Public Works (1897) Department.

G.O., No. 579 W

DATED. 3rd March 1897

[Despatch Abstract.]

Account Documents in use in Public Offices:
Pros: Public Dept^t^ approving the proposal of
the Accountant General in regard to the retention
of the — for certain periods recorded

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3/3/97

[P.W. 25.
5,000—30-11-96.]

Indexed. 4/3/97

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Public Works (1897) Department

Government {1897} of Madras.

PUBLIC.

Current No. 1702

2409 2.10.94

Recd. + *Regd.* {16-2-} 1897.

Enclosures one

Spare copies 40

G.O., No. 104, 4th February 1897.

No. 599 Wof 3.3.97

5040C. 23-12.96
4670C. 8-12.96
4012C. 10-11.96
& Chaper.

Recorded

1/3/97

FEBRUARY.

Account Documents in use in Public Offices.

Approving the proposal of the Accountant-General in regard to the retention of the — for certain periods, and communicating to all heads of departments under the Chief Secretary for guidance the list furnished by that officer.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper:—

From F. C. HARRISON, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 20th January 1897, No. 166.

With reference to paragraph 11 of G.O., No. 1123, Public, dated the 12th of October 1896, I have the honour to subjoin a list of all such account documents as are in use in the various public offices and as have any connection with this office, and to state that it will generally be sufficient to retain them for the respective periods noted against each. It will, however, be advisable to allow heads of departments discretion to retain any document longer whenever special circumstances demand such retention.

Treasury records are not dealt with here as they are disposed of under Proceedings of the Board of Revenue (Land Revenue), No. 428, dated 21st July 1893. The number entered against each record herein indicates reference to the Civil Account Code:—

Records to be retained for 3 years.

Receipts granted for money received (12).
Extracts of Actuals from Accountant-General (22).
Fine Returns (23).
Transfer of Charge Certificates (47).
Proposition Statements (57), (158).
Register of Increments (62).
Last-pay Certificates (63–1).
Pension Applications (63–2).
Acquittance Rolls (63).
Travelling Allowance Bills (68).
Permanent Advance Acknowledgments (78–1).
Contingent Register of Disbursing Officer (80).
* Contingent Bills and Sub-vouchers (88 and 91).
Contingent Register of Countersigning Officer (91).
Invoices of Supplies to other Departments (95).
Applications for Remittance Transfer Receipts (143–1).
Budget Estimates (154).
Districtwar Distribution of Sanctioned Grants (156).
Application for Additional Allotments (158).
Chellons and Remittance Books (308–2).
Treasury Pass Books (314–5).
Applications for Cash Orders (363).
Objection Slips (967).
Civil Budget Estimates (1512).
Indent for Stores, Forms, &c.

Records to be retained for 25 years.

Cheque Counterfoils (17), (18).
Establishment Pay Bills (58).
Leave Statements (60).
Lists of Securities in Trust (165).
Receipts for Repayment of Deposits (250).
Stock Book (G.O., No. 843, Financial, dated 23rd July 1887).
Cash Book.
Leave Registers.

* Such as have not been destroyed as required in article 88.

Records to be retained for 35 years.

Annual Returns of Establishments (55).
Establishment Orders (60–1: 2: 3).

ORDER—No. 104, Public, dated 4th February 1897.

The list is approved and will be communicated to all heads of departments under the Chief Secretary for guidance.

(True Extract.)

Chief Secretary.

To all Heads of Departments under the Chief Secretary.
" the Accountant-General.
" the Educational Department.
" the Revenue Department,
" the Public Works Department,
" the Marine Department,
" the Local and Municipal Department,
} with a copy of G.O., No. 1123, Public, dated 12th October 1896, for information.

Exd. C. M, Thumbuswamy.

Government {1896} of Madras.

PUBLIC.

Recd. } 1896. *Enclosures*

Regd. *Spare copies*

G.O., No. 1123, 12th October 1896.

OCTOBER.

Destruction of Records.

Passing orders on replies from heads of departments under the Chief Secretary to Government Order calling for report as to what records might be periodically destroyed without inconvenience.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

Read—the following papers :—

From Dr. E. HULTZSCH, Government Epigraphist, to the Chief Secretary to Government, dated Bangalore, 10th September 1894, No. 322.

With reference to G.O., No. 624, Public, dated 29th August 1894, I have the honour to report that of the numerous impressions of inscriptions preserved in my office, I am in the habit of destroying all those which are printed immediately after the final proof is passed for printing. The remaining records of my office can be preserved without inconvenience because they are not bulky.

