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Education & Public Health
(1948) Dept.

G.O. Ms. 1050 Edn.

Dated 30.4.48

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Madras Record Office - Improved
Methods of keeping records -
Curator's proposals - Deferred.

Further papers.

G.O. Ms. No. 3321 Edn.
23-12-48.

1689 Edn
186/51.

~~Ms 93~~

G.O. Ms No. 5 Public (Cheml M)
dt 2-1-1961.

செப்பனிடுபவர் பெயர்
செப்பனிடுவதற்காக எடுத்துக் கொள்ளப்பட்ட நாள்
நவம்பர் 1993
செப்பனிட்டு முடித்த நாள்
டிசம்பர் 1993
சரிபார்க்கும் மு.பா.ஆ. கையொப்பம்.
ஆராய்ச்சி உதவியாளர் கையொப்பம்

No. 3163 DVII/46-1. Madras Record Office,
Chittoor, 4th January 1947.

From

Rao Bahadur Dr.B.S.Baliga, Ph.D.(Lond.),
Curator, Madras Record Office, CHITTOOR.

To

The Secretary to Government,
Education and Public Health Department,
Fort St. George, MADRAS.

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Sir,

Sub:- Post-war reorganization of archives offices in India - Recommendation of the Indian Historical Records Commission.

Ref:- Government Endorsement No.69926-1-C_2 Edn., dated 28th November 1946.

With their endorsement referred to above the Government have forwarded to me for my remarks a copy of a pamphlet entitled "Post-war Reorganization of Archives Offices in India" which has been received by them from the Indian Historical Records Commission. The Government have also invited my attention to G.O.No. 758, Education, dated 15th May 1945 in this connection. On perusing the pamphlet I find that it is only a reprint of the pamphlet which was received last year from the Government of India with their letter No.F.92-11/45-E, dated 5th April 1945. While, however, the Government of India did not call for a report last year the Indian Historical Records Commission has now requested the provincial governments "to intimate in due course any action they may propose to take on it."

2. When this pamphlet was referred to me for my remarks last year I pointed out to the Government how the scheme propounded in it related almost exclusively to the reorganization of the Imperial Record Department and how it had not been suggested that the provincial governments should follow any of the recommendations contained in it or that they should adapt them to suit their needs. I, however, explained in some detail the nature and the scope of the various recommendations that had been made and discussed at some length the necessity for, and the possibility of, adopting them in the Madras Record Office. The Government were thereupon pleased to state that I should submit to them, after the war was over, proposals for effecting improvements in the Madras Record Office on the lines indicated by me. As the war has now been over for more than a year I would have already submitted my proposals were it not for the fact that the extraordinary conditions created by the war still exist. Since, however, the Government have called my attention to their orders I presume that I am now required to submit my proposals and accordingly proceed to do so. Before, however, explaining my proposals I shall first offer my remarks upon the pamphlet of the Indian Historical Records Commission as ordered by the Government. It will be seen from my letter read in G.O.No. 758, Edn., dated 15th May 1945 that I have already offered fairly full remarks upon each of the suggestions contained in the pamphlet. Still, as the Government have again called for my remarks, I deem it necessary to repeat these remarks and to add such fresh remarks as I may have to offer now.

3. The most important recommendation contained in the pamphlet is that microfilm copies of all the records and books relating to Indian History, which are not available in India but which may be available in the archives, libraries and similar institutions in England, France, Holland, Spain, Portugal, United States of America, the Netherlands Indies etc. etc., should be obtained and deposited in the Imperial Record Department. With the object of making such a collection it is proposed that an officer should be deputed to these countries to examine the several collections and to obtain microfilm copies of all the requisite documents and books. It is expected that this officer will require at least 3 years to complete his work and that the expenses of his mission will amount to Rs. 3,00,000 approximately. Of course a number of special projectors

projectors and special reading rooms will also have to be provided to enable the students doing historical research to consult the films. If the recommendation is accepted by the Government of India microfilm copies of all documents relating to India including those relating to Madras will be brought and deposited in the Imperial Record Department. And this will no doubt be useful to students who may find the records available in the Madras Record Office to be incomplete in any particular instance. It is, however, doubtful whether a scheme of this magnitude can be successfully accomplished within a period of 3 years or at the estimated expenditure of Rs.3,00,000. It is stated that the gaps in the records in the Imperial Record Department are large and that the necessity for filling them up is urgent. So far as the records of the Madras Government are concerned it may be stated that students who have carried on research in the Madras Record Office have not hitherto found any serious gaps. This is because the records of the Madras Government have always been preserved carefully and because no records of historical interest have at any time been permitted to be destroyed. Of course, a few gaps have been met with in the early records in the course of printing and publishing them but such gaps are not many and most of them have already been filled up by obtaining transcripts from the India Office. It will thus be seen that so far as the Madras Record Office is concerned it is unnecessary to obtain any microfilm copies from abroad on the lines suggested in the case of the Imperial Record Department.

4. Along with the acquisition of microfilms from abroad has been made the recommendation that steps should be taken to salvage manuscripts which may be lying undiscovered in the possession of private individuals in India itself. This is not a new recommendation. The Indian Historical Records Commission has during the last 4 years more than once suggested the formation of Regional Survey Committees to unearth the historical documents which may be in private possession. The desirability of forming such a committee cannot be questioned, but the Government have, after repeated and careful consideration, come to the conclusion that such a Committee cannot be appointed until conditions become a little more normal. I invite the attention of the Government in this connection to their letter to the Government of India No. 1574 Edn., dated 14th August 1946. In the meantime the Government have agreed to grant the necessary facilities to an unofficial Committee which, on the recommendation of the Indian Historical Records Commission, has been constituted by Dewan Bahadur C.S.Srinivasachari (Please see my letter No. 1122-DVII/44-2, dated 7th July 1944 in reply to Government Endorsement No.35097 C-1 Edn., dated 4th July 1944). It does not therefore appear to be necessary to consider again the question of appointing a fresh Committee at present.

5. A suggestion that has been made in connection with the Regional Survey Committees is that the Central and the Provincial Governments should be legally authorised to take charge of such manuscripts as may be unearthed by these committees and that for purchasing such manuscripts, when required, and for defraying the expenses of the Committees the Central and the Provincial Governments should set apart suitable sums every year. I may point out here that this is the only part of the pamphlet in which a definite suggestion has been made to the Provincial Governments to act upon. It is stated that the Central Government may have to place a sum of Rs.10,000 every year at the disposal of the Director of Archives. How much of this sum will be spent upon the touring expenses of the members of the Committees and how much upon the purchase of manuscripts has not been indicated. If the Committees are to be really useful they should consist of influential representatives of the various interests in the country besides technical experts like the Government Archivist. The touring expenses of the members of such Committees are likely to be large and may well exceed the value of the manuscripts which might be purchased through their efforts. The question is not, however, one which has to be considered by the Provincial Government now. It will arise only when

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when a regional committee is formed by the Government. When the Government decide to appoint such a committee an estimate of the expenditure that will have to be incurred by them will naturally have to be considered.

6. The remaining parts of the pamphlet deal with the introduction of new methods of archives keeping in the Imperial Record Department. I shall discuss these suggestions one by one and show how far it is necessary to adopt any of them in the Madras Record Office. Firstly it is suggested that the bundles of records should be arranged horizontally on the shelves instead of vertically and that the additional shelf space that might be required for this purpose should be provided for. This is an idea which has been under my consideration for several years, and is one which I would have already placed before the Government but for the War. I have observed that the records are becoming damaged to some extent by tying up the files into bundles between wooden planks and keeping the bundles erect on the shelves. In order to make the bundles stand erect on the shelves it is necessary that they should be tied tightly. The effect of tying the bundles tightly is to deprive the papers of ventilation, a factor which is important for their preservation. Again, however tight a bundle may be tied the files in it show a tendency to slip down gradually and project below the planks. This leads to the bending and fraying of the bottom edges of the files by bringing them into contact with the shelf and by bringing the entire weight and pressure upon the files instead of the planks. On account of this in course of time the bottom edges of the files break off from the files when the bundles are handled.

7. The ideal arrangement would be to keep the files in their natural position, that is to say, flat, and to see that they are not piled up one over the other to such an extent that some of them are deprived of ventilation. The pamphlet prepared by the Indian Historical Records Commission does not explain whether there will be any practical difficulties in arranging the bundles flat on the shelves and, if so, how they are to be got over. Special boxes or containers of steel or cardboard are known to be used extensively in the National Archives, United State of America, and in some of the archive repositories in Europe. It may therefore be considered whether such boxes can be provided in the Madras Record Office. For one thing, the cost of providing containers of steel or cardboard for all the tens of thousands of files in the Madras Record Office will be prohibitive. For another, the containers will require a great deal of additional shelf space and this will mean the construction of additional buildings. For a third, however suitable closed containers might have proved in cold countries like Europe and America, it is doubtful whether in a hot country like India they might not become the breeding places of silver fish, borers and similar records pests. My own experience makes me more and more to distrust containers and to prefer those arrangements alone under which the records are kept more or less open.

8. I have therefore had under my consideration several plans by which the records can be kept flat on the shelves without using containers and without going in for additional shelf space. I have made experiments in arranging the bundles flat lengthwise as well as breadthwise. My chief difficulty lay in devising a method by which the bundles could be fitted up with prominent labels to indicate their contents in such a manner that the labels would not get out of place when the bundles are opened and tied, as they have to be, in the course of collecting and restoring papers. Under the existing arrangement of keeping the bundles vertical the record rooms present a neat appearance and I was anxious to preserve this effect of neatness as far as possible. I am glad to state that I have finally got over the difficulty of fixing the label in a very satisfactory manner and I am therefore now in a position to place definite proposals before the Government for altering the existing arrangement of keeping the bundles vertically and for keeping them flat on the shelves.

9. According to the arrangement which I have devised the files are tied up into bundles between two wooden planks as at present. The

bundles

bundles are then placed flat on the shelves side by side in such a way that the bottom edges of the bundles are parallel to the edges of the shelves. To indicate the contents of each bundle, a hinged cardboard is inserted under the top plank in such a manner that a part of the cardboard hangs down and covers the bottom edge of the bundle which will otherwise be exposed to the view. Over this part of the cardboard is pasted a printed label indicating in bold types the contents of the bundle. With a border of green canvas or calico the boards will hang stiffly and present an appearance of a row of cardboard boxes arranged neatly on the shelves. An advantage of this method is that it will be possible to keep one bundle over the other without spoiling the general effect if, in the interests of economy of shelf space, it becomes necessary to do so. In the Madras Record Office, for instance, each shelf is nearly 16 inches high and it will therefore lead to a waste of space if only one bundle is kept on it. Of course it will be advantageous to reduce the height of the shelves to that which is required to take in an average bundle of a thickness of about 8 inches, but this will mean the provision of numerous additional shelves at considerable cost. I therefore propose to keep on our shelves two rows of bundles, one over the other. Again the racks in the Madras Record Office are so broad that it will be a waste of space to keep the bundles only on one side of a shelf. I therefore propose to arrange the bundles on either side of each shelf. The shelves are just broad enough to take in two bundles arranged end to end in this way. This arrangement will have a decided advantage over the existing arrangement ~~will have a decided advantage over the existing arrangement~~ under which generally four and some times more bundles are kept vertically back to back on each shelf with the result that it is not possible to lay one's hand readily on the exact bundle required. Hereafter it will be possible to see at a glance the labels of all the bundles and to take readily the exact bundle that may be required.

10. And this new arrangement costs almost next to nothing. All that is required is a piece of cardboard measuring about 18 inches by 9 inches and divided into two parts and connected to each other by means of a hinge of canvas or calico. These boards can be made easily. If the work of making them is entrusted to the Government Press the cost is likely to be very low. On the whole about 50,000 boards may be required but it may not be necessary to supply all these boards at once. They can be supplied at the rate of 10,000 a year. While the change is being effected it may also be advisable to make all the bundles of a uniform thickness. At present their thickness varies from 3 or 4 inches to 15 or 16 inches. The bundles which are too thick are heavy and cannot be handled conveniently while those which are too thin lead to a waste of planks, tapes etc. A thickness of 8 inches will be a convenient size. For making the bundles uniformly of this thickness it may be necessary to obtain some fresh planks, labels and tape. It will also be necessary to set apart some attenders exclusively for this purpose. This is, however, not difficult. There are now 24 attenders in the Mending Section of the office. Some or all these can be usefully diverted temporarily for attending to this useful work. In fact by this diversion they will be assisting in the preservation of the records which are now slowly but steadily becoming damaged under the existing vertical arrangement system. If the Government approve these proposal I shall ascertain from the Superintendent, Government Press, the cost of making the boards and shall submit to the Government an estimate of the entire expenditure involved in the introduction of the new system. As this is a most beneficial and at the same time a very practicable measure I beg earnestly to recommend that the Government may be pleased to approve it at an early date.

11. Turning now to the remaining recommendations contained in the pamphlet, it is suggested that, in view of the variations of temperature prevailing at Delhi, the record rooms of the Imperial Record Department should be air-conditioned. Air conditioning has at present been introduced, so far as I know, only in the National Archives of the United States of America. The pamphlet does not indicate

indicate the cost of air-conditioning the record rooms of the Imperial Record Department. There is, however, no doubt that it is bound to be an expensive improvement. Considering that the bulk of the records in the Madras Record Office is much larger than the bulk of the records in the Imperial Record Department the cost of air-conditioning our record blocks is bound to be much more expensive. It may perhaps run to several lakhs of rupees for installation and a large sum for running expenses. It must at the same time be stated that air-conditioning will no doubt be attended by very beneficial results so far as the preservation of archieves is concerned. The only disadvantage is that it is too expensive and too impracticable an improvement to be thought of especially in the conditions prevailing at present. Seeing that air-conditioning has not been introduced even in Record Offices like the Public Record Office, London, it is doubtful whether it is really necessary to air-condition the record rooms of the Madras Record Office at present.

12. One of the advantages of air-conditioning is that it provides for the filtration of the air coming into the record rooms and thus eliminates the problem of dust, a problem which is very serious especially in Record Offices which are situated in large cities. Experience in the Madras Record Office, Egmore, has shown that the accumulation of dust is so rapid that it is well-nigh impossible to keep the records at any time completely free from it. While the records at one end of a block are being dusted the records at the other end are covered with a thick layer of dust and by the time one comes to the other end the records at the first end are again covered with dust. This interminable fight with dust goes on throughout the year and leads to a considerable waste of time and labour. With the object of rendering the work of dusting the records quicker and easier a vacuum cleaner was purchased some years ago and instructions were issued to the effect that it should be used for dusting some of the records of every block every day. In actual practice, however, it has been found to be difficult to follow these instructions. When the attenders of a block are in a position to attend to dusting they very often find that the vacuum cleaner is not available, being in use in another block. And by the time it is available the attenders are unable to use it being busy picking up papers, restoring papers and soon. There is no doubt that one vacuum cleaner is quite insufficient to meet the needs of 9 large record blocks. I would therefore recommend that 6 more vacuum cleaners be purchased. They will be required not now but only after the records are transferred back to Madras. If the Government approve this suggestion I shall ascertain the cost of purchasing the vacuum cleaners and submit definite proposals. The provision of additional vacuum cleaners will go a long way towards the elimination of dust, though not to the same extent as air-conditioning.

