

Public Works (1897) Department.

G.O., No. 3029 w

DATED 28. Oct 1897

[Despatch Abstract.]

Records, Pro: Public Dept Comtg: Certain  
rules for the receipt of - in the General  
Record Department of the Secretariat  
Recorded.

RK  
28/10/97

Communicating to the departments of the Secretariat the rules for the receipt of — in the General Record department of the Secretariat.

GOVERNMENT OF MADRAS.  
PUBLIC DEPARTMENT.

ORDER—No. 1316, Public, dated 6th October 1897.

The rules for the receipt of records in the General Record Department of the Secretariat contained in the annexure to these proceedings will be communicated to the departments of the Secretariat for information and guidance.

(True Extract.)

for Chief Secretary.

- To the Educational Department.  
" Legislative Department.  
" Local and Municipal Department.  
" Marine Department.  
" Public Works Department.  
" Revenue Department.  
" Pension Department.  
" Superintendent, General Records.

Ed. A. Raiff.

[Annexure.]

ANNEXURE.

Rules for the receipt of records in the General Record Department of the Secretariat.

1. No records shall be received that are not seven years old.
2. The period during which records are received shall be from June to September in each year.

3. Before transfer, records shall be examined in accordance with the rules in force in each department and every paper not worthy of preservation shall be removed. The remainder shall, before transfer, be arranged in accordance with the instructions in G.O., No. 899, Public, dated 27th November 1894.

4. Departments of the Secretariat shall give the Superintendent, General Records, a clear month's notice of the proposed transfer of records.

5. Records shall be forwarded in charge of a competent attender, with instructions to deliver them over to the Superintendent. They shall invariably be accompanied by a complete list, the correctness of which shall be certified to by a responsible officer, and also by a declaration by the latter that all papers not worthy of preservation have been excluded.

6. Five sets of volumes of proceedings, five copies of the Indexes and four sets of tables of contents relating thereto shall be sent to the General Records; one set being intended for reference and the remainder for stock. Two sets of volumes of proceedings of the Board of Revenue together with the Indexes will be received—one from the Public and one from the Revenue department. Receipt registers should be sent properly bound.

7. The following registers and papers shall not be received in the General Record department:—

Circulation Registers of departments other than the Revenue department.  
(Those of the Revenue department will be retained for twenty years.)

Despatch Registers.  
Post Books.  
Telegrams.  
Official Memoranda.  
Demi-officials.  
Office Orders.

Any papers of the above descriptions, which ought to be preserved, shall be placed in the original of the Government Order with which they are connected.

8. Not more than 12 spare copies of ordinary and 18 copies of important proceedings shall be maintained in the General Record department. This limitation applies also to Legislative bills and papers.

9. Maps, plans, &c., connected with Government Orders transferred to the General Record department shall be properly labelled with the numbers and dates of the orders to which they appertain and shall, where possible, be stitched with them, one copy or set with the original order, and the others with the copies of the order.

10. Spare copies of proceedings of one department will not be received from another department, nor will those of a subordinate office. Spare copies of Government of India proceedings and letters will not be received in separate bundles. If not embodied in the printed proceedings of this Government, three copies of each shall be placed prior to transfer with the original of the Government Order disposing of it.

11. Besides the volumes referred to in rule 6, the publications mentioned in the appendix to these rules will be received. They shall be properly bound before transfer.

12. Bound volumes of the newspapers entered in the appendix shall be retained for ten years in the case of the first six papers, and for one year in the case of the remainder. After the above periods the volumes shall be transferred to the Connemara Library.

13. In the case of all but the first four gazettes entered in the appendix, copies shall be retained in the General Records for one year only after which period they shall be transferred to the Connemara Library.

14. Title-deeds and other documents of importance for deposit in the strong room shall be forwarded in sealed covers to the address of the Superintendent, General Records, who will, before placing them in the records, open them and verify the contents.

