding access to Maps and accession of Cartographic records and related materials received from Ministries/Departments of Government of India.	B	
2	Compilation of Catalogues of Cartographic records/maps.	B	
3	Preparation of reference media of cartographic records.	B	
4	Supply of information about the Cartographic material in the custody of this Department and supply of photocopies of maps/records to scholars/outside agencies.	C-5	Important cases-B
5	Supply of restricted Category maps/cartographic records and their photocopies to scholars/outside Agencies.	C-10	Important cases-B
6	Care and preservation of maps	C-5	
7	Display of maps/cartographic records in exhibitions etc.	C-1 or after records are restored.	
8	Digitization of maps/Cartographic material	B	

3. Conservation Research Laboratory (C.R.L.) Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Coordination committee meeting etc. for discussing activities of CRL.	C-10	
2.	Correspondence with the Bureau of Indian Standards (BIS) regarding Standardisation of various archival material and attached problems	C-5	
3.	Technical information received from and supplied to Government and Non-Government Organisations, individuals in India/abroad regarding rehabilitation and restoration of records.	C-3	Files pertaining to important items may be marked- 'B'
4.	Important of equipments and preservative materials	B	
5.	Purchase of Laboratory Equipments, chemicals, glassware etc.	C-3 or 1 year after completion of the audit, whichever is later	
6.	Experiments and testing in Laboratory of various preservative materials i) Research Project ii) Routine Testing	B C-5	
7.	Repair & Restoration i) Special restoration ii) Routine conservation	B C-3	
8.	Conservation Projects i) Policy ii) Correspondences	B C-5	
9.	Ledger Account Registers	B	

4. Committees & Conferences (C.C.) Section

S. No.	Subject/Record Groups	Retention period	Remarks
1.	<u>Indian Historical Records Commission (I.H.R.C.)</u>		
	A. Appointment of members		
	i. Appointment of members on I.H.R.C./Reconstitution of I.H.R.C.	B	
	ii. Amendment of I.H.R.C. Constitution	B	
	B. Committees		
	i. Reconstitution of Standing Committee	B	
	ii. Meeting of the Standing Committee	B	
	iii. Reconstitution of Editorial Committee	B	
	iv. Meeting of the Editorial Committee – inviting papers for I.H.R.C. Session	B	
	C. Reports		
	i. Reports on the Development of Archives for I.H.R.C. Session	C-3 after printing of I.H.R.C. Proceedings Volume	
	ii. Reports on Accessions – of Records/ Microfilms/ Private Papers etc.	C-3 after printing of I.H.R.C. Proceedings Volume	
	iii. List of Exhibits for I.H.R.C. Session	C-3 after printing of I.H.R.C. Proceedings Volume	
	D. Sessions of I.H.R.C.		
	i. Fixation of dates and Venue of Session	C-5	
	ii. Presidential Address for I.H.R.C. Session	C-3 after printing of I.H.R.C. Proceedings Volume	

	iii. Secretary's Report	C-3 after printing of I.H.R.C. Proceedings Volume	
E. Implementation of Resolutions			
	i. Inviting Resolutions Address for inclusion in the Agenda of I.H.R.C. Session	C-10	Important files - B
	ii. Implementation of Resolutions passed at I.H.R.C. Session	B	
	iii. Conspectus of action taken on earlier Resolutions of I.H.R.C. Session	C-3 or after printing of proceedings Volume	
F. Others			
	i. Printing of I.H.R.C. proceedings	C-3 or after printing of proceedings Volume	4 copies to be kept in the Departmental Library as B
	ii. Grants of Subsidy for holding Sessions	C-3 or 1 year after completion of the audit, whichever is later.	
	iii. TA/DA for officials/ members attending meeting/ Session	C-3 or 1 year after completion of the audit, whichever is later.	
	iv. Printing and publication of special publication of I.H.R.C.	C-3	
2.	National Committee of Archivists (N.C.A.)		
	A. Reconstitution of N.C.A. & Appointment of members	B	
	B. Fixation of Dates & Venue of the Meeting of N.C.A.	C-5	

	<p>C. Reports</p> <p>i. Inviting Resolutions for inclusion in the Agenda of N.C.A. Meeting</p> <p>ii. Inviting papers for inclusion in the meeting of the N.C.A.</p> <p>iii. Conspectus of Action taken on Earlier Resolution of N.C.A.</p>	<p>B</p> <p>C-5</p> <p>C-5</p>	
	D. Proceedings of the N.C.A. Meeting	B	
3.	Committees and Conferences including their constitutions, Agenda, Meetings and Minutes	C-5	Important files may be marked -B
4.	<p>A. International Relations/ Cultural Exchange Programme</p> <p>i. Policy matters</p> <p>ii. Proposals and implementations</p>	<p>B</p> <p>C-5</p>	Files where proposals have been implemented may be marked- B
	<p>B. Deputation/ Delegations to attend International Conferences/ Trainings etc.</p> <p>i. Report on the visits</p> <p>ii. Others</p>	<p>B</p> <p>C-5</p>	Important cases may be marked -B
	C. Correspondence with International Council on Archives (I.C.A.), its Regional Branches and other International bodies	C-10	Important cases may marked- B
	D. U.N.E.S.C.O. – Proposals; correspondence	C-10	
5.	<p>Public Relations</p> <p>i. Visitors to N.A.I.</p> <p>ii. Public Relations: general correspondence</p> <p>iii. Archives Week celebrations</p> <p>iv. Seminars and symposiums</p>	<p>C-3</p> <p>C-3</p> <p>C-5</p> <p>C-5</p>	All important cases C-10

	v. Shooting of films and documentaries	B	
	a. Files dealing with actual filming of documents.	C-5	
	b. Correspondence etc.	C-5	
	vi. Advice/ Information supplied to other institutions.	C-3	
	vii. Questionnaire received from Institutions in India and abroad	C-5	
	viii. Deputation of N.A.I. officers to attend training, workshops etc.	C-5	
	ix. Deputation of N.A.I. officers to deliver lectures at I.S.T.M. and other institutions/ organisations	C-5	

5. Computer Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Purchase of computers & peripheral accessories etc . a) Minor consumable items b) Major items	C-3 or 1 year after completion of the audit, whichever is later.	Register -B
2.	Computerization of library material Records etc.- Policy	B	
3.	Constitution of Committees/Working group for computerization of records etc.	B	
4.	Creation and updation of website for National Archives of India	B	
5.	Seminars/workshops on computer technology	C-5	Important cases-B
6.	Supply of computer copies to other sections of N.A.I	C-5	
7.	Miscellaneous information/queries received from other Departments-regarding information technology	C-5	