13. The next recommendation that has been made in the pamphlet is the introduction of the method of vacuum fumigation for the destruction of record pests which may be found among the records. This is also a method which, so far as I know, has been adopted only in America. This requires a special and somewhat costly vacuum chamber worked by electricity. The necessity for fumigating records in such a chamber will arise only when the bulk of the infected records is large. There is a simple and inexpensive way of fumigating records of small bulk. All that is required is an ordinary chest or box provided with a wooden grating inside. The records to be fumigated are placed on the grating and the fumigant, usually para-dichlor-benzene crystals, is kept in a dish below the grating. The box is then closed and the crevices are sealed with vaseline to make it air-tight. After some days the box is opened, care being taken to see that no flame is brought near, and the records are removed. So far as the Madras Record Office is concerned it may be stated that the records are generally free from insects and that therefore there is no necessity to obtain a special vacuum chamber for fumigating the records. Modern records which are transferred every year to the Madras Record Office do not require any fumigation whatever, being quite free from insects. Some of the old district records alone showed signs of having been attacked by borers before they were transferred to this office. The leather bindings of these records which have become very old and which attract the insects have been removed as a measure of precaution and they are

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This method has been advocated by British Archivists. now

now as free from insects as the other collections. The records in record rooms in the district are however likely to contain insect pests. But even for fumigating these records a vacuum chamber is perhaps unnecessary. The simple method which I have explained above may answer the purpose. I propose to provide one or two of the chests available in the Madras Record Office with wooden gratings and thus convert them into fumigation chambers, after the records are transferred back to Madras. I shall then find out whether any of the district records require fumigation and, if so, arrange for such fumigation either in the Madras Record Office or in the offices concerned.

14. The next suggestion contained in the pamphlet is that 'laminating' machinery should be introduced in the Imperial Record Department. Lamination is a technical process which is now being followed by the National Archives, United States of America. Briefly, this process consists in placing the sheet of paper to be repaired between two thin, transparent foils of cellulose acetate and compressing the whole by machinery under heat and great pressure in a special press until the foils adhere firmly to the sheet. The foils, in fact, not only adhere to the paper but are stated to become part and parcel of the original sheet. This process of reinforcing old and brittle documents has been evolved recently as a result of experiments made in America and its use is at present limited to the National Archives, United States of America. Its effects in the long run cannot be safely predicted at present. It has been condemned in no uncertain terms by some of the greatest English archivists. So recently as October 1945 the Technical Section of the British Records Association, a body which is composed of some of the greatest authorities on archive matters, has deprecated the process of lamination. Contrasting chiffoning, a method which is followed in the Madras Record Office and which will be described below, with lamination, Mr Evans of the Public Record Office, London, explains that while in the method of chiffoning nothing is done that cannot be undone and the document does not suffer any damage, in the method of lamination the document cannot be retrieved if it should hereafter be found that the process is harmful to the documents. He says: "If the silk or the paper or paste or the repairing work is unsatisfactory the work can be done again: immediately or in future, the document does not suffer. On the other hand the process of grouting the cellulose acetate sheeting into the decayed paper is a drastic operation. To what extent can it be undone? It would be possible presumably to remove the cellulose acetate by means of a solvent such as acetone; but would the document, fragile before the melting foil was forced into its fibres and then dissolved out, would the document be in a state to bear witness to anything but its rigorous treatment?" Again he asks, "What guarantee is there of the permanence of the qualities of the new material, that, with the passage of time, its transparency will not be marred by discoloration and its flexibility give way to brittleness?" Seeing that the method of lamination has been based entirely on certain laboratory tests carried out in America Mr. Evans doubts very much whether it can safely be predicted whether the documents treated under the process of lamination will last as long as those which have been treated under the methods which have stood the test of time. Finally he pronounces his definite opinion against lamination in these words: "In the treatment of frail and damaged paper documents which it is our business to preserve; we have drawn attention to what we hold to be the fundamental error of employing a new treatment of improved stability in a process of repair that is practically irreversible and irrevocable; albeit a process that can deal with a large number of documents rapidly and with a minimum of skilled staff; and one which, while the covering medium remains unaffected, protects the document from excessive himidity or dryness and from attack by insects."

15. In view of the decided opinion expressed by the English Archivists it is not advisable to abandon the method of mending records which have stood the test of time and to go in for a method like lamination which stands on laboratory tests alone. The method which is advocated by the English archivists and which

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has been followed in the Madras Record Office during the last 25 years is the method known as 'Chiffoning'. Under this method the damaged sheet of paper is pasted over with chiffon, a thin kind of silk, and held together at the edges with guards of durable hand made paper. The sheets are then made up into files or bound into handsome volumes with green art canvas. More than 3,000 volumes comprising all the volumes before 1800 have thus been mended and bound. Thousands of files have also been repaired. One of the advantages claimed for lamination is that it is a much quicker process than chiffoning. It must, however, be mentioned that lamination requires special and expensive machinery and specially trained technicians to work it properly. The woking expenses are also likely to be large. Chiffoning, on the other hand, cannot be said to be such a slow process especially if a sufficient number of menders are employed. To judge by the experience gained in the Madras Record Office, where a staff of 24 trained menders are employed, the rate of progress is by no means small. If the number of menders is increased it will be possible to increase the progress and to complete in a few years the work of mending all the records which require repairs. And if all the records are repaired in this manner with chiffon their safety will be assured whereas if they were to be laminated it will be difficult to predict their fate after the lapse of 50 or 60 years.

16. Chiffon is an article which is now scarce and dear owing to the war, but a sufficient stock of it was laid in for the use of the Madras Record Office before Japan declared war and the mending programme of the office has therefore not been interrupted till now, although strict economy in the use of the article was practised as ordered by the Government. It was expected that when the war ended chiffon would become available in sufficient quantities, but, as a matter of fact, it is not yet available in the market. Several attempts have been made to obtain a supply, but without result. With the object therefore, of conserving the stock and making it last as long as possible the menders have latterly been diverted to some extent to the repair of records which can be mended without much chiffon. Among the modern records (I mean records of about 1900 and onwards) there are many files which are in a bad condition. These files contain manifolding and other flimsy varieties of paper which cannot stand much handling and therefore become damaged easily. But as they are frequently required for reference they will be damaged irreparably if they are not mended as soon as the defects are noticed. The mending of these modern files will not require any large quantity of chiffon. I have therefore ordered the menders to take up these files instead of the old records which require a great deal of chiffon. The bundles of modern records are examined systematically and all the files which require repairs are selected and sent to the mending section. Here the menders attend to them properly, reinforce the sheets which are weak, flatten those which are folded and, in short, make them quite fit for handling. This work is as urgent and useful, if not more, than the work of repairing the old records. Of course the old records will not be lost sight of. They will all be mended as soon as the chiffon position improves.

17. When chiffon becomes readily available this office can also usefully take up the repair of the damaged records belonging to other Government offices. This office has always been attending to such repairs, especially when they required repairs by expert menders, but latterly it has been compelled to refuse several requests for assistance in this direction, chiefly on account of the scarcity of chiffon and hand made mending paper. When this scarcity disappears the repairs of these will be taken up on a systematic programme.

18. Another improvement which it is very desirable to introduce is the substitution of manilla dockets for files in the place of the present brown paper dockets and the use of good durable paper for all records of permanent value. The brown paper dockets damage the files in course of time. I have already pointed this out to the Government and they have agreed that the dockets should be made of manilla paper of different colours for different departments. That records intended for permanent retention should be made on durable paper needs no argument. But the outbreak of the War and the consequent scarcity of paper

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have made it impossible either to introduce manilla dockets or to insist upon the use of durable paper for records of permanent value. When paper becomes freely available again these two proposals will be considered again.

19. Turning to the next recommendation contained in the pamphlet, it has been proposed that the imparting of training in archive-keeping should form part of the duties of the Imperial Record Department. It is stated that a number of record offices will soon be opened in the several provinces and Indian States and that it is necessary that the persons in charge of these offices should be trained in archive-keeping in the Imperial Record Department. So far as the Madras Record Office is concerned it was organized more than 35 years ago and it has always been administered on up-to-date scientific lines. It is a member of the British Records Association and is in close touch with the latest developments in archival science both in Great Britain and America. In fact it has generally been admitted to be the largest as well as the most progressive and well-organized Record Office in India. That this is no exaggeration the Government can see from the observations made about this office in a publication called "Historical Records of the Survey of India, Eighteenth Centruy" issued last year by the Surveyor General of India. In his preface to this publication Col.R.H.Phillimore, C.I.E., D.S.O., the editor of the book, describes his visits to the various Record Offices in India and in regard to the Madras Record Office states as follows: "From Bombay I went to Madras where I found a mass of information in the wonderful Record Office at Egmore, where the records are in excellent preservation and readily accessible and the collection of valuable old maps most beautifully kept. I have specially to thank Dr. Baliga and his staff for their very courteous and valuable assistance."

20. The Madras Record Office possesses ample facilities for training those who might desire to be trained in archive keeping. The Government have laid down as long ago as 1934 that the Curator of the office should, on his appointment, undergo a course of training in archives keeping in England. I have undergone this training in the famous Record Offices in England like the Public Record Office, the India Office, the Canterbury Repository, the Foreign Office, the British Museum, the Bedford County Muniments and the Birmingham Reference Library and I am therefore in a position to train persons in the theory as well as the practice of archive administration. Again the Madras Record Office possesses immense collections of records of all kinds from the earliest times down to the present, belonging to the Government, the Board of Revenue, the Collectors etc. etc., and these have been arranged in a series of large record blocks specially designed for housing archives. It has also a large establishment of expert menders to mend and recondition old, damaged and brittle documents on up-to-date scientific lines. It has developed to a high degree the technique of 'servicing' that is, making available to the Department of the Government, the Board of Revenue etc., all the information upon any given subject in a convenient form and thereby promoting efficient administration. It has from the beginning been engaged upon various schemes of publication like printing in extenso, calendaring, indexing and publishing selections. It has already issued more than 400 publications. Indeed there is hardly any aspect of archive administration which has not been properly studied and developed in the Madras Record Office.

21. Nor is this all. The Madras Record Office has actually trained a number of persons in archive preservation. In 1941, at the request of the Government of Bombay, the Keeper of Records of that Government and their Historical Archivist were trained in this office in the theory as well as the practice of archive administration. A clerk and two attenders of the Madras High Court were also trained in the mending and preservation of records. Training in mending has likewise been given by this office to an attender from each of the offices of the Collectors and District Judges in the

province.

province. In addition to such practical training the office has also been frequently giving advice on archival matters to a number of institutions belonging not only to this province but also to other provinces and states.

22. It will, perhaps, be desirable to give training in both the theory and the practice of archive administration to the Record Keepers of all the record rooms in the districts and in the offices of the Heads of Departments in the City. Arrangements for such a training can easily be made in the Madras Record Office, but this is a matter which cannot be taken up until the records are shifted back to Madras. After the records are transferred I shall submit suitable proposals to the Government.

23. It will be seen from all that I have stated above that the pamphlet received from the Indian Historical Records Commission contains very few suggestions which are practicable at present or which can safely be adopted so far as the Madras Record Office is concerned. I have, however, indicated which of these suggestions can, with suitable modifications, be adopted under the conditions now existing. In making these suggestions I have been guided not only by the experience gained by me in the archive repositories in England but also by the experience gained by me in the Madras Record Office during the last 12 years. I have carefully considered the feasibility of every proposal before placing it before the Government. I have also considered the great need for economy at present and have suggested only such of the schemes as are not costly.

24. I shall now recapitulate briefly the various proposals contained in the pamphlet and indicate against each how far it is necessary to adopt it in the Madras Record Office.

1. Proposal to depute an officer to foreign countries to take microfilm copies of records which are missing in the Imperial Record Department --- This proposal concerns only the Imperial Record Department. It is unnecessary to send an officer to foreign countries to obtain microfilm copies of any records for the Madras Record Office since the gaps in the Madras Records are extremely few. (Please see paragraph 3)

2. Proposal to take steps to salvage manuscripts of historical interest lying in private custody--The Government have already stated that a regional Survey Committee will be constituted when conditions become normal. In the meantime they have agreed to afford all reasonable facilities to an ad hoc regional survey committee formed by Diwan Bahadur C.S.Srinivasachari (Please see paragraph 4.)

3. Proposal to authorise the Central and the Provincial Governments to take charge of manuscripts salvaged from private custody and to set apart funds for the travelling expenses of the members of the Regional Survey Committees and for purchasing manuscripts -- This is the only proposal which contains a definite suggestion to the Provincial Government to act upon. This can, however, be considered only when the Government set up a proper regional survey committee. (Please see paragraph 5.)

4. Proposal to keep bundles containing records flat upon the shelves instead of vertically -- I have shown how this can be carried out without incurring any large expenditure I request the orders of the Government upon my proposal. (Please see paragraphs 6 to 10)

5. Proposal to introduce vacuum fumigation in the Imperial Record Department -- This is not really necessary for the Madras Record Office where the records are generally free from insects. A simple method of fumigation can be adopted when fumigation is found to be necessary. (Please see paragraph 12).

6. Proposal to air-condition the record rooms of the Imperial Record Department. -- This is too costly an improvement to be considered for the Madras Record Office at present. The provision of additional vacuum cleaners for dusting the records is the only

measure

measure that is now practicable. (Please see paragraphs 11 to 12).

7. Proposal to repair old records according to the method of lamination -- This method requires special and costly machinery and skilled technicians to work it. Moreover it has been severely condemned by eminent archivists as being a dangerous innovation. The Madras Record Office may therefore continue to follow the method of repairing records with chiffon, a method which has stood the test of time. The scarcity of chiffon caused by the War has made it necessary to use this article sparingly. Attention is therefore now directed to the mending of some of the modern records which require little or no chiffon. When chiffon becomes freely available the mending of the old records will be resumed and completed. The mending of the damaged records of other Government offices which has now been interrupted will also be resumed. A proposal to introduce manilla dockets in the place of brown paper dockets has already been approved by the Government. When the paper scarcity disappears the proposal will be carried into effect. (Please see paragraphs 14 to 18).

8. Proposal to train archivists in the Imperial Record Department -- This training is intended for the Keepers or Curators of the Record Offices which may be organized hereafter. The Madras Record Office was organized more than 35 years ago and is run on up-to-date scientific lines. The Curator of the office has been trained in the archive repositories of England and is in touch with the latest developments in archival science carried on in England and America. Any training that may be required for Record Keepers in this province can easily be given by him in the Madras Record Office where ample facilities for such training are available. The Madras Record Office has, in fact, already trained a large number of persons. A scheme of training the Record Keepers of the offices in the province will be taken up after the records are transferred back to Madras (Please see paragraphs 19 to 22).

CURATOR.
17-1-1947.

BR.
Encl: 1 pamphlet.

E & P.H. Deptt. (C2)

Memo No. 69926 C2/46-3 Edn dated 7.5.47

Indian Historical Records Commission - Report on the Post War Reorganisation of Archives offices in India.

Ref:-
C.No.3721 C2/47 - From the Curator, M.R.O.
No.3163 DVII/46-1 dated 4-1-47.

With reference to his letter read above, the curator, M.R.O. is requested to furnish information on the expenditure involved in:-

(1) giving effect to the proposal to keep the record bundles horizontally on the shelves (The S.G.P. may be consulted in the matter);

(2) Purchase of 6 more vacuum cleaners.

2. The Research and Publication Committee in their ~~pamphlet~~ pamphlet on the Post War Reorganisation of Archives Offices in India have made the following recommendations:-

(1) Legislation for legally prohibiting unwarranted destruction and export of historical manuscripts (Further migration of manuscripts is easy to prevent and here a simple preventive law and a little vigilance on the part of the Port and customs authorities will suffice)

(2) Technical services of the Government Record Offices should be available to private owners, small record offices in British India and the States unable to go in for costly scientific apparatus, for the repair and renovation of the old manuscripts in their possession.

The curator is requested to offer his specific remarks on the above ~~suggestion~~ recommendations.

The Curator,
M.R.O.

6/5/47

6.5.47

ASSISTANT SECRETARY TO GOVERNMENT
18 JUN 1947
EDUCATION AND PUBLIC HEALTH DEPARTMENT

No.3188 D-VII/46-5.

Madras Record Office,
Chittoor, 13th June, 1947.