From the Hon'ble Mr. C. S. CROLE, President, Board of Examiners, to the Chief Secretary to Government, dated Madras, 10th September 1894, No. 405.

With reference to paragraph 3 of G.O., No. 624, Public, dated 29th August 1894, I have the honour to report that the following records belonging to this office may be destroyed after two years :—

(1) Answer papers of candidates.
(2) Reports from Examiners.
(3) Routine correspondence connected with examinations.

From O. R. JONES, Esq., Chief Presidency Magistrate, to the Chief Secretary to Government, dated Egmore, 12th September 1894, No. 245.

With reference to G.O., No. 624, Public, dated 29th ultimo, I have the honour to report that the judicial records of Presidency Magistrates' Courts are destroyed in accordance with the rules framed under Act III of 1879. Other records are very few and cause no inconvenience.

From A. REA, Esq., Superintendent, Archæological Survey, Madras, to the Chief Secretary to Government, dated Bangalore, 12th September 1894, No. 187.

With reference to paragraph 3 of G.O., No. 624, Public, dated 29th August 1894, I have the honour to report that the following records might be destroyed after the periods named :—

(1) Over ten years.—Accounts.
(2) Over three years.—Received and despatched letters, except such as may be required for future reference. Stationery indents.
(3) All the manuscript or proofs of programmes, progress, administration, and other reports and volumes or despatched letters, after being printed and published.

(4) Fort St. George Gazettes when accumulated for years take up some considerable bulk. I do not know whether it might be the wish of Government that those older than a certain period might be destroyed.

From T. W. RAWLINS, Esq., Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 23rd November 1894, No. 3562.

In reply to Mr. Francis' reference, No. 2257, dated 16th November 1894, on letter from the Superintendent, Archæological Survey, Madras, submitting a list of papers in his office which might be destroyed after the period named, I have the honour to state that the period proposed for the retention of accounts appears to be sufficient.

From C. MICHIE SMITH, Esq., B.Sc., Officiating Government Astronomer, to the Chief Secretary to Government, dated Madras, 13th September 1894, No. 156.

With reference to G.O., No. 624, Public, dated 29th August 1894, I have the honour to state that in this office, as a general rule, the manuscripts of all papers that have been printed are destroyed as soon as it seems probable that no question involving a reference to the original manuscript will arise. The chief exception is in the case of records of actual observations and reductions, none of which should be destroyed at any time.

2. The question of records, apart from those of observations and reductions, is in this office a very simple one and no special regulations seem to be necessary.

From M.R.Ry. S. MANGESHA ROW, Avargal, Canarese Translator to Government, to the Chief Secretary to Government, dated Madras, 13th September 1894, No. 61.

With reference to paragraph 3 of G.O., No. 624, Public, dated 29th August 1894, I have the honour to report that the following records in this office may be disposed of as shown opposite each item :—

Originals of newspaper reports in manuscript	To be destroyed.
Mysore Government orders above one year old	
Originals of translations in manuscript	
Newspapers, one year old	To be sold as waste paper.
Mysore Government Gazettes, one year old	
South Canara District Gazettes, one year old	

From Lieut.-Colonel J. G. PROUDFOOT, Officiating Paymaster, Carnatic Stipends, to the Chief Secretary to Government, dated Chepauk, 13th September 1894, No. 491.

With reference to paragraph 3 of G.O., No. 624, Public, dated 29th August 1894, I have the honour to state that the original reports and returns submitted to Government by this office and which are subsequently printed and communicated to this office could not be destroyed, as the originals are not filed in bundles but pasted in file books. But many unimportant petitions which are finally disposed of could be easily destroyed after a prescribed interval of, say, six months. In some cases even these documents may be required by the civil and criminal courts for reference.

From Lieut.-Colonel J. G. PROUDFOOT, Officiating Paymaster, Carnatic Stipends, to the Chief Secretary to Government, dated Chepauk, 22nd November 1894, No. 593.

In reply to your memorandum No. 2277, Public, dated 19th November 1894, I have the honour to state that seven calls have been received during the past twelve months for the production of petitions, &c., in Courts of law.

From A. E. CASTLESTUART STUART, Esq., Acting Special Agent, South Arcot, to the Chief Secretary to Government, dated Cuddalore, 14th September 1894, No. 532.

With reference to G.O., No. 624, Public, dated the 29th ultimo, I have the honour to report that records relating to service of process, extradition and other routine miscellaneous papers may, I think, be periodically destroyed.