C-DAC Project Files

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Policy decision regarding C-DAC Project	B	
2.	Storage and preservation of digital data	B	
3.	Technical Correspondence with C-DAC, Pune	C-10	
4.	Technical correspondence with NIC	C-10	

6. Departmental Records Room (D.R.R.)

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Requisition and Restoration Register	B	
2.	Files Accession Register/File	B	
3.	Review Register	B	
4.	File regarding review of records of various Sections	C-3	
5.	File on compilation of National Archives of India Report – materials for	C-3	
6.	Issues of reminders of outstanding files to the members of staff of National Archives of India	C-3	

7. Director General of Archives (D.G.A.) Secretariat

S.No	Subjects/ Records Groups	Retention Period	Remarks
1	D.G.A's correspondence	C-10	Important cases-B
2	Orders issued by D.G.A.	C-10	Important cases-B
3	Administrative matters of D.G.A's Secretariat	C-5	

8. Exhibition Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Policy/Programme	B	
2.	Organisation of Exhibitions- selection of material, financial sanction, story line, captions, concept papers, Hindi translation, Departmental preparation of exhibits.	B	Cases where exhibition was not organized C-3 or after audit is over, whichever is later
3.	Inauguration of Exhibitions and Invitation Cards.	C-10	
4.	Publicity of the exhibitions- Souvenir, Posters, Signage Leaflets/Brochures, Coverage of exhibition in the form of photographs, videos, CDs, etc.	C-3 or 1 year after completion of the audit, whichever is later.	5 copies of sample excluding signage to be kept as- B
5.	Preparation of exhibits from empanelled agencies	C-5 or 1 year after completion of the audit, whichever is later.	Important cases-B
6.	Purchase of exhibition material	C-3 or 1 year after completion of the audit, whichever is later.	Important cases-B
7.	Visitor Books	B	

8.	Disposal of old Exhibits	C-5 after the exhibition is over	Microfilm rolls/negative/digital copies of the exhibition may be kept as-B
9.	Archives Museum-maintenance/renovation upgradation etc.	C-10	Important cases /files -B

9. Grants Section

S.No.	Subjects/ Records Groups	Retention Period	Remarks
1.	<p>Schemes of Financial Assistance:</p> <p>i) Formulation/Revision/Modification of Schemes.</p> <p>ii) Constitution/Re-constitution of Grants Committee and meetings thereof.</p> <p>iii) Sanctioning of financial assistance to States/Union Territory Archives/Individuals/Institutions/Universities/Voluntary Organisation etc. (Individual cases)</p> <p>a) Proposals sanctioned</p> <p>b) Proposals rejected</p> <p>c) Files regarding proposal of financial assistance containing information of reference. Research value. (both for sanctioned and rejected cases)</p> <p>d) UC Sanction Register</p> <p>iv) Supply of application forms and other references received from Grantee Institutions.</p>	<p>B</p> <p>B</p> <p>C-5 after UC is issued or C-1 after the audit is over, which is later</p> <p>C-3</p> <p>B</p> <p>B</p> <p>C-1</p>	<p>UC Guard file- B</p>
2.	Publicity & Advertisement	C-3 or 1 year after completion of the audit, whichever is later.	

10. Hindi Section- हिन्दी अनुभाग

क्र.सं.	फाइल का विषय	प्रतिधारण काल	अभ्युक्तियां
1.	समितियों से संबंधित फाइल <ol style="list-style-type: none"> 1. संसदीय राजभाषा समिति 2. सलाहकार समिति 3. विभागीय राजभाषा कार्यान्वयन समिति 4. विभागीय राजभाषा कार्यान्वयन समिति संस्कृति विभाग 5. केन्द्रीय हिन्दी समिति 	<p>ख</p> <p>ग-5</p> <p>ग-5</p> <p>ग-3</p> <p>ग-5</p>	
2.	प्रशिक्षण <ol style="list-style-type: none"> 1. हिन्दी भाषा का प्रशिक्षण -प्रबोध प्रवीण, प्राज्ञ कार्यक्रम 2. आशुलिपि/टंकण प्रशिक्षण कार्यक्रम 3. हिन्दी अनुवादक प्रशिक्षण 4. रोस्टर रजिस्टर 5. पुरस्कार-वैयक्तिक वेतन संबंधी 	<p>ग-5</p> <p>ग-5</p> <p>ग-5</p> <p>ग-5</p> <p>ग-5</p>	
3.	निरीक्षण <ol style="list-style-type: none"> 1. मुख्यालय द्वारा क्षेत्रीय कार्यालय केन्द्रों व अनुभागों का निरीक्षण 2. राजभाषा विभाग /संस्कृति विभाग द्वारा मुख्यालय/क्षेत्रीय कार्यालय/केन्द्रों का निरीक्षण 	<p>ग-5</p> <p>ग-5</p>	
4.	कार्यशाला/पखवाड़ा <ol style="list-style-type: none"> 1. हिन्दी पखवाड़ा समारोह 2. हिन्दी कार्यशाला का आयोजन 	<p>ग-3 अथवा लेखा परीक्षा के पश्चात् 1 वर्ष जो भी बाद में हो</p> <p>ग-3 अथवा लेखा परीक्षा के पश्चात् 1 वर्ष जो भी बाद में हो</p>	

	3. प्रोत्साहन योजना	ग-3 अथवा लेखा परीक्षा के पश्चात् 1 वर्ष जो भी बाद में हो	
5.	अनुवाद कार्य <ol style="list-style-type: none"> 1. रिपोर्ट का अनुवाद कार्य <ol style="list-style-type: none"> क वार्षिक रिपोर्ट ख महानिदेशक रिपोर्ट 2. सामान्य कार्यकालीन अनुवाद 3. वार्षिक कार्यक्रम/ वार्षिक मूल्यांकन रिपोर्ट 	ग-1 ग-1 ग-1 ग-3	
6.	पुरानी फाइलों को सुरक्षित रखने/विनष्टीकरण से संबंधित फाइल	ख	
7.	धारा 10(4) तथा 8(4) के अंतर्गत अधिसूचना से संबंधित फाइल	ख	
8.	सी0सी0 अनुभाग तथा प्रकाशन अनुभाग की रिपोर्टों के लिए हिन्दी अनुभाग की सामग्री	ग-1	
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10.	वार्षिक मूल्यांकन रिपोर्ट राजभाषा विभाग को भेजे जाने के लिए	ग-3	