From

Rao Bahadur Dr.B.S.Baliga, Ph.D.(Lond.),
Curator, Madras Record Office, CHITTOOR.

To

The Secretary to Government,
Education and Public Health Department,
Fort St. George, MADRAS.

Sir,

Sub: Indian Historical Records Commission - Report on Post War Reorganisation of Archives Offices in India.

Ref: Government Memorandum No.69926.C2/46-3.Edn., dated 7th May 1947.

I have the honour to furnish the remarks called for in the memorandum cited above.

2. In regard to the expenditure involved in keeping the bundles horizontally I have obtained from the Superintendent, Government Press, an estimate of preparing the special hinged boards. He states that the cost of making 50,000 hinged boards with khaki borders would come to Rs.32,800, whereas the cost of making the same with longcloth borders would come to Rs.30,400. I send herewith the samples received from him. It will be seen that the board with khaki borders appears neater and stronger than the board with longcloth border. I would therefore recommend the adoption of the khaki border boards.

3. I should make it clear that all these 50,000 boards are not necessary at once. 10,000 boards will be sufficient for a year, as the work of rearranging the bundles in the manner suggested in my previous letter can be conveniently spread over 5 years.

4. Besides this expenditure some expenditure will have to be incurred on providing fresh record planks. These planks are necessary for making all bundles of a uniform size of about 8 inches by splitting up big size bundles. It is impossible to calculate at present the number of planks that will be required. But roughly, about 25,000 planks may be required. They may cost about Rs.20,000. This expenditure also will be spread over 5 years. The cost of tapes and labels may be left out of account as they are not likely to cost much.

5. Considering the advantages that this new system affords over the existing destructive system of keeping records, the expenditure of about Rs.10,000 per year for 5 years does not seem to be too much.

6. In regard to the provision of more vacuum cleaners, I have made enquiries from several firms. Only one firm, The General Electric Company, at present possesses them. Spencer and

Company

Company have none in stock at present, but are expecting some shortly. At the rate quoted by the General Electric Company, i.e., Rs.270/- each, the price of 6 vacuum cleaners would come to Rs.1,620. These vacuum cleaners may however be purchased after the main office shifts back to Madras and perhaps by this time their prices may come down.

7. In paragraph 2 of the Government Memorandum I have been asked to offer specific remarks on the following recommendations of the Research and Publication Committee; (1) the legislation for prohibiting unwarranted destruction and export of historical manuscripts and (2) the need on the part of the Government Record Offices to render technical services to private owners and other smaller record offices.

8. Taking first the question of legislation for preventing the export of historical manuscripts, there is nothing to show, at any rate, in this Province, that there has been such a danger of exportation. Nothing of this sort has come to the notice of this Government or this Office. And so far as the public records are concerned there is nothing to indicate that any of them stand in such danger. The records of this Government are as complete as can be desired, even demi-official correspondence generally finding a place in them. Moreover, in the latest Act passed by the Government of India, Act XXXI of 1947, a provision has been made for controlling the export of antiquities, including old historical manuscripts (Please see Fort St. George Gazette dated 13.5.1947 Part III-B, page 201). This Act does not specifically prohibit exportation of historical manuscripts which are less than a century old. If, however, in future any attempt at exportation of a valuable historical manuscript of a recent date comes to the notice of the Government, steps may be taken then to prohibit all historical manuscripts whether old or not. But, at present, it seems to me that there is no need for further legislation on this head.

9. In regard to legislation for unwarranted destruction of records the Research and Publication Committee has not clearly indicated what exactly is the type of legislation it has in view. However, from the references it gives to the previous Resolutions of the Indian Historical Records Commission and from its general remarks on the neglected state of the Provincial, district and private records, it would appear that what it aims at is (1) a general legislation investing the Provincial and other large Record Offices with the powers of control and custody over all records whether public or private and (2) a specific legislation to amend India Act III of 1879 so as to make it incumbent upon the Governments to consult the Indian Historical Records Commission before promulgating rules for the destruction of records under Section 5 of that Act.

10. As to the specific legislation, Act III of 1879 - which was an Act passed by the Government of India - empowered the High Courts and the Chief Controlling Revenue Authorities to make rules for the destruction of useless records and declared (Section 5) that such rules would have the force of law after they had been

approved

approved by the Local Governments and the Government of India. It is under these rules so framed that judicial and revenue records whether they be old or modern are generally destroyed in the various Provinces. So far as this Province is concerned, however, our Government have fully realised the wisdom of consulting the Curator, Madras Record Office, before any of the old records, judicial or revenue, are destroyed. Under executive instructions issued by the Government both the High Court and the Board of Revenue have circularised all their subordinate authorities to consult the Curator before destroying any of the records of the East India Company's period. And these instructions have on the whole worked well. The Indian Historical Records Commission desires that the Act should be amended so as to make it incumbent upon the High Courts and the Chief Controlling Revenue Authorities to consult it before any rules governing destruction are enforced as law. There does not seem to be any need to invest the Indian Historical Records Commission with the powers claimed in this Province inasmuch as the object underlying them, that of ensuring the retention of records of historical value, has already been gained here by requiring the Heads of Departments, such as the High Court and the Board of Revenue, to consult the Curator before destroying any of their records of the East India Company's period. What seems needed is an extension of this sound principle further, and an insistence to the effect that no non-current records - that is to say no records of the period prior to the last 20 or 25 years - should be destroyed without the approval of the Curator. Such an executive order ought to be sufficient to serve all practical purposes. And here I must point out that so far as the rules governing the destruction of current records are concerned, no archivist or historian can legitimately object to them, as the administrators, all over the world, are expected to retain all records which have any value to them and destroy only such as have no value to them. Current records fall within the province of the administrators and nowhere have the archivists or historians claimed the right to dictate what classes of such records ought to be destroyed and what retained from the historical point of view. If the Indian Historical Records Commission puts forward such a claim, as I hope it will not, though it has not pronounced either way on this point, it will have to be sternly disallowed. Anyway the question of investing the Indian Historical Records Commission with any powers will arise only if the Government of India agree to amend India Act III of 1879. If they take up the consideration of this question they may be informed that so far as this Province is concerned the object aimed at by the Indian Historical Records Commission has already been achieved by requiring the High Court and the Board of Revenue, - and as a matter of fact all heads of Departments - to consult the Curator before destroying any old records, and that, therefore, no legislation on this head is required in this Province.

11. It now remains for me to offer my remarks on the recommendation relating to general legislation. And here I have a feeling that the Committee has not understood the various implications of its recommendation. It seems to think that, if an Act similar to the Act which is now in force in England is passed, the whole problem of Imperial, Provincial, district and private records

will

will be solved. But this presumption is clearly erroneous. The Act which is now in force in England, the Public Record Office Act of 1838, has been found to be utterly wanting in many respects. It is true that it has placed the records of the Courts, i.e., the legal records, under the care and custody of the Master of the Rolls and enabled him to call in, preserve, and throw open for research or public inspection, all such records in the Public Record Office. It is equally true that by an Order in Council passed in 1852 he has also been enabled to take in into the Public Record Office all the state papers, i.e., the records of the Principal Secretaries of State. But neither the Act of 1838 nor the Order in Council of 1852 has empowered him to exercise any control over the local records or private records. It is precisely because his authority in these fields is nil, that attempts have been again and again made to bring in more comprehensive legislation. In fact, the problem of devising proper arrangements for the custody, preservation and administration of local and private records has still remained an unsolved problem in England.

12. It will not, I think, be out of place here to dilate a little on this subject as I intend now to place before the Government certain concrete proposals which, if the finances permit, can be carried out with immense benefit to the national archives of this Province. In England then, the need for securing for the whole body of English Archives, public as well as private, treatment worthy of their national importance has long been recognised. In 1891 and again in 1899 legislation was proposed. In 1899 a Bill was drafted with a view to imposing on County Councils and County-Borough Councils the duty of making a suitable provision for the safe custody of all public and private documents. Provision was made for these councils to combine for the purpose of providing and maintaining local record offices. This Bill, however, having come to nothing, in 1902 a Local Records Committee was appointed by the Government, which, after thoroughly going into the question recommended the opening of local record offices by one or more County-Borough Councils for their own records and the records of local ecclesiastical authorities; it being understood that the deposit of documents in a common building would in no way impair the depositor's right of ownership and power of withdrawal. It also recommended that the owners of private and semi-private records should be encouraged to deposit their records in these local record offices on the understanding that these records were to be deposited for safe custody only and the owners were to retain full right of access, control and removal. It likewise recommended that these offices should be inspected by the Officers of the Public Record Office.

13. These recommendations too met with no better fate. But the question was not abandoned. In 1910 a Royal Commission on Public Records was appointed and this Commission in its IIIrd Report submitted in 1919, agreed in principle with the suggestions made by the Committee of 1902 for the establishment of local repositories but considered that its proposals were too vague and that mere permissive legislation would not be enough. The Commission therefore proposed the placing of all local records, public, semi-public as well as private, under the control of the Master of the Rolls who through the Officers of the Public

Record

Record Office, should inspect local record offices and have powers to remove records inadequately housed. It thought that Parliamentary grants should be made to the local authorities towards the upkeep of the local offices which could also be used for older records in local Registries and Courts of the Government and that the common fund of the Ecclesiastical Commissioners should contribute towards the expenses of preserving the records of the Church of England. And it suggested the formation of a record service so that the persons appointed to these offices should always be men trained in archive administration. This third attempt at legislation too proved unsuccessful with the result that nothing has been done till now to properly look after the local records. Last year, however, a Committee appointed by the Master of the Rolls at the instance of the British Records Association has again gone into the matter and suggested legislation for the formation of local record offices. These record offices, it has recommended, ought to be placed under a national archives council presided over by the permanent head of the Public Record Office (the Deputy Keeper of the Public Record Office) and assisted by a fully qualified Inspector and the necessary technical staff. And these record offices, it has stressed, should be placed under the charge of trained archivists. From all this it will be clear that in England, although some legislation has been passed to secure the interests of legal and departmental records, no legislation has yet been passed to secure the interests of local and private archives.

14. Now, in India, no legislation has been passed to secure the interests of any classes of archives. This does not however mean that Indian Archives have been completely neglected. The Government of India and some of the Provincial Governments - Madras, Bengal, the Punjab, &c. - have established Record Offices under executive orders to take care of their important series of records. In our own Province much has been accomplished under executive orders, more than what has been accomplished in any other Province or State in India. As far back as 1909 the Madras Record Office was organised to centralise all non-current Departmental records of the Government and the Board of Revenue and to administer them on modern lines. Since then, the activities of this office have gone on expanding. It has taken in since then, the current records of the various Departments of the Government and the Board of Revenue, all the confidential records of the Government. all the old records of the Collectorates and all the modern records of extinct Departments. It has made elaborate up-to-date provisions not only for the housing, mending and preservation of all these records but also for the furnishing of such of these records or the information contained in them on all sorts of subjects as are requisitioned, ~~are furnished~~ without delay, to the various authorities. It has also catered to the needs of the historical world by bringing out a series of record publications, Indexes, Reprints, Press Lists, Calendars, &c. and by providing every facility for research. It may, indeed, be safely asserted that no record office in India has done so much as our office to preserve the important national archives and to make them so readily serve the needs of administrators as well as historians.

15. But still there is much to be done before we can say that we have placed all our national archives in this Province on a sound footing. There is much to be done in the case of records of the

Heads

Heads of Departments, of the District Offices, of the District Boards and of the Municipalities. The field is vast and the expenditure involved is likely to be large; but there is nothing to prevent a beginning being made on a small scale without involving any rush of expenditure and at the same time a scheme being evolved on the right lines to be adopted gradually as and when the funds permit.

16. At present although this office stands out as a central authority on all archival matters in this Province it does not possess as much control and powers of supervision as it ought to over the records of the Heads of Departments, the Collectors and the District Judges; and it possesses no control and no powers of supervision at all over the records of the other District Offices, the District Boards and the Municipalities. The Heads of Departments, the Collectors and the District Judges no doubt send annual reports on the condition of their old records to this office, consult this office before destroying any of them as useless and get such of them as are very badly damaged mended in this office. But this does not enable this office to see that these records are properly housed and cared for, that they are systematically mended, catalogued and arranged in a proper manner or that they are readily made available for official reference and research. This does not enable this office to make periodical inspections of these records with a view to suggesting improvements. The other District Offices and the District Boards and Municipalities neither send any annual reports on the condition of their records to this office nor consult this office before destroying any of them as useless. It is only very occasionally that they resort to this office for advice on mending or preservation. The real condition of their records thus remains a sealed book to this office.

17. There can be little doubt that all these records are valuable. Records of the Heads of Departments, such as those of the High Court, the Director of Public Instruction, the Surgeon General, the Inspector General of Police, &c. cannot but be considered valuable both from the administrative and from the historical points of view. The same is undoubtedly true of the records of the Collectorates, the District Courts, the other District Offices, the District Boards and the Municipalities. They constitute a rich mine of information for a study of local affairs, local conditions, (economic and social) and local history. The proper preservation and proper administration of all these records therefore is highly advisable. The point then is how this can be done.

18. The best way to set about would be to centralise all non-current records - say all records except those of the last 20 years - of the Heads of Departments in the Madras Record Office and to organise local record offices under the control and supervision of the Madras Record Office wherein all non-current records of the District Offices, the District Boards and Municipalities as well as private owners can be centralised, cared for and properly administered. The advantages of this arrangement are various. It will relieve all Government Offices and local bodies of large masses of records and of the responsibility of looking after them, a responsibility which they are really ill-fitted to discharge. It will relieve some space in all these institutions and make it unnecessary for them -

except

105 / 11

except perhaps in a few cases - to employ record clerks and record attenders. It will enable at the same time the Madras Record Office to weed out all unessential local records and to retain only such of them as have any administrative or historical value. It will enable this office again to repair, re-arrange, catalogue and do all that is necessary to all classes of records marked out for retention. What is more, it will enable this office, through the local record offices, to cater well and promptly to the needs of administrators and research scholars. At present it must be by no means easy for the several administrative officers to get what old records they want for current reference, from their ill-kept, ill-organised record rooms. Once the local record offices are organised it ought to be by no means difficult for them to get whatever records they want from these record offices where all their records would be properly arranged and cared for by the experts. At present it is almost impossible for any research scholar to get access to these records scattered in so many offices and listed and arranged in no satisfactory manner. Once the local record offices are organised it ought to be easy for these scholars to have access to these records - save such of them as are really objectionable. Nor is this all. Once the local record offices are organised it ought to be possible for all such offices to receive for safe deposit all private records of interest, to mend them, to list them and to throw them open for research with the permission of the owners.

19. This scheme will without doubt cost some money inasmuch as it involves the establishment of several local record offices, under the aegis of this office, manned by a service consisting of officers trained in archivism and the necessary clerical staff, menders, attenders, &c. Under the present financial stringency to propose a scheme like this is, I feel, to actually nip it in the bud. But I think that although we may not go the whole hog at once we may at least make a good beginning. We may concentrate on two or three

districts

22

22

districts to start with and organise a local record office for them in some central place, and if this goes well - and there is no reason why it should not - we may gradually extend our net further, and rope in more districts and organise more local record offices as and when the finances permit. If the Government approve this scheme I shall only be too glad to furnish full details and estimates for organising one or two local record offices.

20. In regard to the suggestion that technical services of the Government record offices should be available to private owners, small record offices in British India and the States which may be unable to go in for costly scientific apparatus, it may be stated that the Madras Record Office has always been rendering such service whenever approached. It has rendered such aid to the Government of Bombay, to the Collectorates and District Courts of this Province, and to some private owners also. There can therefore be no objection to this proposal, provided the private owners and the non-Government institutions, pay for the services rendered.

ptr.
Encl: 2 Boards.

CURATOR.
17-6-1947.