15. The Superintendent, General Records, shall have discretionary power to return records for re-arrangement and to reject records the preservation of which is not authorised or specially directed by a Secretary to Government.

APPENDIX to Rules for the receipt of Records in the General Record Department.

| Publication.                                                                                  | Number of copies that will be received. | From what department.     |
|-----------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------|
| <i>Almanacs, &amp;c.</i>                                                                      |                                         |                           |
| Madras Asylum Press .. .. .                                                                   | 3                                       | } Secretariat Library.    |
| Thacker's Indian Directory .. .. .                                                            | 1                                       |                           |
| Whitaker's Almanac .. .. .                                                                    | 2                                       |                           |
| Travancore Almanac .. .. .                                                                    | 1                                       |                           |
| Pondicherry Almanac .. .. .                                                                   | 1                                       |                           |
| Statesman's Year Book .. .. .                                                                 | 1                                       |                           |
| Hazell's Annual .. .. .                                                                       | 1                                       |                           |
| Kelly's Hand-book to the Titled Landed and Official classes .. .. .                           | 1                                       |                           |
| <i>Calendars.</i>                                                                             |                                         |                           |
| Madras University .. .. .                                                                     | 2                                       | Educational Department.   |
| London University .. .. .                                                                     | 1                                       | } Secretariat Library.    |
| Civil Engineering College .. .. .                                                             | 1                                       |                           |
| Medical College .. .. .                                                                       | 1                                       | } Educational Department. |
| Imperial Forest School, Dehra Dún .. .. .                                                     | 1                                       |                           |
| Commissioner for Government Examinations .. .. .                                              | 1                                       |                           |
| <i>History of Services of Gazetted Officers.</i>                                              |                                         |                           |
| Madras Presidency, Civil .. .. .                                                              | 3                                       | } Secretariat Library.    |
| Government of India, Home, Foreign, Revenue, Agricultural and Legislative Departments .. .. . | 2                                       |                           |
| Government of India, Finance and Commerce .. .. .                                             | 1                                       |                           |
| Bengal .. .. .                                                                                | 1                                       |                           |
| Bombay .. .. .                                                                                | 1                                       |                           |
| Central Provinces .. .. .                                                                     | 1                                       |                           |
| North-Western Provinces and Oudh .. .. .                                                      | 1                                       |                           |
| Punjab .. .. .                                                                                | 1                                       |                           |
| Assam .. .. .                                                                                 | 1                                       |                           |
| Burma .. .. .                                                                                 | 1                                       |                           |
| Hyderabad .. .. .                                                                             | 1                                       |                           |
| <i>Army Lists.</i>                                                                            |                                         |                           |
| Indian Army List .. .. .                                                                      | 2                                       | } Do.                     |
| Hart's Army List .. .. .                                                                      | 1                                       |                           |
| <i>Civil Lists.</i>                                                                           |                                         |                           |
| Madras (Monthly) .. .. .                                                                      | 3                                       | } Do.                     |
| Madras (Quarterly) .. .. .                                                                    | 3                                       |                           |
| Bengal (Quarterly) .. .. .                                                                    | 1                                       |                           |
| Bombay (Quarterly) .. .. .                                                                    | 1                                       |                           |
| Central Provinces (Quarterly) .. .. .                                                         | 1                                       |                           |
| North-Western Provinces (Quarterly) .. .. .                                                   | 1                                       |                           |
| Punjab (Quarterly) .. .. .                                                                    | 1                                       |                           |
| Assam (Quarterly) .. .. .                                                                     | 1                                       |                           |
| Burma (Quarterly) .. .. .                                                                     | 1                                       |                           |
| <i>Establishment Lists.</i>                                                                   |                                         |                           |
| Chief Secretariat .. .. .                                                                     | 3                                       | } Do.                     |
| Judicial Department .. .. .                                                                   | 3                                       |                           |
| Registration Department .. .. .                                                               | 3                                       |                           |
| Police Department .. .. .                                                                     | 3                                       |                           |
| Prisons Department .. .. .                                                                    | 3                                       |                           |
| Civil Medical Establishment .. .. .                                                           | 3                                       |                           |
| Educational Department .. .. .                                                                | 3                                       |                           |
| Government Press .. .. .                                                                      | 3                                       |                           |