11. Library Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Library Rules, Framing/Revision of	B	
2.	Reprinting of books – permission to publishers	B	
3.	Proscribed Publications received from Central/State Governments	B	
4.	Matters relating to Confidential/ Restricted Publications	B	
5.	Report of the Expert Committee on re-organisation of Library	B	
6.	Book Acquisition Committee- a) Minutes/implementation of the recommendations b) Purchase of books from Book Sellers/other sources c) Accession Register	C-5 C-3 or 1 after completion of the audit, whichever is later. B	
7.	Purchase of Journals a) Registers b) Subscription of Journals to Central News Agency	B C-3 or 1 year after completion of the audit, whichever is later.	
8.	Complaints regarding Library	C-1	
9.	No Demand Certificates – issue of	C-1	
10.	Binding/Lamination of books	C-1 or after receipt of the material and proper restoration	
11.	Publications received from Government Departments/under I.H.R.C. Resolutions	C-3	Accession Register- B
12.	Complimentary copies of books received from scholars/individuals	C-3	

13.	<p>Servicing and References</p> <p>a) Registration of scholars for consulting Library books</p> <p>b) Individuals Scholars files</p> <p>c) Library Pass Books-Issue Register</p> <p>d) Supply of Bibliographical Information</p>	<p>C-3</p> <p>C-3</p> <p>B</p> <p>C-1</p>	
14.	Reminders to Staff/Sections	C-1 or after the books received back	
15.	Inter Library Loan of Books Journals/Gazettes etc.	C-1 or after the return of books	
16.	Conferences/Seminars/Training/Workshops etc.	C-3	
17.	<p>Newspapers:</p> <p>a) Purchase of news papers</p> <p>b) Newspaper cuttings/clippings</p>	<p>C-3 or 1 year after completion of the audit, whichever is later.</p> <p>B</p>	
18.	Institutional Membership Register (for journals) for Archival Associations/Societies	B	
19.	Pass Book regarding Book Issue/return	C-3	
20.	Staff appointed on contract basis in Library	B	Other files regarding Bill/Leave C-3
21.	Preservation of Books (Binding of Books/Microfiches/ and lamination)	B	Register-B

12. Oriental Records (O.R.) Division

S.No	Subjects/Records Groups	Retention Period	Remarks
1	Policy Matters	B	
2	Preparation of Reference Media (Finding Aids) a) Inayat Jang Collection – Cataloguing of, b) Mutiny Papers, Bhopal c) Descriptive List of Acquired Documents. d) Descriptive List of Persian Correspondence. e) Cataloguing of Acquired MSS/Books/Seals	C-10 or after the publication of the volume C-10 or after the publication of the volume C-10 or after the publication of the volume. C-10 or after the publication of the volume C-10 or after the publication of the volume	Important cases-B
3	Translation /editing of Persian MSS	C-3 or after the records are received and restored	Important cases-B
4	Repair and Binding of Oriental Records (Care and Preservation of Records)	C-3 or after the records are received back and restored	
5	Assistance to Scholars/ Institutions (Advisory/ Consultancy)/ Reference Services	C-10	
6	Selection of Records for Exhibition/other purposes	C-3	
7	Transfer of Books/Manuscripts to N.A.I. Library/ other Section.	B	
8	Register for supply of documents to scholars	B	
9	Accession of Records	B	

10	Access to Records	C-3 or after the material is received and restored	
11	Constitution/Agenda/Meetings and Proceedings of the Historical Documents Purchase Committee	B	

13. Planning & Budget (P&B) Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	<u>Plan Schemes:</u> i) Five Year Plan ii) Annual Plan – Revised Estimates/Budget Estimate. iii) Monitoring of Plan Schemes – Annual Target/Monthly Progress Report. iv) Formulation/continuation of Plan Scheme. v) Performance Budget vi) Continuation of Plan Posts vii) Annual Capital Budget/Works.	B C-5 C-3 B C-3 C-3 C-5	
2.	Annual Action Plan/Work Programme.	C-3	
3.	Working Group	B	
4.	Construction of functional buildings of Records Centres of National Archives of India	B	
5.	Formulation/continuation of Plan Schemes	C-5	
6.	Outcome Budget	C-3	
7.	Annual Action Plan	C-3	
8.	Monitoring of Plan Scheme/Annual Target/Monthly Progress	C-3	

14. Preservation Division (P.R- I & II)

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Technical information supplied to various agencies/organisations regarding preservation and Rehabilitation of records.	C-5	Files containing important notes- B
2.	i) Purchase of Preservative materials iii) Important of Preservative material iii) Purchase of equipments	C-3 or 1 after completion of the audit, whichever is later. B B	
3.	Supply of Preservative materials and stationery to State Archives and other institutions	C-3 or 1 after completion of the audit, whichever is later.	
4.	Five year Plan-Scheme regarding repair and preservation of records	C-5	Important cases-B
5.	Ledger Account Registers	B	
6.	Purchase of equipments	B	

Project on:-

**I. Conservation of Records of National Archives of India-
Repair and Binding of Rare Books of Library of
National Archives of India**

S. No.	Subjects/Records - groups	Retention Period	Remarks
1.	Files relating to the Project Proposal of “Conservation of Records of National Archives of India” & “Repair and Binding of Rare Books of Library of National Archives of India”	B	
2.	Files relating to the Sanction/ Remuneration of Preservation Assistants, Conservation Attendants and Helpers (on contract basis) under the project.	C-3 or 1 year after completion of the audit, whichever is later.	
3.	Project related Quarterly/ Monthly/ Fortnightly Report of Preservation Records and achievement of target in respect of the both the Projects.	C-5	
4.	Files relating to Miscellaneous correspondence	C-3	Important cases-B
5.	Annual action plan of Project.	C-3	
6.	Annual Report of Project.	C-3	
7.	Administrative matters of Project.	C-3	Important cases-B

15. Private Archives (P.A.) Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Acquisition of Private Papers/Microfilms a) Papers acquired b) Others	B C-10	
2.	Listing of Private Papers	B	
3.	Repair, Stitching of Private Papers	C-1 after material is received back and restored to its proper place	Register- B
4.	Supply of plain papers and typed copies to various institutions and individuals	C-3 or 1 year after completion of the audit, whichever is later.	Special Cases C-10
5.	Microfilming/Digitization of Private Papers	C-3 after the documents are received back and restored.	Register- B
6.	Exchange Agreements – acquisition under	B	