16/6/47

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(12)

69926 C 2/46-5 Edn. dated 19.11.47

105/12

To
The Secretary,
Indian Historical Records Commission,
New Delhi,

Desp^d 20/11

Sir,

Subject:- Indian Historical Records Commission – Report on the Post War Reorganisation of Archives Offices in India.

p. 1 cf

With reference to your letter No. F.1-2(a)/46-C d. 11.11.46 on the above subject, I am directed to furnish below the views of the Govt on the several proposals contained in the pamphlet on Post-war Reorganisation of Archives Offices in India:–

(P)

(1) Proposal to depute an Officer to foreign countries to take microfilm copies of records which are missing in the Imperial Record Dept.:– No action in this respect is called for by this Govt since the gaps in the Madras Records are extremely few.

(2) Proposals to ~~depute an officer to foreign~~ take steps to salvage manuscripts of historical interest lying in private custody and to set apart funds for the purpose:– These matters will be considered when a permanent Regional Survey Committee for this Province is set up by Govt.

(3) Proposal to keep bundles containing records flat upon the shelves instead of vertically:– The Curator has already submitted proposals in this respect and they are under the consideration of Govt.

(4) Proposals to introduce vacuum fumigation

and air-condition the record rooms of the Imperial Record Deptt:- The records of the Madras Record Office are generally free from insects and hence vacuum fumigation is not really necessary. Air-conditioning of the record rooms will be too costly to be undertaken by this Govt; A proposal to provide additional vacuum cleaners for dusting the records is under consideration.

(5) Proposal to repair old records according to the method of lamination:- This method requires special and costly machinery and skilled technicians to work it. Moreover, it is understood that this method has been severely condemned by eminent archivists as a dangerous innovation. The present method of repairing records viz with chiffon and as it has stood the test of time it is proposed to continue it.

(6) Proposal to train archivists in the Imperial Record Deptt:- As facilities are available in the M.R.O to train Record keepers, it is considered unnecessary to depute any person to the Imperial Record Deptt for training.

(7) Proposal that the technical services of the Govt record offices shall be available to private owners, small record offices in British India and the States which may be unable to pay for costly scientific apparatus:- The M.R.O has always been rendering such service whenever approached.

(8) Proposal for legislation to prohibit the unwarranted destruction and export of historical manuscripts:-

The Sea Customs Act, Act XXXI of 1947, is sufficient, for the present to prohibit exportation of historical manuscripts. The type of legislation contemplated to prohibit unwarranted destruction of records may be indicated clearly to enable the Govt to offer their remarks.

105/17 II draft (13) 25

Edn & P.H. (C2)

Memo No. 69926 C2/47-6 Edn dated 19.11.47

Indian Historical Records Commission - Report on the Post War Reorganisation of Archives offices in India

Ref:-

p 15-22 c/ From the curator, M.R.O, No. 3163 D VII/46-5 d/ 13.6.46

p 7 n/ The Curator, M.R.O is informed that the question of the purchase of 6 vacuum cleaners may be considered after the M.R.O is shifted back to Madras.

p 21-22 c/ 2. With reference to para 19 of his letter read above, the curator, M.R.O is requested to furnish full details and estimates of expenditure for organising a Local Record office for two or three districts.

To
The curator, M.R.O ✓

19.11.47

Please print and send 40 copies at once
26.11.47

EDN.& P.H.(C2).

PART II SCHEME FOR 1948-49.

M.R.O. - Keeping of record bundles horizontally on shelves instead of vertically as at present.

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SUMMARY.

HEAD OF ACCOUNT.	ITEM OF EXPENDITURE.	ULTIMATE COST. Rs.	COST IN 1948-49. Rs.
25 j - Gl. Admn. - Sectt. and Headquarters Estts. - Civil ~~Service~~ Secretariat M. M.R.O. - Contingencies.	Cost of making hinged boards with Khaki borders at the rate of 10,000 boards per year.	Non-recurring 32,800	~~6,560~~ 6,600
-do-	Cost of purchase of record planks at the rate of 5,000 planks per year.	20,000	4,000
		52,800	10,~~560~~600

GOVERNMENT PRESS 28 NOV 1947 MADRAS

The Research and Publication Committee of the Indian Historical Records Commn. suggested that the bundles of records in Record Offices should be arranged horizontally on the shelves instead of vertically as at present. The Curator, M.R.O., who was consulted in the matter has recommended that the system may be adopted in the M.R.O. and has submitted proposals for giving effect to it. In support of this proposals he has stated as follows:--

"This is an idea which has been under my consideration for several years, and is one which I would have already placed before the Government but for the War. I have observed that the records are becoming damaged to some extent by tying up the files into bundles between wooden planks and keeping the bundles erect on the shelves. In order to make the bundles stand erect on the shelves it is necessary that they should be tied tightly. The effect of tying the bundles tightly is to deprive the papers of ventilation, a factor which is important for their preservation. Again, however tight a bundle may be tied, the files in it show a tendency to slip down gradually and project below the planks. This leads to the bending and fraying of the bottom edges of the files by bringing them into contact with the shelf and by bringing the entire weight and pressure upon the files instead of the planks. On account of this in course of time the bottom edges of the files break off from the files when the bundles are handled."

"The ideal arrangement would be to keep the files in their natural position, that is to say, flat, and to see that they are not piled up one over the other to such an extent that some of them are deprived of ventilation. * * *"

"According to the arrangement which I have devised the files are tied up into bundles between two wooden planks as at present. The bundles are then placed flat on the shelves side by side in such a way that the bottom edges of the bundles are parallel to the edges of the shelves. To indicate the contents of each bundle, a hinged cardboard is inserted under the top plank in such a manner that a part of the cardboard hangs down and covers the bottom edge of the bundle which will otherwise be exposed to the view. Over this part of the cardboard is pasted a printed label indicating in bold types the contents of the bundle. With a border of green canvas or calico the boards will hang stiffly and present an

-appearance-

appearance of a row of cardboard boxes arranged neatly on the shelves. An advantage of this method is that it will be possible to keep one bundle over the other without spoiling the general effect if, in the interests of economy of shelf space, it becomes necessary to do so. In the Madras Record Office, for instance, each shelf is nearly 16 inches high and it will therefore lead to a waste of space if only one bundle is kept on it. Of course it will be advantageous to reduce the height of the shelves to that which is required to take in an average bundle of a thickness of about 8 inches, but this will mean the provision of numerous additional shelves at considerable cost. I therefore propose to keep on our shelves two rows of bundles, one over the other. Again the racks in the Madras Record Office are so broad that it will be a waste of space to keep the bundles only on one side of a shelf. I therefore propose to arrange the bundles on either side of each shelf. The shelves are just broad enough to take in two bundles arranged end to end in this way. This arrangement will have a decided advantage over the existing arrangement under which generally four and some times more bundles are kept vertically back to back on each shelf with the result that it is not possible to lay one's hand readily on the exact bundle required. Hereafter it will be possible to see at a glance the labels of all the bundles and to take readily the exact bundle that may be required."

2. The work of rearranging the bundles according to the new system is proposed to be spread over a period of 5 years. 50,000 hinged boards with khaki borders and 25,000 record planks will be required on account of the rearrangement. The cost of the hinged boards and planks will be about Rs. 32,800/- and Rs. 20,000/-, respy. The total expenditure for five years will be Rs. 52,800/-. The expenditure in 1948-49 will come to Rs. 10,560/-. This Dept. recommends the Curator's proposals. Necessary provision may be made in the B.E. for 1948-49 as shown in the summary.

17.11.48

18/11/48

M. V. Subramania
21/11/48.

EDUCATION AND PUBLIC HEALTH DEPARTMENT.

1050/15

PART XI SCHEME FOR 1948-49.

[SUBJECT.—Madras Record Office—Keeping of record bundles horizontally on shelves instead of vertically as at present.]

Summary.

Head of account.	Nature of expenditure.	Ultimate cost—Non-recurring.	Cost in 1948-9.
(2)	(3)	(5)	(6)
		Rs.	Rs.
25 j. General Administration—Secretariat and Headquarters establishments—Civil Secretariats—M. Madras Record Office—Contingencies.	Cost of making hinged boards with khaki borders at the rate of 10,000 boards per year.	32,800	6,560
Do.	Cost of purchase of record planks at the rate of 5,000 planks per year.	20,000	4,000
	Total ..	52,800	10,560

The Research and Publication Committee of the Indian Historical Records Commission suggested that the bundles of records in Record offices should be arranged horizontally on the shelves instead of vertically as at present. The Curator, Madras Record Office, who was consulted in the matter has recommended that the system may be adopted in the Madras Record Office and has submitted proposals for giving effect to it. In support of his proposals he has stated as follows :—

"This is an idea which has been under my consideration for several years, and is one which I would have already placed before the Government but for the war. I have observed that the records are becoming damaged to some extent by tying up the files into bundles between wooden planks and keeping the bundles erect on the shelves. In order to make the bundles stand erect on the shelves it is necessary that they should be tied tightly. The effect of tying the bundles tightly is to deprive the papers of ventilation, a factor which is important for their preservation. Again, however tight a bundle may be tied, the files in it show a tendency to slip down gradually and project below the planks. This leads to the bending and fraying of the bottom edges of the files by bringing them into contact with the shelf and by bringing the entire weight and pressure upon the files instead of the planks. On account of this in course of time the bottom edges of the files break off from the files when the bundles are handled."

"The ideal arrangement would be to keep the files in their natural position, that is to say, flat and to see that they are not piled up one over the other to such an extent that some of them are deprived of ventilation . . ."

"According to the arrangement which I have devised the files are tied up into bundles between two wooden planks as at present. The bundles are then placed flat on the shelves side by side in such a way that the bottom edges of the bundles are parallel to the edges of the shelves. To indicate the contents of each bundle, a hinged cardboard is inserted under the top plank in such a manner that a part of the cardboard hangs down and covers the bottom edge of the bundle which will otherwise be exposed to the view. Over this part of the cardboard is pasted a printed label indicating in bold types the contents of the bundle. With a border of green canvas or calico the boards will hang stiffly and present an

appearance of a row of cardboard boxes arranged neatly on the shelves. An advantage of this method is that it will be possible to keep one bundle over the other without spoiling the general effect if, in the interests of economy of shelf space, it becomes necessary to do so. In the Madras Record Office, for instance, each shelf is nearly 16 inches high and it will therefore lead to a waste of space if only one bundle is kept on it. Of course it will be advantageous to reduce the height of the shelves to that which is required to take in an average bundle of a thickness of about 8 inches, but this will mean the provision of numerous additional shelves at considerable cost. I therefore propose to keep on our shelves two rows of bundles, one over the other. Again the racks in the Madras Record Office are so broad that it will be a waste of space to keep the bundles only on one side of a shelf. I therefore propose to arrange the bundles on either side of each shelf. The shelves are just broad enough to take in two bundles arranged end to end in this way. This arrangement will have a decided advantage over the existing arrangement under which generally four and sometimes more bundles are kept vertically back to back on each shelf with the result that it is not possible to lay one's hand readily on the exact bundle required. Hereafter it will be possible to see at a glance the labels of all the bundles and to take readily the exact bundle that may be required."

2. The work of rearranging the bundles according to the new system is proposed to be spread over a period of five years. Fifty-thousand hinged boards with khaki borders and 25,000 record planks will be required on account of the rearrangement. The cost of the hinged boards and planks will be about Rs. 32,800 and Rs. 20,000, respectively. The total expenditure for five years will be Rs. 52,800. The expenditure in 1948-9 will come to Rs. 10,560. This Department recommends the Curator's proposals. Necessary provision may be made in the Budget Estimate for 1948-9 as shown in the summary.

M. V. SUBRAMANIAN—19-11-1947.

GOVERNMENT OF INDIA.

ASST. SECRETARY TO GOVERNMENT EDUCATION AND PUBLIC HEALTH DEPT. 10 DEC 1947

No. F.1-2(a)/47-C.

(IMPERIAL RECORD DEPARTMENT.)
NATIONAL ARCHIVES OF INDIA.
New Delhi, the 6th December, *1947*.

FROM

Dr. S. N. Sen, M.A., Ph.D., B.Litt.(Oxon.),
DIRECTOR OF ARCHIVES,
GOVERNMENT OF INDIA,

97084

To
The Secretary to the Government of Madras,
Education and Public Health Department,
Fort St. George, Madras.

Subject:- Indian Historical Records Commission - Report on the Post-War Reorganisation of Archives in India.

SIR,

I have the honour to acknowledge with thanks the receipt of your letter No69926 C2/46-5, Edn. dated November 19, 1947 and to state with reference to para 5 of your letter that the lamination process, so far as we know, has not been condemned by any eminent archivist as a "dangerous innovation" though a few of them questioned the wisdom of accepting the new process till tested by time. I would therefore request you to quote or send me the literature in which any eminent archivist has categorically condemned the lamination process as a dangerous innovation so as to enable me to place it before the Indian Historical Records Commission for discussion.

I have the honour to be,
Sir,
Your most obedient servant,

Director of Archives,
Government of India.

Endt. No. 69926 C2/46-5 Edn. dated 16-12-47
Referred to the Curator, Madras Record Office, Chittoor, for remarks.

RCM./5-12.

To The Curator, Madras Record Office, [illegible]

No. 3163-D-VII/46-6.

Madras Record Office,
Chittoor, 23rd December 1947.

From

Rao Bahadur Dr.B.S.Baliga, Ph.D.(Lond.),
Curator, Madras Record Office, C H I T T O O R.

To

The Secretary to Government,
Education and Public Health Department,
Fort St. George, M A D R A S.

SECRETARY TO GOVERNMENT
EDUCATION AND PUBLIC HEALTH DEPT.
26 DEC 1947

Sub:- Indian Historical Records Commission - Report on the Post-war Reorganisation of Archives in India.

Ref:- Government Endorsement No.69926 C2/46-9 Edn., dated 16th December 1947.

I have the honour to submit my remarks on the letter from the Director of Archives, Government of India, which has been referred to me. In that letter he questions the correctness of the view regarding lamination expressed by the Government in their letter No.69926 C.2/46-5 Edn., dated 19th November 1947, and asks to be supplied with the literature which supports that view.

2. This is what the Government stated in their letter: "(5) PROPOSAL TO REPAIR OLD RECORDS ACCORDING TO THE METHOD OF LAMINATION: This method requires special and costly machinery and skilled technicians to work it. Moreover, it is understood that this method has been severely condemned by eminent archivists as a dangerous innovation. The present method of repairing records is with chiffon and as it has stood the test of time, it is proposed to continue it". Now the portion of the statement to which the Director of Archives takes exception is that which says that lamination has been severely condemned by eminent archivists as a dangerous innovation. I may point out that the entire letter of the Government including this statement was based upon my letter No.3163-D-VII/46-1 dated 4th January 1947. And for the statement referred to above I invite the attention of the Government to paragraphs 14, 15 and 25(7) of my letter.