Note in Judicial Department.

There is no necessity to retain the papers referred to for an indefinite period.

(Signed) A. BUTTERWORTH,
Under Secy. to Govt.

From M.R.Ry. S. RUNGIAH CHETTY, Avargal, B.A., Telugu Translator to Government, to the Chief Secretary to Government, dated Madras, 17th September 1894, No. 82.

With reference to G.O., No. 624, Public, dated 29th August 1894, I have the honour to report that—

(i) the Telugu newspapers of more than two years' standing;
(ii) the originals in MS. of fortnightly reports on newspapers (subsequently printed) of more than 6 months' standing;
(iii) the Legislative Bills passed into Acts, and
(iv) other miscellaneous papers, such as spare copies of Government orders, &c., may with great advantage be destroyed.

From Rao Bahadur S. SESHAYYA, Avargal, B.A., Tamil Translator to Government, to the Chief Secretary to Government, dated Madras, 17th September 1894, No. 214.

With reference to G.O., No. 624, Public, dated 29th August 1894, I have the honour to state that I allow in this office no papers of the kind referred to in the Government order under reply, and that I allow some of the old Tamil newspapers to be kept in this office as they are likely to be of use to me in preparing arzis, &c., for the half-yearly examinations at which officers from various departments of the public service appear.

From the Rev. S. MORLEY, M.A., Bishop's Chaplain, to the Chief Secretary to Government, dated Ootacamund, 20th September 1894, No. 1343.

In reply to G.O., No. 624, Public, dated 29th August 1894, I have the honour, by desire of the Right Reverend the Bishop, to say that the half-yearly Chaplains' returns of sacred offices which are properly records of personal work may be destroyed after twenty years, the usual term of a Chaplain's service.

The Bishop does not propose to destroy the triennial returns which are not personal, but refer to the state of each chaplaincy.

From Lieut.-General H. McLEOD, R.A., Her Britannic Majesty's Consular Agent, Pondicherry and Karikal, to the Chief Secretary to Government, dated Pondicherry, 20th September 1894, No. 141.

With reference to paragraph 3 of G.O., No. 624, Public, dated 29th August 1894, I have the honour to report that the originals of reports and returns which are subsequently printed and communicated by Government need not be preserved. Unimportant petitions could be destroyed after an interval of one year succeeding their final disposal. Correspondence regarding the service of processes and applications for countersignature of shooting licenses and other similar papers of routine

nature could likewise be destroyed. Police Weekly Circulars for the last three years only may be preserved. Fort St. George Gazettes, except those portions of them ordered to be kept as a permanent record, may be periodically destroyed and the file of the District Gazettes and "Journal Officiel" may be destroyed after an interval of one year after their publication, the general and important notifications and circulars being taken out and preserved for reference. The spare copies of Government orders not required for use may also be destroyed.

* * * * *

From E. TURNER, Esq., Acting Superintendent of Stationery, Madras, to the Chief Secretary to Government, dated 21st September 1894, No. 1531.

I have the honour to forward herewith a list of the records of the Stationery office showing what papers are to be retained and what to be destroyed periodically as directed in paragraph 3 of the G.O., No. 624, Public, dated 29th August 1894.

Enclosure.

List of records of the Stationery office showing what papers to be retained and what to be destroyed periodically.

Description of records.	To be retained.	To be destroyed.
1. Almanacs	All	*Nil.*
2. Army lists	"	"
3. Gazettes	"	"
4. Standing Orders of His Excellency the Commander-in-Chief	"	"
5. General Orders of His Excellency the Governor in Council	"	"
6. Government orders received	"	"
7. Receipt registers (correspondence)	"	"
8. Despatch registers (do.)	"	"
9. File of despatch letters	"	"
10. Office copies of contingent bills	"	"
11. Contingent vouchers	"	"
12. Contingent registers	"	"
13. Acquittance rolls	"	"
14. Pay abstracts	"	"
15. Leave statements sent to Accountant-General.	"	"
16. Ledgers	"	"
17. Office copies of Europe invoices	"	"
18. Treasury receipts	For 5 years	The rest
19. Bank receipts	"	"
20. Cash account current	"	"
21. Statements of service books sold by Collectors.	"	"
22. Stock books	"	"
23. Receipt registers (stores)	"	"
24. Issue registers (stores)	"	"
25. Indents	"	"
26. Indents for rubber stamps	"	"
27. Invoices	"	"
28. Ordinary letters received	"	"
29. Tonnage statements	For 3 years	"
30. Tonnage books	"	"
31. Packers' books	For 3 years	The rest
32. Invoice registers kept by packers	"	"
33. Advice letters	"	"
34. Acknowledgment for printed forms	For 1 year	"
35. Estimates from officers *	*Nil.*	All
36. Duplicate copies of indent *	"	"
37. Stock-taking statements *	"	"

* Discontinued.