16. Publication Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Policy matters	B	
2.	The Indian Archives a) Correspondence with the contributors of articles b) Correspondence with Book reviewers c) Compilation, printing and distribution etc. d) News notes; National and International	C-3 after publication of the volume. C-5 C-3 C-3	
3.	Annual Report of National Archives of India – Compilation, Printing and Distribution of	C-3	
4.	Bulletin of Research Thesis and Dissertations; compilation/ rezography Distribution	C-3 after publication of volumes.	
5	National Register of Private Records (NRPR) i. Compilation of Volumes ii. Quarterly Progress reports from States/ Union Territories iii. Location of State Cells iv. Grant in aid to the Regional Records Survey Committees in States/ Union Territories under Five year plan v. Agenda and proceedings of the meetings of vi. Performa of NRPR received from Regional Records Survey Committees in States/union Territories for compilation of NRPR Volume	C-10 after Publication C-5 B C-5 B C-3 after publication of volumes	
6.	Payment of Honorarium/ Printing Bills etc.	C-3 or 1 year after completion of the audit, whichever is later.	

7.	Exchange of National Archives of India Publication with other Institutions	C-5	
8	Information regarding functioning of Regional Records Survey Committees in States/ Union Territory's Archives	C-10	
National Guide Matters			
9.	Compilation of Guide to the Sources of Asian History i. Policy File ii. Correspondence with the States/ Union Territories regarding material for inclusion in the volumes	B C-5	Important cases-B
10.	Preparation of Press copy and Printing	C-3 or 1 year after completion of the audit, whichever is later.	Important cases-B
11.	Distribution of the Volumes	C-3	
12.	Correspondence with International Council on Archives for Newsletters/ ICA publications	C-5	
Towards Freedom			
13.	Towards Freedom residual work – correspondence with agencies	B	
Centralized Publication of N.A.I.			
14.	Printing/Publication of Books, Catalogues, Informative Brochures, Reprint of Rare Books etc.	C-5	Important cases-B
Monthly Lecture Series			
15.	Organising monthly lecture series at N.A.I.	C-3	

17. Records Appraisal (R.A.) Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Policy matters on Appraisal	B	
2.	Appraisal of non-current records of Ministries/Departments/Offices/PSU's etc. of Government of India-individual cases	B	Cases where there is only correspondence and no appraisal report, files may be marked C-5
3.	Transfer of appraised records of various Ministries/Departments/Offices to National Archives of India, Headquarters/National Archives of India Regional office, Bhopal and Records Centres- Bhubaneswar, Jaipur & Pudducherry	B	
4.	Appraisal/Transfer Register	B	
5.	Miscellaneous correspondence reg. appraisal	C-10	

Project on “SURVEY AND INSPECTION OF RECORDS/ RECORDS ROOM, APPRAISAL AND TRANSFER OF PUBLIC RECORDS FROM VARIOUS MINISTRIES/ DEPARTMENTS/ OFFICES ETC.”

S. No.	Subjects/Records - groups	Retention Period	Remarks
1.	Files relating to the Project Proposal of “Survey and Inspection of Records/Records Room, Appraisal and Transfer of Public Records”	B	
2.	Files relating to the Sanction/ Remuneration of Archival Assistants (on contract basis) under the Project.	C-3 or 1 year after completion of the audit, whichever is later.	
3.	Project related Quarterly/ Monthly/ Fortnightly Report of Appraisal, Transfer and Preparation of Transfer Lists in AIMS by Archival Assistants.	C-5	
4.	Appraisal and Transfer of Non-Current Public Records from various Ministries/ Department/ Offices etc under project.	B	
5.	Files relating to Miscellaneous correspondence.	C-3	Important cases-B
6.	Annual action plan of Project.	C-3	
7.	Annual Report of Project.	C-3	
8.	Administrative matters of Project.	C-3	Important cases-B

18. Records Centre (R.C.) Section

S.No	Subject/ Records Groups	Retention Period	Remarks
1.	National Archives of India, Regional Office Bhopal-Residential Accommodation/allotment to staff	C-3 after surrendering of quarters	
2.	Sanction for purchase of various items i.e. computers, furniture, steel racks, books etc. for R.C. Jaipur, Pudducherry, Bhubaneswar & Regional Office, Bhopal	C-3 or 1 year after completion of the audit, whichever is later.	
3.	Supply of various preservative materials like tissue papers, acetate foil etc. Preservation of records to RCs, Jaipur & Pudducherry	C-3	
4.	Diesel Generator set for Regional Office, Bhopal – financial approval	C-5	
5.	Appraisal of non-current records by RCs/RO and transfer of records to National Archives of India, RCs – correspondence regarding	C-5	RA Section to retain files with appraisal reports as B
6.	Vetting of RRS of Substantive Function of Departments Offices-correspondence regarding	C-5	RS Section to retain files with reports as B
7.	Annual maintenance of various items i.e. Inter-com system, water coolers & computers etc. – financial approval	C-5	
8.	Land Purchase/Construction of National Archives of India, Record Centres	B	
9.	Engagement of private security in RCs Jaipur, Pudducherry & Bhubaneswar-financial approval	C-5	
10.	Acquisition of records in Records Centres & R.O. Bhopal	B	
11.	Record Centres, Jaipur Land lease fees – annual sanction issued from Headquarters annually	C-5	
12.	Miscellaneous correspondence/General matters with Records Centres/Regional Office	C-5	

19. Records Management (R.M.) Section

S. No.	Subjects/ Records-Groups	Retention Period	Remarks
1.	Public Records Act, 1993 a) Public Records Rules, 1997 b) Amendments to	A A A	A copy of the Gazette notification to be placed in the guard file
2.	Archival Advisory Board:- a) Constitution	B	A copy of the Gazette notification to be placed in the guard file
	b) Nomination of Non-official Members Reconstitution	C-3	- Do -
	c) Holding of Meeting Agenda/ Minutes and its follow-up action	B	A copy of the Agenda/Minutes of each meeting is to be kept in the guard file
	d) Holding of Meetings in association with Department of Administrative Reforms and Public Grievances for speedy implementation of the Public Records Act, 1993	C-5	
3.	Nomination of Departmental Records Officers (DROs)	C-5	Register for entering name of the Departmental Records Officer to be retained as- B
4.	Compilation of Annual Report on implementation of the Public Records Act, 1993 a) Information received from the Records Creating Agencies b) Submission and printing of Report	C-3 C-3 or 1 year after completion of the audit, whichever is later.	4 copies of Report to be kept in Departmental Library as B