3. In paragraphs 14 and 15 of my letter, after describing lamination, I stated as follows: "This process of reinforcing old and brittle documents has been evolved recently as a result of experiments made in America and its use is at present limited to the National Archives, United States of America. Its effects in the long run cannot be safely predicted at present. It has been condemned in no uncertain terms by some of the greatest English archivists. So recently as October 1945 the Technical Section of the British Records Association, a body which is composed of some of the greatest authorities on archive matters, has deprecated the process of lamination. Contrasting chiffoning, a method which is followed in the Madras Record Office and which will be described below, with lamination, Mr. Evans of the Public Record Office, London, explains that, while in the method of chiffoning nothing is done that cannot be undone and the document does not suffer any damage, in the method of lamination the document cannot be retrieved if it should hereafter be found that the process is harmful to the documents. He says: 'If the silk or the paper or paste or the repairing work is unsatisfactory the work can be done again: immediately, or in future; the document does not suffer. On the other hand the process of grouting the cellulose acetate sheeting into the decayed paper is a drastic operation. To what extent can it be undone? It would be possible presumably to remove the cellulose acetate by means of a solvent such as acetone; but would the document, fragile before the melting foil was forced into its fibres and then dissolved out, would the document be in a state

to

to bear witness to anything but its rigorous treatment?' Again he asks, 'What guarantee is there of the permanence of the qualities of the new material, that with the passage of time, its transparency will not be marred by discoloration and its flexibility give way to brittleness?' Seeing that the method of lamination has been based entirely on certain laboratory tests carried out in America Mr. Evans doubts very much whether it can safely be predicted whether the documents treated under the process of lamination will last as long as those which have been treated under the methods which have stood the test of time. Finally he pronounces his definite opinion against lamination in these words: 'In the treatment of frail and damaged paper documents which it is our business to preserve, we have drawn attention to what we hold to be the fundamental error of employing a new treatment of unproved stability in a process of repair that is practically irreversible and irrevocable; albeit a process that can deal with a large number of documents rapidly and with a minimum of skilled staff; and one which, while the covering medium remains unaffected, protects the document from excessive humidity or dryness and from attack by insects.' In view of the decided opinion expressed by the English Archivists it is not advisable to abandon the method of mending records which have stood the test of time and to go in for a method like lamination which stands on laboratory tests alone." The Bulletin of the Technical Section of the British Records Association No.18, from which I have extracted the remarks of Mr. Evans, is submitted (Please see pages 12 to 13). It will be seen from the remarks of Mr. Evans that the process is quite novel and that it is extremely risky to use it for the preservation of important records. It is for this reason that while summarising Mr. Evans's remarks I observed in paragraph 25 (7) of my letter thus: "Moreover it has been severely condemned by eminent archivists as being a dangerous innovation." The Government will please see that I was not wrong in summarising Mr. Evans's remarks, as I did.

4. When I wrote that lamination was a dangerous and new process I had in my mind not only the remarks of Mr. Evans of the Public Record Office, London, who is a member of the Technical Section of the British Records Association, but also the opinion of other eminent archivists. Mr. Hilary Jenkinson, who was long ~~mmm~~ the head of the Repairing Section of the Public Record Office, London, who is now the Secretary of that institution and who is also the author of "Archive Administration", the standard work on archival science, has not recommended lamination at any time. On the other hand he has said: "Personally I recommend nothing save pure natural silk gauze (chiffon), silk being known to withstand the test of time and this material, properly applied, being practically invisible". (Please see British Records Association, Proceedings No. 1 (1936) page 12). "No laboratory test", he also says, "can tell us what the effect of time will be on materials". Please see British Records Association Proceedings No. 1 page 11) In his "Archive Administration" (1937) he likewise gives the following warning: "The unique character of archives makes it unjust for anything in the nature of experiment in regard to them except where all known methods have failed to arrest decay" (Please see page 69). He recommends in this book the use of pure silk gauze, or, as we call it, chiffon, for repairing old documents, and ignores the lamination process. (Please see page 70 of the book). Nor is this all. Dr. Herbert Fowler, who was the Chairman of the Technical Section of the British Records Association, has given the following warning: "Archivism (if one may coin a word) is so recent an art (or science) that for many years we shall be uncertain of the durability of our fabrics and of the effects of our cookery. The results to-day of some nineteenth century attempts at repair work can only be described as catastrophic; the moral is that we should use only such materials and methods as have stood the test of time in

in other employment". (Please see British Records Association, Technical Section, Bulletin No.1, 1938, page 3). The considered opinion of the whole Technical Section of the British Records Association is also that lamination is unsuitable to the records After examining a sample of a sheet of paper which had been subjected to the process of lamination that Section expresses its opinion that "the adoption of the process would not be suitable in this country (England) especially where parchment, rag papers and papers of similar fibrous bases are in question". (Please see Bulletin No. 7, page 1). And as the paper used in India under the East India Company's administration was largely imported from England and was generally rag paper, lamination, according to this opinion, must be regarded as equally unsuitable for our old records.

6. In view of these opinions and in view of the fact that lamination has not been adopted so far as I know, in any of the British archive repositories and that they follow only the method of repairs with silk or chiffon, I could not recommend lamination for adoption in the Madras Record Office in the place of the well known and safe method of chiffoning. The Director of Archives, Government of India, it is well-known, is an advocate of lamination, the new American method of repairs. (Please see his views in the pamphlet "Notes on preservation of Records" issued by the Imperial Record Department in 1941 and the Proceedings of Meeting of the Indian Historical Records Commission, Volume XVII, 1940, Part III, pages 5-8). The Indian Historical Records Commission may also be in favour of this method, having approved the post-war reconstruction scheme of the Imperial Record Department (now

National

36

4.

National Archives of India) of which lamination forms a part. Nevertheless, in view of the fact that it has been discredited by the British archivists and has not been followed in any of the British archives, I am unable to recommend that the method should be adopted in the case of our valuable records.

6. The books and pamphlets which I have referred to above and which I send herewith must be available with the Director of Archives, Government of India. It may, therefore, be sufficient to send him the relevant portions of this letter. The books and pamphlets may kindly be returned to me when they are no longer required.

omitted in ty...

omitted in ty...

CURATOR.
23-12-1947.

BR.

Encl: 6 books and pamphlets.

37

E.H.H

Letter / Ref No. 19926/46-10C2. Edn., d. 21-1-48.

1050/14

To

The Director of Archives,
Govt. of India,
Imperial Record Dept.,
New Delhi
(with enclosure)
paras 1-4 & 6
the p 33-36

Sir,

I.H.R.C. — Report on the Post-War Reorganisation of Archives in India.

With reference to your
P. 31 c.7. letter No. 7.1-2(a)/47-C., dated, 6-12-'47, on the subject mentioned above, I am directed to forward a copy of the letter from the
PP. 33-36 c.7. Curator, M.R.O., Madras, No. 3163-D-VII/46 dated

38

dated, 23-12-47. which contains the information required.

19/1/48.
19.1.48

21.1.48

Y.O.S.

26.1.48
(copy to the Curator, M.R.O. ~~M.R.O.~~ with books retd.)

ask section please.

39

C 2

No. F. 1-2(a)/46-C.

70

GOVERNMENT OF INDIA.

~~**IMPERIAL RECORD DEPARTMENT.**~~

NATIONAL ARCHIVES OF INDIA.

New Delhi, the 11th February 1948.

1050/20

FROM

Dr. S. N. Sen, M.A., Ph.D., B.Litt.(Oxon).,

DIRECTOR OF ARCHIVES,

GOVERNMENT OF INDIA,

SECRETARY TO GOVERNMENT
1 . 1948
EDUCATION AND PUBLIC HEALTH DEPT.

1/3/48

TO

The Secretary to the Government of Madras,
Education and Public Health Department,
Madras.

Subject:- Indian Historical Records Commission-Report on the Post-war Re-organisation of Archives in India- the Lamination Process.

SIR,

pp. 37-38 ante

With reference to your letter No.69926/46-10-C-2- Education, dated January 21, 1948, enclosing a copy of the letter from the Curator, Madras Record Office about the lamination process, I have the honour to state that we are fully conversant with the arguments put forward by the Curator as these are mainly based on the views expressed by Mr. Evans of the Public Record Office, London.

Both Mr. Jenkinson and Mr. Evans are well known as archives administrators but are not scientists [of eminence] who alone presumably are capable of correctly assessing this new technique. The lamination process has been thoroughly tested and approved by the National Bureau of Standards, Washington, D.C., a scientific body of world-wide fame and recognition. We do not place our confidence in this process on the strength of the findings of other people who, however eminent in their own profession, have no scientific training but on the findings of expert scientists supported by our own analysis and experiments which will be published shortly in the Indian Archives.

Our specific [query] wishing to know which eminent scientist has called the lamination process 'a dangerous innovation' still remains unanswered and the presumption therefore, is that this expression is the contribution of the Curator of the Madras Record Office.

I have the honour to be,
Sir,
Your most obedient servant,

S. N. Sen

Director of Archives,
Government of India.

A.K.C

P.

Education and Public Health Dept.

Endt.

Referred to the Curator, M.R.O., for remarks.

16/2/48.

The Curator,
M.R.O., Chittoor.

1050/21 (21) 41

Et P. H (2)

Madras Record Office – Improved methods of keeping records – Curator's proposals – deferred –

D [illegible] 21/4

From the Curator, M.R.O.
No 3163 – DVII/46-1 Dt 4.1.47

62 [illegible]
30/4

1050

Order (1050) Edn of Resolutions

Ms.

The Curator's proposals contained in his letter read above, for the introduction of improved methods of keeping records in the Madras Record Office will be deferred.

[illegible]
23.4.48

[illegible] 25.4.48 [illegible]

To
The Curator
M R O

[illegible] 3.5.48

E.&P.H.(C2).

Letter/Ref. No. 69926C2/46-II Edn., dated 30-4-48.

To

The Director of Archives,
Govt. of India,
NEW DELHI.

Sir,

INDIAN HISTORICAL RECORDS COMMISSION - Report on the Post War Reorganization of Archives in India - Lamination process.

--

Ref: Your letter No.F1-2a/46-C dated 11-2-48.

--

I am directed to state that in para 5 of my letter No. 69926 C2/46-5, Edn., dated 19-11-47 it was stated that the proposal to repair the old records according to the method of lamination had been severely condemned by eminent archivists as a dangerous innovation. In your letter No. F1-2a/46-C dated 6th December 1947 you required this Govt. to quote or send you the literature in which any eminent archivist has categorically condemned the lamination process: ~~This specific~~ enquiry was not ~~with reference~~ about to any eminent acientist. The question put in

-your-

p.t.o. -2-

44

your letter of the 6th December 1947, has been fully answered by this Govt. by forwarding the opinions of British archivists on the lamination process. Please see this Govt's. letter dated 21-1-48 and the enclosure thereto. No reply is therefore called for in respect of the letter under reference which refers to "eminent scientist".
Y.O.S.,

30-4-48

Copy to the Curator M.R.O. with a copy of page 35 (a)

No.F.1-2(a)/46-C.
INDIAN HISTORICAL RECORDS COMMISSION.
Imperial Record Department Building.
New Delhi, the 11th November, 1946.

(23) 1050/23

From : Dr S. N. Sen, M.A., Ph.D., B.Litt.(Oxon.),
Secretary, Indian Historical Records Commission,

To : The Secretary to the Government of Madras,
Education and Public Health Department,
Madras.

Post War Reorganisation of Archives Offices in India - Recommendation of the Indian Historical Records Commission.

...

Sir,

I am directed to forward herewith a copy of the above pamphlet in continuation of the letter from the Secretary to the Government of India, Department of Education No.F.92-11/45-E.I., dated the 5th April 1945 and to state that the Indian Historical Records Commission will be thankful if the Provincial Government will kindly intimate in due course any action they may propose to take on it.

F.14.7.47 G.O.No. 758 Edn. 15/8/45

I have the honour to be,
Sir,
Your most obedient servant,

S. N. Sen
Secretary.

ASSISTANT SECRETARY TO GOVERNMENT
15 NOV 1946
69926
EDUCATION AND PUBLIC HEALTH DEPARTMENT

Education and Public Health Department
Cdt. No. 69926-1-C2. Edn., 8., 28/11/46
Referred to the Curator M.R.O. for remarks. Her attention is invited to G.O.No. 758 Edn. 15.8.45 in this connection.

Gupta.

The Curator M.R.O. (with Booklet & copy of letter) 28/11/46

27.11.46

pp 34 N

105/24

E & H Dept.

22

p 1 cf — C No 6992 BCA/46 — From the Secy, I.H.R.C., letter No F.1-2(3)/46-C d. 16-11-46.

pp 3–12 cf — C No 3721 CA/47 — From the Curator, M.R.O., letter No 2163 D11/46 d. 4-1-47.

Subject

Indian Historical Records Commission — Report on the Post-war Reorganisation of Archives Offices in India.

p 1 cf (R) In April 1945, the Govt, Dept of Edn, Health and Lands, forwarded for information and such action as ~~may~~ might be considered

pp 4–11 cf (R) necessary a Report on the 'Post-war Reorganisation of Archives Offices and Historical Researches in India' drafted by the Research and Publication Committee of the Indian Historical Records

p 2 cf (R) Commission and approved by the Commission at its twenty-first Session held at Udaipur in Dec 1944. The Curator, M.R.O. was consulted in the matter. He sent in his suggestions on the various

pp 11–16 cf (R) recommendations of the Committee. As the suggestions of the Curator could only be considered after the war, the papers were recorded and the Curator was asked to submit to Govt, after the close of the war, proposals for effecting improvements in the

pp ... cf (R) M.R.O. on the lines indicated by him — vide G.O. No 758 Edn d. 15-5-45.

2/ The Secy, I.H.R.C., has now sent a pamphlet on 'Post-war Reorganisation of Archives Offices in India' and requires ~~of~~ to be informed in due course of the action proposed to be taken by this Govt on the pamphlet. This pamphlet is merely a reprint of the report of the Research and Publication Committee of the I.H.R.C. referred to in para 1 above. The Curator

pp 3–12 cf — who was consulted in the matter has repeated in extenso his previous letter referred to in para 1 above and made certain fresh suggestions. The proposals contained in the pamphlet have been examined in detail by the Curator in his letter on pp 3–12 cf. The summary of the proposals in ~~...~~ of the letter on pp 11–12 cf may be perused. The conclusions of the Curator

A — by [initials] 20-4-47 — therein may be accepted and the Secy, I.H.R.C. informed ~~to that effect~~ [Review]

3// The points in the report which call for remarks are examined below. (1) As regards items (2) and (3) in para 24, ~~...~~ a separate

[initials] 26-4-47 — proposal has been received from the Govt, Dept of Edn that the setting up of permanent Regional Survey Committees by ...

to salvage manuscripts which may be lying undiscovered in ~~Govt. and it is dealt with separately.~~ possession of private individuals in Tanjore. This proposal is being dealt with separately.

II.(2) The Research and Publication Committee recommended that unwarranted destruction and export of historical manuscripts should be legally prohibited. It is stated that further migration of manuscripts is easy to prevent and here a simple preventive law and a little vigilance on the part of the port and customs authorities will suffice. The I.H.R.C. has already urged upon the G. of I. the need for such legislation. This is a matter for the G. of I., though thereby the historical manuscripts in this province will also be protected. ~~This Govt may agree to the desirability of such legislation.~~ The Curator has not offered any specific remarks on this point & his remarks may be called for.

para 11(iii) – p. 5 of pamphlet
para 10 – p. 4 of pamphlet

20.4.47

II.(3) Another point mentioned in the pamphlet is that it may be necessary to make the technical services of the Govt record offices available to private owners for the repair and renovation of the old manuscripts in their possession. The Indian Historical Records Commission also passed a resolution at their Mysore session in 1942 that small record offices in British India and the States unable to go in for costly scientific apparatus should ordinarily be entitled to such services as better equipped record offices, the Imperial Record Dept in particular, may be able to render. The Curator has not offered his remarks on this point. He may be consulted on this point.

para 8 – p. 4 of pamphlet

20.4.47

II.(4) One of the recommendations of the Research and Publication Committee is that the record bundles should be kept horizontally on the shelves. The ~~proposals of the Curator in this report are~~ Curator has discussed this subject in paras 6–8 of his letter and his proposals are contained in paras 9 and 10 of his letter in pp 5–6 c.f. They may be accepted as they involve only a minimum expenditure. The Curator may be asked to report the expenditure involved in consultation with the S.G.P.