From Surgeon-Major-General C. SIBTHORPE, F.R.C.P.I., Surgeon-General with the Government of Madras, to the Chief Secretary to Government, dated 22nd September 1894, No. Tour 2—11.

With reference to G.O., No. 624, Public, dated the 29th August 1894, I have the honour to submit the following proposals regarding the periodical destruction of records in this office :—

(1) All *ordinary routine* P.M.Gs. and other correspondence dated prior to 1880 may be destroyed, but important decisions, rulings and correspondence however old should be carefully preserved.

(2) Similar drafts of all routine and unimportant communications from this office prior to 1880 may be destroyed.

(3) All spare copies of P.M.Gs. not likely to be required again for use may be destroyed, but a complete file should always be kept for five years.

(4) Demi-official file-books may be kept for five years and the rest destroyed.

(5) Posting file books prior to 1880 may be destroyed.

(6) Office registers and indices may be kept for 25 years and the rest destroyed.

(7) Madras Gazettes, G.O.Gs., G.O.C.Cs., files, &c., may be preserved for twenty years and the old ones destroyed, excepting of course those in which any important notifications or orders are published.

(8) India Gazettes and General Orders may be kept only for three years and the rest destroyed, as all important notifications are invariably republished in the local Gazettes and Government orders.

(9) Old Army Lists, Almanacs, obsolete regulation books and other publications or reports of antiquity which are not likely to be of use hereafter may be destroyed.

(10) Monthly hospital statistics may be destroyed every second year and the annual statistics every third year, as the latter may be required for reference during the compilation of the triennial report on civil hospitals and dispensaries, &c.

(11) All the miscellaneous and unimportant papers, returns, reports, &c., which, in the opinion of the Surgeon-General, may not be required for future reference may be disposed of according to his discretion.

2. Such correspondence and books, &c., as may be safely sold to a contractor may be so disposed of and the rest burnt in the presence of the Surgeon-General or the Secretary.

3. Every fifth year the Surgeon-General should examine both old and new records (since accumulated) and order the destruction of those which in his opinion would not be needed for future use.

4. In this office records exist (though not quite regularly) from 1786. Should my proposals as detailed above be approved, a small temporary extra establishment will be absolutely necessary to carry them out, especially as the work of separating important from unimportant papers is very responsible and laborious, and the present establishment cannot very well cope with it in addition to its own legitimate work.

5. I request therefore that Government will be pleased to sanction a clerk on Rs. 15 and two attenders on Rs. 8 each per mensem for three months during which it is hoped the records can be fully separated. The total expenditure for the whole period will only be Rs. 93.

From E. TURNER, Esq., Acting Protector of Emigrants, to the Chief Secretary to Government, dated Madras, 22nd September 1894, No. 1126.

As called for in G.O., No. 624, Public, dated the 29th ultimo, I have the honour to submit a list showing in detail what records should in my opinion be periodically destroyed in this department.

Enclosure.

List showing in detail what records should be periodically destroyed in this department.

Nature of records.	The period after which the records may be destroyed.	Remarks.
Return of sickness in depôt (Form No. 13)	3 years.	*Vide* No. 210 of the emigration rules framed under Act XXI of 1883.
Certificate of medical examination of emigrants (Form No. 22).	Do.	
Surgeon Superintendent's journal (Form No. 47)	Do.	
Return of cholera cases (Form No. 51)	Do.	
„ depôt arrival report (Form No. 15)	1 year.	*Vide* No. 211 of the emigration rules framed under Act XXI of 1883.
„ report of removal of sick emigrants (Form No. 16).	Do.	
„ report of emigrants in outside hospital (Form No. 17).	Do.	
„ report of casualties in depôt (Form No. 18).	Do.	
Master's application for first inspection (Form No. 26).	Do.	
Certificate of Surgeon Superintendent's examination of stores shipped (Form No. 27).	Do.	
Certificate of supply of drinking water (Form No. 30).	Do.	
„ of shipment of stores for native crew (Form No. 33).	Do.	
„ of medical inspection of crew (Form No. 45).	Do.	
Final certificate (Form No. 42)	Do.	
Copies of agreements	Do.	
Stationery indents	3 years.	
Unimportant routine correspondence	5 years.	
Periodical returns and statements	3 years.	
Petitions from parties for permission to search for their relatives.	1 year.	
Manuscript copy of the administration report and statements—After they have been printed and communicated.	..	