5.	Other follow-up action on some of the sections of Public Records Act, 1993/Rules, 1997. a) Compilation of Organisational History i) File ii) Organisational History b) Half-yearly Returns on Recording/Reviewing and Indexing of Records c) Half -Yearly Returns on de-classification of classified records	C-3 B C-3 C-3	Organisational history of different RCAs may be as -B
6.	Survey of records of the defunct Committees and Commissions.	C-5	
7.	Orientation Course on Records Management for Departmental Records Officers (DROs)	C-5	Register of the DRO's attending the courses to be marked as B.
8.	Microfilming of 'A' Category records – collection of information and other action	C-10	
9.	Use of standard quality paper/ink by the Records Creating Agencies (RCAs)	C-5	
10.	Annual Inspection of Departmental Records Rooms	C-3	Register-B
11.	Advice on Records Management to various Records Creating Agencies	C-3	
12.	Advice to various State Archives/State Governments on records Management/Setting up of State Archives	C-5	
13.	Holding of workshops on Records Management in the Records Creating Agencies.	C-3	
14.	Follow-up action on the Resolutions passed by the I.H.R.C. relating to Records Management.	C-5	

15.	Supply of copies of the Act/Rules/other Records Management Materials	C-3	
16	Proposals for the Five Year Plan on Records Management	C-10	

20. Repository Division (R-I, R-II, R-III and R-IV)

S. No	Subjects/Records Group	Retention Period	Remarks
1.	Transfer and accession of records from different Ministries/Departments etc.-	B	
2.	Arrangement of Public records	C-5	
3.	Computerization of Public Records for Preparation of reference media-supply of material	B	Register-B
4.	Access to closed period records/supply thereof to the Research Room	B	
5.	Servicing of records to outside Agencies/Ministries etc.	C-1 after the material is received back and restored	
6.	Repairing of Records	C-1 after the material is received back and restored	
7.	Supply of microfilm and plain papers copies of records to scholars/outside agencies	C-3 or 1 year after completion of the audit, whichever is later.	
8.	Microfilming of Public Records	B	
9.	Search Cases a. Positive Cases b. Negative Cases	C-5 C-3	Cases having important data/Information-B

10.	Reminders for return of records sent to Ministries/Departments/National Archives of India staff etc.	C-1 or after the action is complete and documents restored to their proper places	
11.	Appraisal of records of Repository Division	B	
12.	Information supplied to other sections	C-3	
13.	Register regarding supply of Indexes and Transfer Lists to RR Section	B	
14.	Requisition Register regarding servicing of records to Research and Reference section for research scholars	B	
15.	Files regarding digitization of Records through outsourcing	B	

Project: Preparation of Reference Media of Public Records in the National Archives of India, Repository-I

S. No.	Subjects/Records - groups	Retention Period	Remarks
1.	Files relating to the Project Proposal/Extension of Project of "Preparation of Reference Media of Public Records"	B	
2.	Files relating to the Sanction/ Remuneration of Archival Assistants (on contract basis) under the Project of "Preparation of Reference Media of Public Records"	C-3 or 1 year after completion of the audit, whichever is later.	
3.	File relating to Quarterly/ Monthly/ Annual & Cabinet report Fortnightly Report "Preparation of Reference Media of Public Records" Preparation of Subject list in AIMS work done by Archival Assistant.	C-5	
4.	Files relating to the Sanction/ Remuneration of four helpers (on contract basis) under the Project of "Preparation of Reference Media of Public Records"	C-10	
5.	Files relating to Miscellaneous correspondence	C-3	Important cases-B

21. Reprography Division (Rep.-P(I), Rep.-P(II), Rep.-S, Rep.-D, Rep.-R)

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Policy regarding revision of rules for microfilming etc.	B	Register-B
2.	Purchase of Reprography equipments and consumables a) Minor consumable items b) Major items (Cameras/machinery)	C-3 or 1 year after completion of the audit, whichever is later. B	
3.	Repair and maintenance of microfilm equipments	C-3	
4.	a) Microfilm Library –acquisition b) Transfer of master negative microfilms to regional office Bhopal	B B	Accession Register-B
5.	a) Microfilming programme and policy of the Department b) Microfilming of records/ Manuscripts/records of National importance c) Microfilming of “A” category of records of creating agencies. d) Special Microfilming programme (Duplicating of master negatives) e) Preparation of digital images of archival manuscript f) Processing of negative & positive microfilm rolls and their testing.	B B B B B	
6.	Supply of photocopies/microfilms photo copies/reader printer copies/special copies/Digital copies to scholars/outside agencies	C-3 or 1 year after completion of the audit, whichever is later.	Register B

7.	Request for photocopying from other Branches of the Department	C-3 or 1 year after completion of the audit, whichever is later.	Register B
8.	Technical Enquires/ Information and Training	C-3	Important files containing policy decisions may be marked B
9.	Maintenance storage and preservation a) Policy matters b) Others	B C-3	
10.	Maintenance and repair of equipments	C-3 or 1 year after completion of the audit, whichever is later.	
11.	Microfilming repository at Regional Office, Bhopal a) Policy b) Technical correspondence	B C-10	
12.	Ledger Account Books	B	
13.	Special Microfilm programme:- a) Under Cultural exchange programme with other countries. b) Under agreement with other Departments/Institutions/ Individuals etc.	B B	
14.	Outsourcing of Microfilming/ Digitization projects.	B	
15.	Contractual appointments for reprographic jobs	B	

Projects on: 1. Preparation of Negative Microfilms and Positive Microfilms of Records. 2. Positive Microfilming of Negative Microfilm Rolls available with N.A.I. and 3. Digital of records and converting them into analog Microfilm by outsourcing.