## APPENDIX to Rules for the receipt of Records in the General Record Department—cont.

| Publication.                                                                               | Number of copies that will be received. | From what department.                        |
|--------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------|
| <i>Establishment Lists—cont.</i>                                                           |                                         |                                              |
| Revenue Secretariat .. .. .                                                                | 3                                       | Revenue Department.                          |
| Revenue Department .. .. .                                                                 | 3                                       | } Secretariat Library.                       |
| Salt, Abkari and Separate Revenue Department (Monthly and Quarterly) .. .. .               | 3                                       |                                              |
| Public Works Department Classified List and Distribution Return .. .. .                    | 3                                       | Do.                                          |
| Forest Officers' Lists, Bengal, Madras and Bombay .. .. .                                  | 2                                       | Revenue Department 1; Secretariat Library 1. |
| India Forest Officers' List .. .. .                                                        | 2                                       | Do.                                          |
| Forest Officers' List, Madras .. .. .                                                      | 2                                       | Revenue Department.                          |
| Deputy Collectors .. .. .                                                                  | 2                                       | Do.                                          |
| The India List and India Office List .. .. .                                               | 2                                       | } Secretariat Library.                       |
| The Royal Indian Marine List .. .. .                                                       | 1                                       |                                              |
| Government of India Finance and Commerce Department .. .. .                                | 1                                       | } Secretariat Library.                       |
| List of the Heads of Administration in India and of India Office in England. .. .. .       | 2                                       |                                              |
| List of officers in the Survey and other departments under the Government of India .. .. . | 2                                       | Revenue Department 1; Secretariat Library 1. |
| <i>Gazettes.</i>                                                                           |                                         |                                              |
| Fort St. George .. .. .                                                                    | 3                                       | Chief Secretariat.                           |
| District Gazettes of the Madras Presidency .. .. .                                         | 1                                       | Revenue Department.                          |
| Government of India .. .. .                                                                | 2                                       | Chief Secretariat 1; Revenue Department 1.   |
| London .. .. .                                                                             | 1                                       | } Chief Secretariat.                         |
| Calcutta .. .. .                                                                           | 1                                       |                                              |
| Bombay .. .. .                                                                             | 1                                       |                                              |
| Central Provinces .. .. .                                                                  | 1                                       |                                              |
| North-Western Provinces .. .. .                                                            | 1                                       |                                              |
| Punjab .. .. .                                                                             | 1                                       |                                              |
| Burma .. .. .                                                                              | 1                                       |                                              |
| Ceylon .. .. .                                                                             | 1                                       |                                              |
| Hongkong .. .. .                                                                           | 1                                       |                                              |
| Straits Settlements .. .. .                                                                | 1                                       |                                              |
| New South Wales .. .. .                                                                    | 1                                       |                                              |
| <i>Newspapers.</i>                                                                         |                                         |                                              |
| The Madras Mail .. .. .                                                                    | 1                                       | } Do.                                        |
| The Madras Times .. .. .                                                                   | 1                                       |                                              |
| The Madras Standard .. .. .                                                                | 1                                       |                                              |
| The Hindu .. .. .                                                                          | 1                                       |                                              |
| The Pioneer .. .. .                                                                        | 1                                       |                                              |
| The Overland Mail .. .. .                                                                  | 1                                       |                                              |
| The London Times .. .. .                                                                   | 1                                       |                                              |
| The Nilgiri News .. .. .                                                                   | 1                                       | } Assistant with Government.                 |
| The Malabar and Travancore Spectator .. .. .                                               | 1                                       |                                              |
| The Eastern Guardian .. .. .                                                               | 1                                       |                                              |