G.O., Mis. No. 1911 L., dated 27th September 1894.

Abstract.—Forwarding, with reference to G.O., No. 624, Public, dated 29th August 1894, copy of the rules of the Local and Municipal Department for the destruction of records with the remark that they have been found in practice to work well.

Enclosure.

Rules for the destruction of records in the Local and Municipal Department of the Chief Secretariat.

1. Papers regarding allotments and transfers of funds will be destroyed as soon as the reports of the years to which the allotments and transfers relate have been disposed of.

2. Papers regarding the appointment, by nomination or election, of members of Local Boards and Municipal Councils will be destroyed after the expiry of the term of their office, *i.e.*, after three years from the date of their appointment.

3. Papers regarding the resignation of the members of Local Boards and Municipal Councils will be destroyed after two years from the date of the orders accepting the resignation.

4. The originals of all letters, reports and statements, printed in the Government orders reviewing the budgets or annual reports, will be destroyed after the budgets or reports of the following two years have been disposed of.

5. The originals of all audit reports, sanitary inspection reports and general subject letters, which are printed in the Government orders disposing of them will be destroyed after one year from the date of the Government orders.

6. Only six spare copies of the Government orders reviewing the budgets, annual reports and the inspection reports of the Accountant-General and the Sanitary Commissioner need be retained in the office after the next budget or report has been reviewed.

7. Only 12 spare copies of other Government orders need be retained in the office after two years from the date of the Government orders.

8. Only two spare copies of the Government orders of other departments need be retained in the office after one year from the date of the Government orders.

9. All "lodged" papers will be destroyed after one year from the date of lodging.

10. The monthly statements of receipts and charges furnished by the Accountant-General, except the supplemental account for March, will be destroyed after receipt of his final statements for the year to which they relate, and the supplemental accounts for March will be retained for the next two years.

11. In the months of April, May and June of every year, the Referencers will collect all the papers which may be destroyed under the above rules and submit them for the approval of the Head Clerk. If any of the papers referred to in rules 1—5 contain valuable remarks or remarks of general application or seem for any other reason worthy of preservation, the Head Clerk will send them back to the records for preservation, and in cases where he may have any doubt he will take the orders of the First Assistant.

12. Papers totally destroyed will be so marked in the disposal lists by the Head Clerk and initialled by him.

29th May 1892. J. F. PRICE,
Chief Secretary.

From J. D. REES, Esq., C.I.E., Persian and Hindustani Translator to Government, to the Chief Secretary to Government, dated Chepauk, 3rd October 1894, No. 60.

With reference to paragraph 3 of G.O., No. 624, Public, dated 29th August 1894, I have the honour to state that in my opinion all newspapers received in this office may be destroyed in April every year after the submission of the annual report to Government thereon.

From M.R.Ry. M. KRISHNAN, Avargal, B.A., Acting Malayalam Translator to Government, to the Chief Secretary to Government, dated Egmore, 3rd October 1894, No. 104.

In reference to G.O., No. 624, Public, dated 29th August 1894, I have the honour to report that the following records, one year old, may be disposed of as stated below:—

To be destroyed.

(1) Malayalam newspapers.
(2) Manuscript copies of both the fortnightly and annual reports on Malayalam newspapers.
(3) Manuscript copies and proofs of Malayalam translations.
(4) English translations of Malayalam petitions.

To be sold as waste paper.

(5) The Malabar District Gazette.

From A. G. CARDEW, Esq., M.A., C.S., Inspector-General of Prisons, to the Chief Secretary to Government, dated Ootacamund, 18th October 1894, No. 6001.

In reply to G.O., No. 624, Public, dated 29th August 1894, I have the honour to report that complete rules regulating the preservation and destruction of records in jails were sanctioned in G.O., No. 1174, dated 4th June 1887, and have been brought up to date and embodied in Chapter LXXIV of the Jail Code. A circular has been issued to Superintendents of Jails calling on them to report whether the provisions of these rules have been duly complied with, and it is proposed to instruct them to notice this matter specially in their annual reports.