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Files relating to the Project Proposal of “Preparation of Negative Microfilms and Positive Microfilms of Records. Positive Microfilming of Negative Microfilm Rolls available with N.A.I. and Digital of records and converting them into analog Microfilm by outsourcing”	B	
2.	Files relating to the Sanction/ Remuneration for Consultant Reprography and Reprography Assistants (on contract basis) under the project.	C-3 or 1 year after completion of the audit, whichever is later.	
3.	Project related to Quarterly/ Monthly/ Fortnightly Report done by Appraisal, Transfer and Preparation of Transfer Lists in AIMS work done by Archival Assistant.	C-5	
4.	Appraisal and Transfer of Non-Current Public Records from various Ministries/ Department/ Offices etc under project.	B	
5.	Files relating to Miscellaneous correspondence Important/others.	C-3	Important cases-B
6.	Annual action plan of Project.	C-3	
7.	Annual Report of Projects.	C-3	
8.	Administrative matters of Projects.	C-3	Important cases-B

22. Research & Reference (R.R.) Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Permission for research scholars/ users (Indian and Foreign nationals)	C-3	
2.	Request for supply of duplicates from records	C-3	Requests of Institutions for copies of complete files to be marked B; Individuals seeking copies of over 1000 pages on a specific topic also to be marked B
3.	Research Rules – Amendment of Public Records Rules, 1997-comments	B	
4.	Information to research scholars/ users about research facilities, access rules, etc.	C-1	
5.	Issue of Attendance Certificates	C-3	
6.	Performa for requisition and restoration of records	C-1	
7.	Organising of lectures/seminars/ Foundation Day Programmes and any other outreach programmes	B	
8.	Revision of user charges (Duplication charges)	B	
9.	National Archives of India Readers Cards	C-10	policy decisions may be marked-B
10.	Research projects/resource centres to be created in the Department	B	

23. Retention Schedule (R.S.) Section

S. No.	Subjects/Records Groups	Retention period	Remarks
1.	Vetting of Records Retention Schedules of Substantive functions of Ministries/ Departments/ Offices/ Public Sector Undertaking etc.- general correspondence	C-10	Important cases-B
2.	Compilation / Revision of Vetting of Records Retention Schedules of records of various Ministries/Departments/ Offices/ Public Sector Units (Individual case files)	B	Cases where only correspondence is available may be marked C-3
3.	Correspondence with Records Centres/ Regional Office of N.A.I. regarding vetting of Records Retention Schedules.	C-10	
4.	Register of Records Retention Schedules compiled/ Revised	B	
5.	Data Sheets of Records Retention Schedule Vetted (Fresh & Revision)	C-5 after feeding of data into computer	
6.	Revision of Records Retention Schedule for Records Common to All Ministries/ Departments- correspondence with Department of Administrative Reform and Public Grievances.	C-10	

24. School of Archival Studies (S.A.S.)

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	<p>One Year Diploma Course in Archival Studies</p> <p>a) Policy matters</p> <p>b) Admissions</p> <p> i) Indian Trainees</p> <p> ii) Foreign Trainees</p> <p>c) Preparation of Syllabus Timetable, Practical Schedules</p> <p>d) Honorarium to examiners/stipend to the trainees</p> <p>e) Dissertation Preparation by Students</p> <p>f) Study Tour/Workshops /Seminars</p> <p>g) Registers</p> <p>h) Answer Books</p> <p>i) Attendance Registers</p>	<p>B</p> <p>C-5</p> <p>C-5</p> <p>C-5</p> <p>C-3 or 1 year after completion of the audit, whichever is later.</p> <p>C-5</p> <p>C-3 or 1 year after completion of the audit, whichever is later.</p> <p>B</p> <p>C-1</p> <p>C-1</p>	<p>Files pertaining to important items may be marked-B</p> <p>Dissertation copy to be kept in Sectional Library as-B</p>
2.	<p>Short Term Certificate Courses in Archives Administration; Records Management; Reprography; Care and Conservation of Books/Manuscripts and Archives and Servicing and Repair of Records</p> <p>a) Policy matters</p> <p>b) Administrative matters</p> <p>c) Registers</p> <p>d) Answer Books</p> <p>e) Attendance Registers</p>	<p>B</p> <p>C-5</p> <p>B</p> <p>C-1</p> <p>C-1</p>	
3.	Board of Studies, constitution and meetings	B	
4.	Requests for training from foreign countries in one year Diploma Course in Archival Studies/Short Term Certificate Courses	C-5	

5.	Supply of information to institutions/individuals regarding various courses conducted by School of Archival Studies.	C-3	
6.	Lectures delivered by National Archives of India staff outside the Department.	C-3	
7.	Organisation of workshop/Seminars/HRD Programme in State Archives etc.	C-5	

25. Workshop (W.S.) Section

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	Purchase of machinery and spare parts etc. for maintenance of machinery equipments	C-3 or 1 year after completion of the audit, whichever is later.	Files pertaining to important items -B
2.	Repairs & replacement of spare parts/disposal of unserviceable articles etc.	C-3 or 1 year after completion of the audit, whichever is later.	
3.	Building & other allied works (Pipe filling, air-conditioning and construction)	B	
4.	Technical advice to outside agencies	C-5	Important notes-B
5.	Ledger Account Registers	B	
6.	Log Books	B	

Annexure – I
Retention Schedule for Records Common to
All Divisions/Sections of the Department (Headquarters)

S.No.	Subject/ Records Groups	Retention Period	Remarks
1.	a) Budget Estimates – Revised Estimates and Audit objections	C-3	Section coordinating the report shall retain the files as-B
	b) Performance Budget	C-3	
	c) Continuation of temporary posts	C-3	
2.	Daily attendance Files/Register	C-1	
3.	Absentee statement files	C-1	
4.	Casual leave accounts	C-1	
5.	Office Orders	C-1	Section issuing the orders shall retain the file as-B
6.	Monthly Progress Report – Individual/consolidated	C-3	
7.	Monthly Report for the Cabinet	C-3	Publication Section shall retain the file as C-3
8.	Monthly Arrear Report	C-3	
9.	Monthly Action Plan Report	C-3	
10.	Quarterly Report on recording/reviewing/ indexing of files (for RM Section)	C-3	
11.	Quarterly Report of progressive use of Hindi (for Hindi Section)	C-3	
12.	Quarterly Progress Report	C-3	
13.	Annual Report (for Publication Section)	C-3	Publication Section shall mark the file C-3 after printing and completion of the audit, whichever is later

14.	Report on the Development of Archives (for CC Section)	C-3	CC Section shall mark the file C-1 after publication of proceedings
15.	Monthly Expenditure Statements under Plan Scheme	C-3	
16.	Monitoring of Plan Scheme in respect of Physical & Financial targets	C-3	
17.	Monthly Progress Report regarding safety and security of records	C-1	
18.	Reviewing of Semi-current files of the section and their transfer to Departmental Records Room	B	
19.	Guard Files	B	All policy decisions are to be taken in the relevant files and extracts of the same be kept in Guard File of the Sections.

As regards, matters/cases pertaining to the Right to Information Act, follow the *Record Retention Scheduled in respect of Records common to all Ministries/Departments* issued by Department of Administrative Reforms and Public Grievances. (2012 Edition, page 69).