(3) – p. 6 of pamphlet

20.4.47

II.(5) ~~Proposals~~ Another recommendation of the Research and Publication Committee is for the air conditioning of the record rooms. Please see paras 11 and 12 of the Curator's letter on p. 7. He is not for air-conditioning on account of the prohibitive cost involved. Instead, he requests sanction for the purchase of 6 more vacuum cleaners which will be required after

p. 7 of pamphlet

3

the records are transferred back to Madras. The necessity for the purchase may be admitted and the Curator asked ~~to report the cost involved in the proposal.~~ The other points do not call for specific remarks.

20.4.47

II.4/ The case may be sent to Fin. for remarks.

11/4/47

20.4.47

22/4

E & PH vol. 2
69926 C4/46-2 Edn
22.4.47

23 APR
36590

23 APR 1947
24558

Fin. 24558 EB-1
26.4.47

Fin (Exp-B) Dept

Please see the notes of the E & P.H. dept on pp 1–3 above. No special remarks seem called for at this stage. The Edn & P.H. dept will no doubt examine in consultation with this dept the financial implications involved in each specific proposal when they are received from the curator.

26.4.47 26.4.47

26.4.47

E & P.H.

Re 30/4

E & PH (C2)

Please see the Fin note above. The Curator, M.R.O. may be requested to furnish details regarding the financial implications involved in his proposals on p. 3–12 c.f. A draft memo to the Curator M.R.O. is put up for approval.

Re 3.5.47

6.5.47

6.5.47

p. 13 c.f. [Issued as Memo No. ... dt. 7.5.47]

pp 15–20 c.f. Cross ... – from the Curator, M.R.O., letter No. ... dt. ... 47

The proposals for keeping the bundles in the M.R.O. horizontally instead of vertically as hitherto involves the following expenditure:–

(1) Rs 32,000 for the manufacture of 50,000 hinged boards with khaki boards, and

(2) Rs 20,000 for the purchase of 25000 planks.

The above expenditure is to be spread over five years and

4

hence the annual recurring cost is Rs 10,000/-

The purchase of 6 vacuum cleaners is estimated to cost Rs 1620 and they are to be purchased only after the main office shifts back to Madras. The estimated cost is likely to be less at the time of purchase.

The above proposals at A above of the Curator may be accepted in the interests of the proper preservation of the records of the M.R.O.

2. Please see paras 15 to 19 of the Curator's letter on pp 19-22 c.f. re the establishment of local record offices to centralise all the non-current records of the Dt. Offices, the Dt. Bds and Munpls as well as those of private owners. ~~Fo orders whether the proposal will be approved and~~ fuller details called for, for examination.

3. The Secy, I.H.R.C, may be informed as decided at 'A' on plante. He may also be informed as in para 20 of the Curator's letter on p.22 c.f. As regards the recommendation of the Research and Publication Committee for legislation to prohibit the unwarranted destruction and export of historical manuscripts, the Secy, I.H.R.C, may be informed that the Govt of India Act, Act XXXI of 1947, is sufficient for the present to prohibit exportation of historical manuscripts. The Secy, I.H.R.C, may be asked to indicate clearly the type of legislation contemplated to prohibit unwarranted destruction of records to offer our remarks. It may then be known whether the Curator is correct in his ~~...~~ in this respect - vide paras 9 to 13 inclusive on pp 16-19 c.f.

4. The case may be sent to Finance for remarks.

(B) 2/7/47.

Put up the draft relating to para 3.

2.7.47

A draft letter to the Secy I.H.R.C. with ref. to para 3 above is submitted. Remarks of Fin may be called for on paras 1 and 2 above before the case is considered.

7/7/47

14.7.47

14/7/47

This may be considered after the M.R.O. shifts back to Madras.

2.7.47

2.7.47 E

The time req. by Dt. ... to ... difficulty ... in the ... of the ... by ... experienced. ... one or two ... the ... details ... the Heads of Depts ... remarks ...

2.7.47 C

para 8 - p 16 c.f.

E & P.H. Dept
69926 C/46-4
14/7/47

4247 C.F.A.

(D)

1050/24

(26)

Finance (Exp.B)

(Previously seen in Finance on page 3 above).

The file has been sent to this department with reference to the proposals contained in paras 1 and 2 of the notes of E.& P.H. at pages 3-4 above.

Cf. D on p 4 above

Paras 1 & 2 of E&P.H. note - p.p 3-4 above

The proposals relate to :-

(1) Keeping the bundles in M.R.O. horizontally instead of vertically as hitherto;

(2) Purchase of 6 Vacuum cleaners at an estimated cost of Rs.1620/- ; and

(3) Establishment of local record offices to centralise all the non-current records of the Dist.offices, the Distreit Boards and-Municipalities as well as those of private owners.

2. Item (3) above:- E. & P.H. propose to obtain further details from the Curator, M.R.O. on the proposal and then consult the Heads of Departments etc, in the matter. No remarks are called for in Finance now.

C on p 4 above

Item (2) above:- E. & P. H. propose that this may be considered after the M.R.O. shifts back to Madras. Finance may agree.

B on - do -

Item (1) above:- The necessity for this arrangement has been explained by the Curator, M.R.O. in paras 6-10 of his letter at pages 5-6 C.F. He considers that in view of the advantages that this new system affords over the existing system of keeping records, the expenditure of about Rs.10,000 per year for five years does not seem to be too much. In the interests of the proper preservation of the records of the MRO, E.& P.H. propose to accept the proposals of the Curator.

Para 5 on p 15 cf

E on p 4 above

The proposal involves additional expenditure as shown below:-

on p 3 above

(1) Rs 32,800/- for the manufacture of 50,000 hinged boards with khaki boards; and

(2) Rs.20,000/- for the purchase of 25,000 blanks.

The above expenditure is to be spread over five years that is ~~the annual recurring cost will come to Rs 10,000~~ an expenditure of Rs 10,000 will be incurred each year for a period of five years

~~...~~.

The question for consideration is whether there is sufficient justification to incur the additional expenditure involved in the proposal. The Govt. are committed to a large expenditure on account of Prohibition, Rural Development Schemes, Food subsidies etc. In view of the pressing need for economy in all directions, it does not seem that there is adequate justification to incur such large expenditure on the present proposal. The existing system of arrangement of records has worked satisfactorily till now and there does not appear to be any ~~particular~~ great urgency for the changing over to the new system of arrangement at present.

In the circumstances, Finance may advise that the proposal may be deferred for the present and taken up for consideration later when the financial position of the Govt. improves and when labour & materials will become cheap.

3/ If, however, E.& P.H. wish to press their proposal, they may be requested to bring it forward as a Part II Scheme for 1948-9, as it does not satisfy any of the criteria laid down in Finance U.O.Note No.21735 B.G.-1 dated 19-5-47 for introducing it in the current year.

22.7.47 22/7/47 G. 22.7.47 22/7/47 A.S. G. 22.7.47 28/7/47

E & P.H. (C2)   Finance no 42476. EA1 23.7.47

25 JUL 1947 60202

The file deals with the several suggestions raised in the pamphlet "Post-war Reorganization of Archives Offices in India" forwarded to this Govt. by the Secy., Indian Historical Commission, New Delhi. He requests to be informed of the action proposed to be taken on the pamphlet. The suggestions in the pamphlet have been examined in consultation with the Curator, M.R.O. and it is proposed to inform the Secy., Indian Historical Records Commission as in the draft letter kept below. The further proposals to be considered by this Govt. are set out in paras 1 and 2 on pages 3-4 c.f. and in the Finance note on pages 5-6 ante. They are the following:--

(1) Keeping the bundles of records in M.R.O. horizontally instead of vertically as hitherto;

(2) Purchase of 6 Vacuum cleaners at an estimated cost of Rs. 1620/-; and

(3) Establishment of local record offices to centralise all the non-current records of the Dist. offices, the District Boards and Municipalities as well as those of private owners.

ITEM (1) ABOVE.

This Dept. in the interests of the proper preservation of the records in the M.R.O. suggested the acceptance of the proposal. Finance, however, consider that in view of the existing financial stringency, the proposal may be deferred for the present and taken up for consideration when the financial position of the Govt. improves and when labour and materials will become cheap. They also suggest that if the proposal should be pressed by this Dept., it ~~would~~ may be considered as a Part II Scheme for 1948-49. In view of what is stated by the Curator, M.R.O. in paragraphs 6-10 on pages 5-6 c.f., the proposal may be considered as a Part II Scheme for 1948-49.

ITEM (2) ABOVE.

This Dept. proposed that this question may be considered after the M.R.O. is shifted back to Madras. Finance agree to the proposal. The Curator may be informed accordingly.

ITEM (3) ABOVE.

This Dept. proposed to obtain further details from the Curator, M.R.O. and then consult the Heads of Depts. etc., in the matter. Finance has no objection to this. Details will be called for. ~~A draft memo is submitted.~~

The case may now be circulated for orders with reference to the suggestion in Item (1) above, para marked A.

26.8.47 5/9/47 T.S.R. 12.9.47 14.9

SECRETARY, EDN. AND P.H. DEPT. 15 SEP 1947 GOVERNMENT OF MADRAS

Edn & P.H (C2)

Please see the orders in circulation on p7 above.

As regards item (1) on p7 above, a Part II note is submitted.

As regards items (2) and (3), a draft memo to the curator is submitted for approval.

2. The case may be sent to Finance (after issue of the letter to the Secretary, I.H.R.C. and the draft memo) for acceptance of the Part II note)

Rc 21.x.47

19.11.47

17.11.47 / 18

Finance (BE I)

Please see Finance note on pages 5-6 above & the subsequent notes of the EPA & the orders in circulation on page 7 above. The draft note on the Part II scheme may be accepted subject to the slight amendment indicated in pencil, & the file returned to E&PH.

21.11.47

21.11.47 EPH

ASST. SECRETARY TO GOVERNMENT, EDUCATION AND PUBLIC HEALTH DEPT. 20 NOV 1947 92769

E&PH U.O. No. 69926 C2/46-7 Edn 19.11.47

ASST. SECRETARY TO GOVERNMENT, FINANCE DEPARTMENT 70168 20 NOV 1947

Fin. U.O. 70188 BE I-1 21-11-47

Issue 25.11.47

From the Director of Archives, Govt of India, No. F.1-2(a)/47-C, dated 6-12-47. p.31 c.f.

Please see the letter on page 31 c.f. It was the Curator, M.R.O. who reported that the lamination process had been severely condemned by eminent archivists as being a dangerous innovation - vide para 7 of his letter on page 14 c.f. Attention is also invited to para 14 on page 8 c.f. The remarks of the Curator on the present letter may be called for. A draft endt. is subd on page 31 c.f. for approval.

15.12.47

15.12.47

9

P. 31 c.f. [Issued as Endt. No. 69926 C2/46-9 Edn., dt. 16-12-47]

Rec. No. 101019 C2/47. From the Curator, M.R.O., No. 3163-D-VII/46-6, dt. 23.12.47

Please see the reply from the Curator, M.R.O., on pages 33-36 c.f. to the Endt. on page 31 c.f. In his ~~above~~ letter, the curator has quoted the authorities on whose statements he has based ~~expressed~~ his views on the lamination process which were communicated to the Govt. of India — vide p. 24 c.f. The Curator ~~He~~ requests that relevant portions of his letter may be sent to the Director of Archives, Govt. of India. His suggestion may be accepted. A draft letter ~~to the Govt. of India~~ is subd. for approval.

Para 5 on p. 34 c.f.

Para 6 on p. 36 c.f.

Letter forwarded for issue.

13/1/48 / 15 19.1.48

21.1.48 21/1/48 105/28

Please see the Part II scheme note on pages 29-30 c.f. The ~~the printed note~~ Standing Finance Committee has recommended that the scheme may be omitted. File may be circulated to H.M. (Edn) for orders whether he would press this item in the meeting.

SECRETARY, EDN. AND P.H. DEPT. 22 JAN 1948 GOVERNMENT OF MADRAS

21/1/48 21.1.48

21.1.48

The decision of S.F.C. may be accepted

TBA 22/1/48

[Issued as letter/Ref. No. 69926/46-10 C2. Edn., d., 21-1-48]

d. No. 11358. From the Director of Archives, Govt. of India, No. 7. 1-2(a)/46-C., d., 11-2-48.

A draft order intimating the Curator that his proposals which were considered as a Part II Scheme, have been deferred is put up for approval—

2. In his letter of the 11th February the Director of Archives again wishes to know which "eminent Scientist" has condemned the lamination process as a method of preserving old Records—Dr Sen seems to be so enthusiastic about that process that he would not accept the ~~other~~ authoritative opinions of the British experts on Record maintenance to which the Curator has made ~~a~~ elaborate reference in his letter of 23.12.1947. No purpose will be served by prolonging the controversy.

~~Dr Baliga might be asked to say which eminent scientist ... [illegible]~~

The Dir. of Archives ... [illegible]

So far as Govt are concerned the opinions quoted by Dr Baliga seem to be authoritative enough—In this view it is for orders whether the Director of Archives may be informed that the Govt. have nothing to ~~do~~ add to the contents of their letter of ~~[illegible]~~ 21-1-48.

A copy of Director's letter may be sent to the Curator [illegible] for further remarks if any.

Pages 37-38 [illegible]

[illegible] 22.3.4.48

Copies

Why no action has been taken on this file from 22.1.48 and 11.2.48

[initials] 25.4.48

Taken out for [illegible]

[initials] 29/4

[initials] 25.4.48 [initials] 27/4

1050/29

[G.O. 2050 Edn. Dated 30.4.48]

A draft letter to the Director of Archives is submitted for approval—

[initials] 29.4.48

[initials] 30.4.48 [initials] 30/4

[Issued as letter/Ref. No. 69926 C2/46-11 Edn. D/ 30.4.48.]

(Extract of U.O.)

Finance (Budget-General) Department.

U.O. Note No.2047 (A)BG/48 dated 13-1-1948.

(30) 12/ 1052/30

Part II Schemes for 1948-49 - Recommendations of the Standing Finance Committee.

The Education and P.H. Department may be informed that the Standing Finance Committee at its meetings held on the 10th and 11th January 1948 considered all the Part II Schemes for 1948-49 put forward by them (as shown in the lists attached) and made the following recommendations.

I. Education Department.

(a) The following schemes may be omitted:-

Item No.48. Keeping of record bundles horizontally on shelves instead of vertically as at present in the Madras Record Office.

Item No.50. Installation of magnetic recording instruments and amplifiers and loud speakers in the Government Museum, Madras.

PART II SCHEMES FOR 1948-9.

(The schemes are arranged in the order of urgency indicated by the department concerned.)

Education & Public Health Department.

(Debitable to the Revenue Account.)

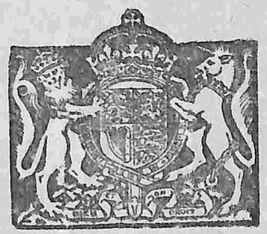
Serial No.	Description of the scheme.	Ultimate cost.		Cost in 1948-49.	
		Recurring. Rs.	Non-recurring. Rs.	Recurring. Rs.	Non-recurring. Rs.
x	x	x		x	
	25. GENERAL ADMINISTRATION.				
48	Keeping of record bundles horizontally on shelves instead of vertically as at present in the Madras Record Office. ..	--	52,800	---	10,600
	Total.	--	52,800	--	10,600
x	x	x	x		x
	36. SCIENTIFIC DEPARTMENT.				
50	Installation of magnetic recording instruments and amplifiers and loud speakers in the Govt. Museum, Madras. ...	200	11,100	200	3,600

31/14

POST-WAR REORGANISATION OF ARCHIVES OFFICES IN INDIA

MADRAS RECORD OFFICE
4-DEC 1946
MADRAS

105 P/31



INDIAN HISTORICAL RECORDS COMMISSION

NEW DELHI: PRINTED BY THE MANAGER
GOVERNMENT OF INDIA PRESS: 1946

105°/37

POST-WAR REORGANISATION OF ARCHIVES OFFICES IN INDIA

Report of the Research and Publication Committee of the India Historical Records Commission, reprinted from the Proceedings of the Commission, Udaipur Session, held in December 1944.

