

(1) Number of pages _____

(2) Date of repair _____

(3) Initials of the Referencer _____

MADRAS RECORD OFFICE.

Government of Madras.

Public works DEPARTMENT.

G.O. No. 623/624	306	Press Mis.
Dated	30. 1.	1873.

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
30th January 1873.*

No. 623. Read the following letter from the District Engineer, Salem, to the Chief Engineer, Public Works Department, dated Salem, 2nd January 1873, No. 10:—

I HAVE the honour to request you will take into consideration the necessity of issuing definite orders on the destruction of old records, or of authorizing District Engineers to use their discretion in dealing with them; the former course would probably be advisable in order to secure uniformity of action.

2. I am led to make this reference by finding that the only furniture in my office consists of almirahs and boxes filled with old records.

3. If records are to be kept at all, it is very evident they should be placed either in almirahs or on stands; kept in boxes, the labour of hunting out any particular paper would be intolerable, and the papers would suffer much from frequent handling to say nothing of their liability to destruction from the ravages of white-ants and other insects.

4. The provision of almirahs or stands leads to very considerable expense, and the room they occupy is another serious consideration, particularly when the number of offices to be dealt with is taken into consideration.

5. While on this subject I may mention that it is, and for some time has been, the practice of the Controller to return annually the vouchers that have been submitted to him after he has no further use for them. If this practice is continued, I think it would be well to issue orders as to the length of time such vouchers must be kept.

No. 624. ORDER THEREON, 30th January 1873, No. 306.

ESTABLISHMENT, No. 44.

His Excellency the Governor in Council resolves to direct District Engineers to take the opportunity afforded

by the recent change of organization in the Department of Public Works, and the sorting of the records for the various districts which it entails, for destroying all useless papers. A list briefly grouping and describing the documents which, in their opinion, may be destroyed should be forwarded for the information of Government.

2. This list need not specify individual documents, but should be sufficiently explicit to afford Government some guarantee that the selection of papers to be destroyed has been conducted methodically and so as to secure the criticism of the District Engineer himself.

3. An extra office servant on pay not exceeding Rupees 15 per month may be engaged for the time requisite, to set free the services of the Record-keeper or other experienced writer for this purpose.

(True Extract.)

Colonel, R. E.,
Secretary to Government.

To the District Engineer, Salem.
To all other District Engineers.
To the Controller of Public Works Accounts.
Exd. S. T. Austin.

Public Works Department
No 306
Proceedings of the Madras Government
Read the following

From The District Engineer }
Salem. } P.W.D. No 10 of 2nd January 1937

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G.M.W.

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7
36 St. Ignace Salem ✓
all other St. Ignace ✓
13 Controller ✓
Dec 23/21

Op 22

Govt. of 1873 Madras.

PUBLIC WORKS.

*The District Engineer
Salem*

Date

Recd.

Encl.

G. O. 30 Aug 1873, No. 306

No. 623 & 624

Records. Issuing
instructions for
~~the~~ destroying use
less records.