ANNEXURE-II

MAIN HEADS/ SUB-HEADS FOR OPENING THE FILES **(1-9 Common for All Sections/ Divisions of Headquarters/ R.Cs/ R.O.)**

1. Main Head No.1: Administrative Matters

- 1(1) Budget Estimates-Revised Estimates, including Performance Budget/Justification for Continuance of Temporary posts in the Division
- 1(2) Daily Attendance
- 1(3) Absentee Statement
- 1(4) Casual Leave Account
- 1(5) Office Orders English
- 1(6) Office Order Hindi
- 1(7) Right to Information matters

2. Main Head No.2: Reports and Returns

- 2(1) Monthly Progress Report – Individual
- 2(2) Monthly Progress Report of the Section for the Cabinet
- 2(3) Monthly Arrear Reports
- 2(4) Work Programme/Action Plan Reports
- 2(5) Quarterly Progress Reports of the Section on recording reviewing and indexing of files
- 2(6) Quarterly Progress Reports on Progressive use or Hindi
- 2(7) Annual Reports of Sections/Divisions
- 2(8) Parliament Questions

3. Main Head No.3: Recording, Classification, Reviewing, Indexing of Files

- 3(1) Recording, Classification and Indexing of files of the Section and sending them to the Records Room.
- 3(2) Reviewing of Semi-current files of the section and their transfer to Departmental Records Room according to the Retention Schedule.
- 3(3) Stitching of recorded files of Sections

4. Main Head No.4: Accessioning of Records/Microfilming/Library material etc.

- 4(1) Public Records
- 4(2) Records Management
- 4(3) Private Archives
- 4(4) Reprography
- 4(5) Library

5. Main Head No.5: Arrangement of Records/Microfilms/Library Materials etc.

- 5(1) Public Records
- 5(2) Private Archives
- 5(3) Reprography
- 5(4) Library
- 5(5) Oriental Records/Manuscripts/ Cartography

6. Main Head No.6: Finding Aids/Reference Media

- 6(1) Guide
- 6(2) Inventory
- 6(3) Catalogue of Maps
- 6(4) Catalogue of Private Papers
- 6(5) Descriptive Listing etc.
- 6(6) Oriental Records
- 6(7) Preparation of transfer and check list in Repository
- 6(8) National Guide

7. Main Head No. 7: Advisory/Consultancy Service

- 7(1) Public Records
- 7(2) Records Management
- 7(3) Committee & Conferences (I.H.R.C.)
- 7(4) Preservation
- 7(5) Reprography
- 7(6) Oriental Records
- 7(7) Library Science
- 7(8) Research and Reference
- 7(9) Private Archives
- 7(10) Advisory/Technical Assistance to Staff Archives/other Institutions

8. Main Head No. 8: C.R.L. Care and Preservation of Records etc.

- 8(1) Public Records
- 8(2) Private Archives
- 8(3) Oriental Records
- 8(4) Preservation
- 8(5) Library
- 8(6) Research and Reference
- 8(7) C.R.L.

9. Main Head No. 9: Access to Records/ Manuscripts/ Library Material etc

- 9(1) Public Records
- 9(2) Private Archives
- 9(3) Oriental Records
- 9(4) Library
- 9(5) Reprography

- Main Head No.10: Historical Documents Purchase Committee**
- Main Head No.11: Research and Reference**
- Main Head No.12: Security of Repository**

RECORDS CENTRE

- Main Head No.13: Records Centres/Regional Office Matters**

RECORDS MANAGEMENT DIVISION

- Main Head No.14: Records Management Studies (Reports from Ministries/ Departments)**
- Main Head No.15: Spot study and assistance to Ministries in the work of Recording/ Classification/ Reviewing of Semi-current records and Compilation of Indexes.**
- Main Head No.16: Archival Legislation**
- Main Head No.17: Vetting/ Revision of Retention Schedule of Records**
- Main Head No.18: Appraisal of Records**

COMMITTEE AND CONFERENCES

- Main Head No.19: I.H.R.C.-Constitution, Appointment of members etc.**
- Main Head No.20: I.H.R.C.-Sessions-fixation of venue, reports, papers discussed, resolutions, development of archives, exhibition**
- Main Head No.21: I.H.R.C.- Proceedings action taken on resolutions, printing**
- Main Head No.22: N.C.A.- Meetings of action taken on resolutions, printing**
- Main Head No.23: Historical Documents Purchase Committee and Accessioning of Oriental Records (H.D.P.C.), (O.R. Division)**
- Main Head No.24: International Relations – Cultural Exchange Programmes, I.C.A., U.N.E.S.C.O., other agencies, deputation and delegations.**
- Main Head No.25: Public Relations**

PUBLICATION DIVISION

- Main Head No.26:** The Indian Archives – compilation of
Main Head No.27: Annual Reports of the N.A.I.
Main Head No.28: Bulletin of Research Theses and
Dissertation – Compilation, Publication and
Distribution of
Main Head No.29: Publication, Pamphlets/Reprinting of rare &
important publication-Payment Bill.
Main Head No.30: National Register of Private Records –
Compilation, Publication and Distribution.

GRANTS SECTION

- Main Head No.31:** Schemes of Financial Assistance

P&B SECTION

- Main Head No.32:** Plan Schemes of N.A.I., P&B, Work
Programme and Action Plan

PRESERVATION DIVISION

- Main Head No.34:** Preservative materials – purchase of
Main Head No.35: Preservation materials – supply of
Main Head No.36: Repair and Rehabilitation of Records –
Departments, Out agencies etc.
Main Head No.37: Bureau of Indian Standards– Collaboration,
Standardisation, Meetings etc.
Main Head No.38: Purchase of Machinery, Spare Parts,
Repairs etc. (Workshop)
Main Head No.39: National Archives – Construction of Annexe
and Accommodation for Regional Centres.
(Workshop)

REPROGRAPHY DIVISION

- Main Head No.40:** Reprographic Services – Government
Agencies, Private Institutions, Exchange
Programme, Scholars.
Main Head No.41: Special Microfilming Programme – National
Archives of India Records.
Main Head No.42: Special Programme, Equipments and
Accessories Purchase/Repair.