Before 1891 the Government of India had no organised record office of its own, each department took what care of its records it could and their importance as raw materials of history was not adequately recognised. When the Imperial Record Department came into existence only pre-mutiny records were transferred to its custody, but the current or post-mutiny records remained as before with the departments of origin. Though nobody could claim access to those papers as a matter of right, their historical value was fully appreciated and officers in charge of the records continued to be recruited from the Indian Education Service until 1912. They were expected to explore these untapped sources and bring the results of their researches to light for the benefit of the ordinary students. Professor (afterwards Sir) G. W. Forrest, the first officer in charge, published four volumes of selections from the records in his custody and he had previous to his appointment edited similar selections both from Bombay and Central records. Three of his successors, Mr. S. C. Hill, Mr. N. L. Hallward and Dr. C. R. Wilson brought out valuable monographs based on the unpublished records of the Government of India. The record office, however, still remained inaccessible to the non-official research students. Denied access to their sources at home they went in steadily increasing numbers to England and the Continent where the rules were more liberal and the restrictions less stringent. In 1919 the Indian Historical Records Commission was appointed with a view to stimulating original research in this country and for the first time the Government committed itself unequivocally to a policy of providing suitable facilities for historical investigation in India. The Commission offered Indian scholars a convenient platform from which they could make known their needs and requirements and the Government was prepared to consider their demands with sympathy. The rules regulating access to the Central archives were amended from time to time in accordance with the Commission's recommendation and the provincial governments usually followed suit. In 1939 the Government of India threw open all official records from the earliest time to 1880 to *bonafide* research students. The facilities thus made available have been utilised by research students from many parts of India and the number of scholars working in the Imperial Record Department rose from three in 1921 to 49 in 1942. We find among them not only students of history and economics but students of languages, political institutions and different branches of science as well. For their convenience the Government of India has permitted the Imperial Record Department to prepare exhaustive indexes of the unpublished pre-mutiny records on scientific lines, but we should not be surprised if fresh facilities are demanded now and more is expected after the conclusion of the war.

2. In 1939 a resolution was tabled (pages 8-10, Part III, *I.H.R.C. Procs.*, Vol. XVI) by the late principal Balkrishna at the Calcutta Session of the Indian Historical Records Commission requesting the Government of India to secure transcripts of all historical manuscripts relating to India now available in foreign countries. A small sub-committee was appointed to consider this suggestion but it was of opinion that nothing could be done to implement the resolution during the pendency of the war. Now that the war is perceptibly drawing to a close the Research and Publication Committee at its fourth meeting held at New Delhi on the 3rd March 1944 re-opened the question from a wider point of view—*viz.* the postwar re-construction

of archives in India with particular reference to the Imperial Record Department. Its recommendations fall under three main categories :—

(1) Manuscript records,

(2) Library facilities,

(3) Technical equipments.

3. There is a general concensus of opinion that the Imperial Record Department should greatly extend its activities with a view to affording the fullest possible facilities to Indian students for studying their country's past.

(1) *Manuscript Records*

1. The manuscript records in the custody of the Imperial Record Department start from 1748 and it is well known that some of the series are incomplete. For the earliest years there are wide gaps which can in many cases be filled by transcripts of missing documents from the India Office. In the past attempt was made to remove this deficiency by a method of mutual exchange, but since 1922 the work has been in suspension and it cannot be resumed before peace is restored. This will be, however, comparatively speaking, a minor item in the post-war programme. Even when all the existing gaps are filled the Imperial Record Department will not be able to furnish the inquisitive student with all the sources he would like to study. The India Office, the Public Record Office and the British Museum have a mass of relevant manuscript materials without which his study cannot in any sense be complete. Besides there are scattered all over Great Britain and Ireland the private correspondence and family papers of those eminent servants of the East India Company who took a leading part in shaping the history of this country. The official records in India and England must be supplemented by such semi-official and non-official sources. Nor can a serious student ignore those foreign sources which give the French, Portuguese or Dutch version of an incident. If the Indian student has to avoid an expensive journey to lands beyond the seas and if he is to make the maximum use of his time and energy, transcripts of these foreign records should also be available at a central place in India, *i.e.*, the Imperial Record Department.

2. Besides the official and private archives in the British Isles which, to the best of our knowledge, are fairly well preserved, there must be lying unnoticed and uncared for a huge mass of records in India which when unearthed may throw considerable light on the country's past. Some historical manuscripts were in the past taken by non-Indian scholars and collectors out of the country. It is also necessary to prevent further export of such materials.

3. To provide the Indian research students with all the unpublished sources of Indian history it will therefore be necessary

(*i*) to obtain copies of records from the India Office to fill the existing gaps in the Imperial Record Department records ;

(*ii*) to obtain copies of records relating to India from the Public Record Office, London ;

(*iii*) to obtain copies of records relating to India from the British Museum, the Bodleian Library, the Royal Asiatic Society of England and similar institutions ;

(*iv*) to obtain copies of such contemporary correspondence and family papers in private custody in the British Isles as may throw light on Indian History ;

(*v*) to obtain copies of records relating to India in the European countries and the United States of America ;

(*vi*) to unearth records in private custody in India ;

(*vii*) to prevent export of historical materials outside this country.

4. Before entering into a detailed discussion as to the ways and means of securing the above-mentioned end it is necessary to define the scope of this work. Only

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records of the Government of India have been so far entrusted to the custody and care of the Imperial Record Department. The Indian Historical Records Commission is professedly interested in the British period of Indian history though papers on other periods have also been read at its public meetings. The Archaeological Survey on the other hand has the care of ancient and medieval monuments as its special domain. Should our present quest therefore be limited to manuscripts relating to Indo-British history or should it be extended to manuscripts relating to earlier periods as well ? It is felt that every efforts should be made to make an exhaustive collection of manuscripts dealing with the modern period, but as Indo-British history properly speaking began with early British commercial enterprise in India we cannot therefore legitimately ignore original materials for the late 16th and 17th centuries though the country was then under Muslim and Hindu rulers. The earlier manuscripts will be, as at present, the concern of the Archaeological Survey of India. But if instead of going indiscriminately for all manuscripts, irrespective of their character and origin, our immediate objective is limited to records alone the task of collecting all the available materials for modern Indian history may not be so stupendous as it may at first sight appear. When the present programme is carried out attempt may reasonably be made for securing copies of such manuscripts as cannot be technically termed as records, *e. g.*, chronicles, narratives, etc.

5. It may be mentioned in this connection that the Committee's proposal to supplement our archives with copies of relevant records from other countries is not without a precedent. The India Office deputed the late Mr. F.C. Danvers to examine the archives of Portugal and Holland and to secure transcripts of the more important Portuguese and Dutch records relating to India. Danvers's Selections now form an important part of the records in the custody of the India Office and several Indian students have drawn upon these valuable sources. In more recent years a Dutch scholar made a survey of the Dutch colonial records available in oriental countries, India among others, and the results of his labours have been embodied in a handy volume. When the treasures of the Tun Huang Library were discovered from their sand-buried depository the Chinese Government did not get timely notice of the find and many manuscripts were acquired by England, Japan, U.S.A. and other progressive countries. But China promptly put an embargo on the export of the remaining manuscripts and arranged to secure microfilm copies of the manuscripts already exported. The Committee's scheme, however, is more ambitious as it felt that every effort should be made to make available in India all records that relate to her.

6. Recent progress in microphotography has considerably minimised the difficulties and expense which such a project would have involved thirty years ago. The needed records can be microfilmed with the greatest possible expedition and when the work is done on a large scale under favourable conditions the cost may be reduced to incredibly low figures. Mr. Hilary Jenkinson suggests "two-thirds of 1*d.* per shot as a fair average". The problem of storage and cataloguing of microfilms have been carefully gone into both in England and U.S.A. Whole microphotography will secure all round economy of time, storing space and expenditure it is recognised that a film copy can only be read with a projector in a specially equipped reading room. But the student will prefer this comparative inconvenience to the indefinite delay which any other method of duplication will necessarily cause.

7. The scheme, so far as records in England are concerned, will not be very difficult to execute. Except for the unexplored family archives it is more or less precisely known where to go for records about India and which records are to be microphotographed. During the war a large number of manuscripts and printed works have been microfilmed, thanks to the Rockfeller Foundation, and the necessary technical knowledge and experience are abundantly available. But some of the continental archives may offer considerable difficulties. France, Portugal and Holland have rich collections of Indian records. Denmark played but a minor part in Indian history but Danish records on India, if still extent in any number, cannot be ignored. The same remark applies to the records of the short-lived Ostend Company. When the crowns of Spain and Portugal were united some of the Luso-Indian records

found their way to Spain. Nearer home the archives of the French and the Portuguese India and the Dutch East Indies will also have to be explored. It is not known how the French and Dutch archives have fared during the war, but in the pre-war days the main bulk of records relating to India was available at Paris in the Archive Nationale, Archive Coloniale and Bibliotheque Nationale, etc. Some of the most important Dutch records were available in print and the rest were preserved mainly at the Hague. It may be reasonably expected that what survives the ravages of war will be as before available at their previous depositories. The Portuguese records have not, so I far as is known, suffered from the consequences of war and will be found at one centre, *viz.*, Lisbon as the valuable manuscripts formerly in the Public Library of Evora have also been removed there. But whereas up-to-date microfilming appliances may, when the Committee's recommendation is implemented, be available at Paris and the Hague, it is doubtful whether Lisbon can supply the latest scientific apparatus for duplicating manuscript records. The Portuguese archives moreover, are not so well organised as the French and the Dutch Record Offices used to be before the war and the scrutiny of Indian records in Portugal may cost more time and labour than elsewhere. Only a few records of any value may have gone to U.S.A. American catalogues and handbooks are ordinarily so exhaustive that it should not be difficult to spot them.

8. Records in India have long been sadly neglected. Few provinces have well organised record offices with whole-time officers at their head. The district record rooms often furnish models of what they should not be. It is not therefore surprising that records in private custody should decay and deteriorate from lack of care. The value of old manuscripts particularly in rural areas is seldom recognised and they are sometimes reconverted into pulp. To rescue such old manuscripts from their inevitable doom extensive propaganda will, in the first instance, be necessary. Nothing effective can be achieved until the confidence of the owners is won and their suspicion removed. The Indian Historical Records Commission has already emphasised the need of instituting an India-wide survey (Resolution V of the Mysore Session in 1942), but the provinces with one exception found the present time inopportune. When the resolution is implemented and the co-operation of the owners enlisted it may be necessary for the provincial and Central record offices to take custody and provide for the renovation of huge masses of brittle records. Here British and American analogies may be of service to India. Some of the better organised record offices may be authorised like the Public Record Office of London to take charge of family papers and other manuscripts when the owners are willing to transfer their custody. For this as well as for preventing unwarranted destruction of records legislation on the British lines will be necessary. The Indian Historical Records Commission has already urged upon the Government of India the need for such legislation (Resolution VIII of the Patna Session, 1930, and Resolution VII of the Trivandrum Session, 1942). It may also be necessary to make the technical services of the Government record offices available to private owners for the repair and renovation of the old manuscripts in their possession and as Resolution XVII of the Mysore Session, 1942, shows the Indian Historical Records Commission is of opinion that smaller record offices in British India and the States unable to go for costly scientific apparatus should ordinarily be entitled to such services as better equipped record offices, the Imperial Record Department in particular, may be able to render.

9. While the Committee was of opinion that its present programme of acquisition should be limited to records relating to the modern period only, it was emphatically held that no such restriction should be put on the regional survey programme. Attempt should be made to bring to the notice of the interested public all and every manuscript discovered by the survey committees and learned societies should be encouraged to take charge of manuscripts of non-historical character if the owners are willing to part with them. But record offices should be competent to acquire either by purchase or as a free gift all historical documents including manuscripts dealing with the ancient and medieval periods as they are better equipped to provide for their preservation.

10. Further migration of manuscripts is easy to prevent and here a simple preventive law and a little vigilance on the part of the port and customs authorities will suffice.

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11. Under the first head the Research and Publication Committee's recommendations are as follows :—

(*i*) Microfilm copies of all unpublished records relating to modern Indian history not available in this country should be obtained and preserved in the Imperial Record Department.

(*ii*) All necessary steps should be taken for salvaging privately owned manuscripts in India. The Central and provincial record offices should be legally authorised to take charge of such manuscripts when their respective owners are willing to transfer their custody on such terms as may be mutually agreed upon. Such owners as may be prepared to provide for the better preservation of their manuscripts should be given such technical advice and service as they may require.

(*iii*) Unwarranted destruction and export of historical manuscripts should be legally prohibited.

(2) *Library Facilities*

1. Printed books belong to a different category from manuscript records but to the research student they are equally indispensable. He must inform himself about the ground already covered and he must constantly refer to previous workers. Theoretically a printed book is the property of the public at large and he who can pay for it is able to read any book he likes. But unfortunately books go out of print and rare publications cannot sometimes be had for love or money. A student working in a record office must, therefore, have a good reference library at hand if he is to make the maximum use of his time, but the facilities that Delhi at present affords in this respect are hopelessly inadequate. Even for the routine work of the Imperial Record Department rare books have to be requisitioned from the Imperial Library of Calcutta. If the number of research students has increased thirteen times during the last twenty-one years their number will go higher and higher after the war as the Sargent scheme of education is implemented. If we expect from our research scholars the same standard of work as prevails in western countries, we must obviously create the same environments and offer the same facilities. There is no library in India that will stand comparison with the Bodleian, the British Museum and the Bibliothèque Nationale. In this respect even Spain and Portugal are far ahead of India and the leeway cannot be made up by purchase alone even if the country is prepared to strain its financial resources to the utmost limit. Of many rare books and pamphlets only two or three copies are known to have survived and if they are in the custody of any public institution acquisition by any means is out of the question. But microphotographic copies of the rarest publications can be obtained and multiplied *ad infinitum* at a nominal cost and any student will prefer the inconvenience of reading through a projector to a long and expensive journey to London, Paris, Berlin or Washington.

2. The Research and Publication Committee thought that in acquiring microphotographic copies of rare publications our selection should not be confined to books bearing on the modern period only and the microfilm of publications relating to previous periods need not be handed over to the department or departments immediately interested in them. In the Committee's opinion it will be more economic to keep all microphotographic materials collected under this scheme in the custody of the Imperial Record Department. At present no administrative department or library in India has a technical staff competent to catalogue, classify and store microfilms of manuscripts and printed works. The Imperial Record Department will in any case have to look after the microphotographic copies of records secured from other countries and it may as well be entrusted with the custody and care of the entire stock of films acquired by the Government of India. Concentration in this respect will not only lead to greater economy but will guarantee speedy and inexpensive service and supply.

3. It is presumed that locally made copies of microfilms of records and rare publications will be supplied at a fair price not only to the Universities, learned societies and public libraries of India but to private individuals as well. The Imperial Record Department has already purchased an up-to-date microstat machine capable

in theory, of 1000 shots per hour. In practice, however, allowance will have to be made for the time required for supplying and removing the original manuscripts. If another machine specially designed for microfilming pages of bound volumes is acquired the Imperial Record Department should be in a position to meet outside demands after doing its scheduled routine work. The Department will in any case need its air-conditioned storage rooms and microfilming laboratory and these may be suitably expanded for the extra work that the custody of microphotographic copies of rare publications on India will necessitate. The Committee does not propose to go into the question of expansion of the Imperial Record Department Library, the need of which is generally admitted and expects that it will be departmentally dealt with as no new principle is involved.

4. The Research and Publication Committee's recommendations are as follows :—

(*i*) Microphotographic copies of all rare publications on India not available in this country should be obtained irrespective of the period they deal with and placed in the custody of the Imperial Record Department.