SCHOOL OF ARCHIVAL STUDIES

- Main Head No.43: Diploma Course in Archival Studies**
Main Head No.44: Short-term Certificate Courses
Main Head No.45: Special Training Courses
**Main Head No.46: Board of Studies, Fellow Schemes
Internship**

LIBRARY

- Main Head No.47: Library Management**
Main Head No.48: Purchase of Books and Journals

HINDI SECTION

- Main Head No.49: Language Policy of the Government of India
– Implementation of**
Main Head No.50: Translation work in Hindi
Main Head No.51: Training in Hindi
- Main Head No.52: Towards Freedom – Correspondence with
agencies for collection of materials –
residual matters**
- Main Head No.53: Director General’s Secretariat**
Main Head No.54: Administrative Officer’s office
Main Head No.55: Exhibition

COMPUTER SECTION

- Main Head No.56: Computerisation of Library
materials/records etc.**
- Main Head No.57: Constitution of Committees/Working
groups for Computerization of records etc.**
- Main Head No.58: Creation of Website in National Archives of
India**
- Main Head No.59: Purchase/Payment of Computers/ other
accessories**
- Main Head No.60: Seminars/Workshops on Computer
Technology.**
- Main Head No.61: Supply of Computer Copies to other sections
of National Archives of India.**
- Main Head No.62: Miscellaneous information received from
other Department,**

**COMMON RECORD RETENTION SCHEDULE OF
SUBSTANTIVE FUNCTIONS FOR REGIONAL OFFICE &
RECORDS CENTRES OF NATIONAL ARCHIVES OF INDIA**

S.No.	Subject/Records Groups	Retention Period	Remarks
1	Policy Matters	B	
2	Permission for consulting records i) Indian Research Scholars ii) Foreign Scholars iii) Private Individuals/ Institutions	C-5 C-5 C-5	
3	Search Cases supply of information	C-5	
4	Centralization/Accession of Public Records	B	
5	Acquisition of private records	B	
6	i) Appraisal of noncurrent records ii) Correspondence on appraisal	B C-5	
7	Vetting of Records retention schedules of substantive functions of departments/ offices etc.	B	
8	Preparation of reference media of various records series	B	
9	Publication – Compilation of (e.g. Mutiny Papers (R.O. Bhopal)	C-10 after publication of volume	
10	Technical advice to department outside agencies	C-10	
11	Supply of copies of records of office of Crown Representative to Gujarat State Archives (Jaipur R.C.)	B	
12	Archives Week Celebrations/ Organisation of Exhibitions	C-3	
13	Orientation courses on Records Management for Departmental Records Officers	C-3	
14	Acquisition of Land	B	
15	Construction of Functional Buildings	B	

Registers			
1	Library Reference/books Accession Register	B	
2	Periodical Accession Register	B	
3	Research Scholars Attendance Register	C-10	
4	Register of D.R.O's attending Orientation Courses	B	
5	Permission for scholars/ users	B	
6	Accession of Public/Private Records	B	
7	Search Cases Registers	B	
8	Photocopy Registers	C-3	
9	Register of issuing Records to Research Scholars/Private Individuals	B	
10	Issuing Register for Repairing of Records	B	
11	Visitor's Registers	B	
12	Library Books Issue Registers to Staff	B	
Preservation Section			
1.	Technical Guidance for preservation of documents	C-3	
2.	Preservation matters Correspondence reg.	C-5	
3.	Purchase/Acquisition of preservative chemicals, stationery and repair material	C-3 or 1 year after completion of the audit, whichever is later	
4.	Purchase of preservative equipments including fire fighters etc.	C-3 or 1 year after completion of the audit, whichever is later	
5.	Repair and rehabilitation of records	C-3 after material is sent back and restored to its proper place	

6.	Issue of preservative repair material	C-1	
Registers			
1.	Register for repair of records	B	
2.	Purchase/Acquisition of preservative chemicals, stationery and repair material	C-3 or 1 year after completion of the audit, whichever is later	
3.	Purchase of preservative equipment including fire fighters etc.	B	
4.	Indent Book	C-5	
5.	Register for fumigation, L.P. Mixture, Lemon Grass Oil treatment etc.	C-5	
Reprography			
1	Purchase of Machinery/ equipments	B	
2	Supply of positive microfilms to state archives	B	
3	Preparation of positive microfilms from negative microfilms for Hqrs.	B	
4	Microfilming of records as assigned by Hqrs.	B	
5	Repair/Maintenance of equipments/refilling of the fire fighting cylinders.	C-3 or after the completion of audit and settlement of all audit objections, if any, whichever is later.	

Microfilm Repository (M.F.R.), Regional Office, Bhopal

S.No.	Subjects/ Records groups	Retention period	Remarks
1.	Maintenance of equipments	C-3 or 1 year after completion of the audit, whichever is later	
2.	Matter relating to work progress in Dark Room	C-5	
3.	Service to scholars/users	B	
4.	Fire Alarm System in M.F.R.	C-5	
5.	Acquisition of Microfilms from Headquarters	B	
6.	Additional source of water for A.C. Plant	C-1	
7.	Power Factor Capacitor Panel	C-1	
8.	Operation of Generator Set	C-5	
9.	Aluminium Partitioning in M.F.R.	C-3	
10.	Temperature and Relative Humidity (R.H.) Charts	C-3	
11.	Microfilming of Chamber of Princes - correspondence	C-3	
12.	Microfilming of "Mutiny papers" – correspondence regarding	C-3	
13.	Operation of A.C. Plant	B	
14.	Water Proofing Treatment of M.F.R.	C-3	

Records Common to Regional Office/Records Centres

S. No.	Subject/Records Groups	Retention Period	Remarks
1	Monthly Progress Report	C-3	
2	Annual Report	C-3	
3	Performance Budget Report	C-5	
4	Action Plan work programme	C-5	
5	Report on development of Archives	C-3	
6	Hindi Quarterly Progress Report	C-3	
7	Purchase of Library books correspondence reg.	C-5	
8	Implementation of Rajbhasha Policy	B	
9	Hindi Pakhwara(Fortnight)	C-5	
10	Budget estimate/Revised Estimate	C-3	
11	Security	C-5	
12	Public Relations	C-3	
13	Reports and matters relating to public records Act, 1993	C-5	Important notes containing policy decision may be marked-B
14	Workshops/Seminars	C-3	
15	Matters relating to I.H.R.C.	C-3	

Note: In case, any particular contract/case/file is under Arbitration, Litigation, Enquiry or Audit by any Authority, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later. This is applicable on all the Divisions/Sections of National Archives of India Headquarters, New Delhi and Regional Office, Bhopal, Records Centres, Jaipur, Bhubaneswar and Pudducherry.