(*ii*) All *bonafide* students should have access to these copies.

(*iii*) The Imperial Record Department should supply at a reasonable price copies made out of the microfilms mentioned above to Universities, learned societies, public libraries and such persons as may apply for them.

(3) *Technical Equipments and Training*

1. If the Imperial Record Department is to function efficiently as a Central record office and depository of microphotographs and to serve the cause of historical research in India in the manner indicated above its technical services will have to be mechanised and human labour in its preservation branch should be replaced as far as practicable by machine. The official records in the custody of the Imperial Record Department occupy at present a running shelf space of more than nine miles. If the bundles are kept horizontally on the shelves, as the Director of Archives proposes to do, greater shelf space will necessarily be required. The present rate of accession of new records is about 750 bundles and 600 volumes per annum. The influx of records during the first few years of peace may conceivably be much larger. The Imperial Record Department is further expected to take charge of a fair percentage of old manuscripts salvaged by the regional survey committees and most, if not all, of the manuscripts so brought to light will need thorough doctoring. Of the present stock of records under the care of the Department over 25 per cent need renovation and over 60 per cent stand in need of minor repairs. Moreover, there are about 4,300 bundles of folded records covering about 4,280,000 folio pages, which will have to be flattened and repaired. Lack of sufficient repairing materials leaves no alternative but to expedite flattening and postpone all repair and binding work, except the most urgent during the pendency of the war. The Department will therefore be faced with accumulated arrears in this respect when the war comes to a close. It is precisely then that the smaller record offices are likely to requisition the services of its technical staff. The Committee is glad to learn that the Government of India is not unaware of the necessity of reinforcing the staff of trained menders with the requisite machinery and but for the present war the process of mechanisation would have made notable progress if not altogether completed. The Committee therefore deems it unnecessary to examine in detail the proposals now under the consideration of the Government of India.

2. If the technical staff of the Imperial Record Department is to assume new responsibilities it logically follows that it should be relieved, to some extent, from the present volume of work which falls mainly under the head—preservation. It has been abundantly proved that the climate of Delhi does not normally offer optimum conditions for preserving old and brittle papers. The following figures show the wide

variation of temperature and relative humidity which cannot but adversely affect the longivity of papers :—

Year	Temp. in Fahrenheit				Relative Humidity			
	Ground Floor		Second Floor		Ground Floor		Second Floor	
	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.
1940 . . .	97°.0	61°.6	103°.0	50°.5	83%	9%	80%	13%
1941 . . .	98°.2	61°.2	105°.0	51°.2	87%	21%	80%	15%
1942 . . .	100°.0	59°.0	107°.0	52°.5	85%	19%	93%	17%
1943 . . .	100°.0	58°.5	107°.0	55°.0	100%	16%	97%	15%

There is only one way of combating this natural disadvantage *viz.*, air-conditioning of the muniment rooms to secure uniformity of temperature and relative humidity and to get the incoming air-current properly filtered. Air-conditioning will partly though not wholly keep the insect pests also under control. But to reduce the repairing work within practicable limits these pests will have to be completely exterminated. Not only old papers will have to be fumigated in a vacuum chamber with suitable lethal gases but new papers will have to be similarly treated before they are introduced into the muniment rooms to avoid further troubles. It is understood that a hydraulic press was ordered from the U.S.A. for laminating brittle records with cellulose acetate foil but it could not be imported on account of the prevailing war conditions. The maximum service from the laminating machine however cannot be obtained unless a constant supply of flattened records can be arranged. At present folded records are flattened with ordinary hand presses and the daily outturn is about 500 sheets. The average output can be considerably increased if electrical ironers are used.

3. The Committee visited the small laboratory attached to the Imperial Record Department. At present it is the only place in India where problems of preserving old papers and other cognate subjects are investigated. Despite its limited resources the laboratory has done good work but it cannot play its legitimate part in the post-war organisation of record offices unless it is vastly expanded.

4. Lastly, the Committee observes that a large number of trained archivists will be needed when each of the eleven Governor's provinces in British India and the leading Indian States will put their record offices on a proper basis as they are expected to do after the war. In anticipation of this demand the Imperial Record Department has already formulated a training scheme and with the approval of the Government of India has been imparting instructions in the theory and practice of archives-keeping to suitable persons deputed by the provincial governments, Universities and Indian States. Though only a few students have so far come for the complete course, the Committee feels that the newly offered training facilities should not be restricted but if possible the training classes should form a permanent feature of the normal activities of the Imperial Record Department and in due course developed into a regular school. Meanwhile the Government of India will be well advised to encourage students to come in larger number for the full course of training by awarding suitable stipends and scholarships.

5. The Committee recommends :—

(*i*) Early steps should be taken to air-condition the muniment rooms of the Imperial Record Department with a view to securing uniformity of temperature and relative humidity.

(*ii*) Vacuum fumagatorium and laminating machines should be installed in the Imperial Record Department at an early date.

(*iii*) Imparting instructions in theory and practice of archives-keeping should be recognised as one of the normal duties of the Imperial Record Department.

(4) *Financial Implications*

1. The Committee feels that it should briefly indicate the financial implications of its recommendations. Though the Committee realises that the expansion of its activities will demand a corresponding addition to the Imperial Record Department staff and the installation of the microstat, vacuum fumagatorium and laminating machine will involve additional recurring expenditure, which may or may not be offset by a proportional reduction in the staff, it is of opinion that these are details of administrative character which should be dealt with by the appropriate department or departments of the Government of India. If the Committee's recommendations are accepted provision will have to be made for purchase of such privately owned records as may be offered for sale. Unless necessary steps are taken for preservation and purchase of manuscripts unearthed by the regional survey committees its main object will be defeated. While some owners may volunteer to place their manuscripts in the custody of the Central or provincial record offices others may not be prepared to part with them except for a money consideration. In certain cases the prospects of a fair price may induce the poorer owners to shake off their secretive inclinations. In the opinion of the Committee a minimum sum of Rs. 10,000 per annum should be placed at the disposal of the Director of Archives of the Government of India and similar grants should be made by the provincial governments to their offices. A part of the provincial grant may be utilised for the touring expenses of the survey committee and the remainder may be devoted to the purchase and preservation of old manuscripts.

2. An officer will have to be deputed to European countries and U.S.A. to secure microphotographs of records and other relevant manuscripts. In some cases he may be able to select his material from a catalogue or handbook but in many cases he will have to grope through a mass of manuscripts before he can find the correspondence or note that he would like to include in his collection. Bussy's Indian correspondence is, for instance, scattered through fifty manuscript volumes which contain other matters not directly bearing on India. The officer will need the minimum period of three years to finish his work and the expense of his mission will approximately be Rs. 3,00,000. It is difficult to estimate accurately before the war concludes the number of pages that will have to be microphotographed. At present the catalogues of French, Dutch and Danish archives are not available in India. The Portuguese records have not been properly catalogued at all. If a sum of Rs. 84,000 is set apart as the pay and travelling expenses of the officer for three years Rs. 2,16,000 will be available for the operational expenses. According to Mr. Jenkinson's estimate 54 shots will cost a rupee. Making allowances for all contingencies our cost can be reasonably estimated at 40 pages per rupee. It will, therefore, be possible to microphotograph 80,00,000 pages at the total cost of Rs. 2,00,000. But actually some deduction may have to be made for countries like Portugal where microphotographic facilities may not be available and where the more expensive method of transcription will have to be adopted, the extra cost for which is expected to be covered by the remaining sum of Rs. 16,000.

3. It is easier to give a more accurate estimate for the machinery required. Considering that the price and the freight will not materially vary in the years immediately after the war the cost of the apparatus will be as follows leaving out of account the expenditure of the additional accommodation necessary for the machinery, men and new accessions—

	Rs.
Air conditioning	2,50,000
Laminating machine	40,000
Vacuum fumagatorium	25,000

	Rs.
Air cleaning unit	5,000
Boilers, etc.	20,000
10 Microfilm readers	5,000
Another microfilm apparatus for bound volumes	20,000
Laboratory	10,000
Library	10,000

4. Briefly the reorganisation of the Central Record Office as outlined in the Committee's report will need a capital expenditure of Rs. 7,00,000 in round figures. This cannot be regarded as too high or extravagant a price for an up-to-date Central Record Office in India with the latest equipment affording the research students all the facilities that they may require. When the Committee's recommendations are fully implemented students of Indian history will no longer have any reasonable excuse for going abroad in search of their materials except in rare cases where careful examination of the original itself is necessary. The money spent from the Central revenue, therefore, will effect a corresponding saving in India's expenditure abroad, an end desirable in itself but which gains still more in importance when it is noted that this will in all likelihood save a fairly large number of Indian students from going adrift from their social and cultural moorings at an impressionable age. In conclusion the Committee observes that besides a capital grant of Rs. 7,00,000 and a recurring grant of Rs. 10,000 the Government will have to meet further expenditure for expanded accommodation and additional staff an estimate for which should be called for from the Department concerned.

JOHN SARGENT
Chairman

D. V. POTDAR
MOHAMMAD HABIB
C. S. SRINIVASACHARI
R. C. MAJUMDAR
G. L. CHOPRA
M. NASIRUDDIN KHAN
BISHESHWAR NATH REU
BISHESHWAR PRASAD
K. K. DATTA
H. N. SINHA
S. M. JAFFAR
D. N. BANERJEE
J. C. TALUQDAR
I. H. QURESHI
T. G. P. SPEAR
Members

S. N. SEN
Secretary

ADDITIONAL SUGGESTIONS OFFERED BY THE SIGNATORIES ON THE REPORT

1. *Dr. R. C. Majumdar.*—I would suggest the addition of the words "Universities and learned societies like the Royal Asiatic Society of Bengal" after "Archæological Survey of India" on page 47; para. 4, line 13.

2. *Prof. D. V. Potdar.*—In Italy, Venice and also in India a vast mass of records dealing with India are reported to be available with the Catholic Missions. The Madura Mission papers are also well-known for instance. At Venice a friend reported

t o me years ago a large mass of reports from Catholic Missionaries and others who had been in India too are lying in heaps.

I suggest that these also be included for scrutiny and microfilming in our scheme.

The Vatican, also, should not be forgotten.

3. *Rao Bahadur C. S. Srinivasachari.*—(1) While the proposal to collect original materials for the late sixteenth and seventeenth centuries as being necessary for an understanding of early British commercial enterprise in the fullest sense is to be welcomed, liberty is taken to suggest an extension of our activity to the collection of every kind of relevant material, bearing on the history of Portuguese enterprise as well, for which source material may have to be scoured from the last quarter of the fifteenth century. European enterprise in India from its earliest manifestation can be justifiably brought under the academic jurisdiction of the Historical Records Commission.

(2) The acquisition of microphotographic copies of rare books and pamphlets would be very welcome as they would serve particularly the needs of scholars living at a distance from the Central record office. The microfilm of publications relating to previous periods is also bound to be fruitful in its use to a number of historical scholars.

(3) I should also suggest that a definite course of instruction to scholars working at the record office, lasting for about two or three weeks and bearing on the usefulness of the resources available and the most efficient methods of their utilisation at the Imperial Record Department by some competent scholar, under the general direction and guidance of the Director of Archives, may be given. For this purpose, the employment in the permanent service of the Department of a person with an intensive knowledge of modern history and of all its sources may be necessary. I commend this suggestion to the Director, particularly as the guidance and direction of scholars working in the Imperial Record Department is bound to expand both extensively and intensively in the post-war period.

4. *Dr. H. N. Sinha.*—I agree with the above.

5. *Dr. K. K. Datta.*—I suggest the addition of the sentence 'provinces having no central record offices of their own should establish them in their respective areas as soon as possible on the termination of the present war' after " to do after the war " in line 3 in paragraph 4 on page 50.

6. *Mr. D. N. Banerjee.*—There is a faint recollection in my mind—I may be wrong—that we discussed in some detail both the questions of the desirability and the practicability of a greater co-operation and co-ordination, in the interest of research scholars, between the Imperial Record Department and the provincial (and State) record offices in India. For instance, it was discussed whether some system could not be devised in the post-war period under which a research scholar working, say, in the Imperial Record Department and without having, ordinarily, to move from place to place, might not have access to microfilmed or microphotographed copies of records in the provincial (or State) record offices, which he might require for his researches. There was, as far as I remember, some discussion on these lines; but I do not remember if any definite decision was reached. However, I have felt that attention should be drawn to this.

7. *Mr. S. M. Jaffar.*—Apropos of para. 4 under Section(1) I would like to add that manuscripts (especially of correspondence) of historical importance, relating to the pre-British period when India was under Hindu and Muslim rulers, in addition to those relating exclusively to the British period, ought to be the concern of the Imperial Record Department and provincial record offices. If India's past is to be explored and illuminated the records relating to the earlier period should not be ignored.

GIPD—M—46 Dir. of Arch.—12-9-46—100.

105/37

No.F.2(b)/48-C.
GOVERNMENT OF INDIA
NATIONAL ARCHIVES OF INDIA,
NEW DELHI, the 18th May, 1948.

From

Dr. S.N. Sen, M.A., Ph.D., B.Litt. (Oxon), D.Litt.,
Director of Archives,
Government of India.

RECEIVED TO GOVERNMENT
23 MAY 1948
EDUCATION AND PUBLIC HEALTH DEPARTMENT

38107

To

The Secretary to the
Government of Madras,
Education & Public Health Department,
Fort St. George,
MADRAS.

Indian Historical Records Commission - Report on the Post War Reorganization of Archives Offices in India - Lamination Process.

Sir,

I have the honour to refer to your letter No.69926-C2/46-Edn. dated the 30th April, 1948. I am sorry to find that you are confusing the issue. In your letter No.6992C2/46-5-Edn dated the 19th November, 1947 there was a statement that "this method (lamination) has been severely condemned by eminent archivists as a dangerous innovation". If you kindly refer to my letter No.F.1-2(a)/47-C dated the 6th December, 1947 you will find that my enquiry was which eminent archivist had used this particular expression - (dangerous innovation). The Indian Historical Records Commission is familiar with the published literature on the subject and knows fully well that Evans, Jenkinson and some other leading members of the British Records Association are not in favour of the new method but to the best of its knowledge no responsible archivist has used such sweeping language as quoted in your letter. That was why the enquiry was made. From the correspondence that followed it appears that this particular expression is not to be attributed to either.....

either Jenkinson or Evans.

I have the honour to be,
Sir,
Your most obedient servant,

D.N. Sen

DIRECTOR OF ARCHIVES,
GOVERNMENT OF INDIA.

Edn & P.H.(C2)

Endt.No. 3810 C2/48 - 1 Edn dated 31.5.48
Communicated to the curator, H.R.O

Re
31.5.48
JD
31/5/48

To ✓
The curator, H
4-6-48 with a copy

31.5.48

1050/38 E.P.H.Deptt.(C2) 38

From the Director of Archives, Government of India
Ref.No. F.2(b)/48-C dated 18 -- -5 - - 1948.

Sub: Indian Historical Records Commission - Report on the Post War Reorganization of Archives Offices in India - Laminatio Process.

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Please see the letter of the Director of Archives pp. 1 and 2 C.f. in which he reiterates his remarks made in his letters dated 6-12-47 and 11-2-1948. Attention is invited to Department's letter dated 30-4-48 in which they stuck to their in their letter dated 19-11-47. In the circumstances it is f consideration whether any reply or observation should be made o present letter and the Director of Archives.

'A' JD 28/5/48

No reply is expected or is necessa A copy of the letter may be communica to the curator M.R.O.

29.5.48 by

With reference to the 'A' above, a draft lette to the curator H.R.O on p 2 c.f. is submitted for approval. After issue the papers may be file with G.O.No 1050 Edn Dated 30.4.48.

Re
31.5.48
JD
31/5/48

31.5.48