2. As regards this office, there is no doubt a considerable quantity of records which could be periodically destroyed with advantage. In order, however, to enable this to be done, it is, in my opinion, essential that the rules shall be as simple as possible, and that there shall be no necessity for any pretence of scrutiny before destruction. In this office, where work has increased a good deal of late years, there is no establishment available for carrying on a continual process of destruction, and the only practicable

plan is to mark out clearly certain classes of bulky records which become useless after a certain period and destroy them at fixed intervals. The adoption of more elaborate rules will be likely to result in no regular destruction being carried out at all.

3. It is, therefore, undesirable to attempt to lay down any complicated or subtle distinctions between correspondence on different topics, or to divide papers for destruction into those to be retained for ten, five, three, two and one year. Such rules look well on paper and may be carried out in offices where the establishment is liberal, but elsewhere are impracticable. Appended to this letter is a list of records which may with advantage be destroyed at the end of three years. It is believed that if this plan is adopted, the bulk of records in this office will be reduced 50 per cent., while the labour of selecting papers will be reduced to a minimum. Correspondence not included in this list should be retained without limit of time. If it appear that the system proposed is too limited and simple, I would submit that simplicity is the best guarantee that the rules will be carried out. Some of the papers included in the list for destruction after three years might be destroyed much earlier without danger, but it appears better to retain them a little longer and have only one category in which papers to be destroyed should be placed.

Enclosure.

Records to be destroyed at the expiry of three years.

(1) All monthly, quarterly, and annual statistical returns for central, district and subsidiary jails (pages CXXIV—CLVIII, pages CLX—CLXI and pages CLXVI—CLXXII, Appendix III to Jail Code) and correspondence connected therewith, except annual lists of establishment and civil stores (page CLIV, Appendix III to Jail Code) and returns of sickness and mortality.

(2) All copies of minor abstracts, batta statements, diet and stock statements, statements of moneys remitted to treasury, progress reports of manufactures, quarterly statements of sub-jail charges, cancelled vouchers, objection statements, and correspondence connected therewith (pages CIV—CV, CIX—CXIV, CXIX—CXXII, of Appendix III to Jail Code).

(3) All correspondence connected with transfers of budget allotment, statements of charges and receipts from the Accountant-General, budget estimates from jails.

(4) All correspondence and returns connected with the supply of stationery, of books and forms, and of arms and ammunition, except the office copies of consolidated annual indents.

(5) All extracts from inspection reports of sub-jails and correspondence connected therewith.

(6) All returns of Port Blair releases and casualties, orders sanctioning releases under remission rules and orders confirming sentences of death.

(7) Call memoranda, reminders, covering letters, forwarding bills, vouchers, &c.

(8) Notices of meetings of Reformatory School Committee, Surgeon-General's correction memoranda on sick returns, reports of despatch and arrival of convicts transferred, vaccination returns.

Referred to the Judicial Department, for favour of remarks.

Fort St. George, (Signed) J. F. PRICE,
16*th November* 1894. *Chief Secretary.*

No. 2408.

Returned, with the remark that, from the point of view of the Judicial Department, the Inspector-General's proposals appear unobjectionable.

(Signed) A. BUTTERWORTH,
3*rd December* 1894. *Under Secy. to Govt.*

From the Hon'ble S. SRINIVASA RAGHAVAIYANGAR, C.I.E., Diwan Bahadur, Inspector-General of Registration, Madras, to the Chief Secretary to Government, dated Courtallam, 19th October 1894, T. No. 5744.

With reference to G.O., No. 624, Public, dated 29th August 1894, I have the honour to report as follows.

2. In the offices of Registrars and Sub-Registrars, records not worth being preserved permanently are destroyed periodically under the instructions contained in section 85 of the Registration Act, in rule 55 of the Registration Rules framed under section 69, in Circular Order No. 11 of 1874 printed at page 119 of the Registration Manual, and in Circular No. 25 of 1892 (copy enclosed).

3. In my office the records specified below are destroyed after the expiration of the period noted against them:—

(1) Copies of A, B and C returns * received monthly from District Registrars.	3 years.
(2) Returns † M, N, O, P, Q and R received monthly from District Registrars.	
(3) Applications for appointments.	1 year.
(4) Copies of list of papers sent to the tour office.	
(5) Answer papers given by probationary Sub-Registrars in the departmental examinations held from time to time.	

4. I propose to include the following also among the papers to be destroyed periodically:—

(1) Returns of wills and appeals disposed of by registering officers.	At the end of 3 years.
(2) All papers which are simply "lodged" and on which no formal orders are passed.	
(3) Returns showing the arrears of work in each registration office and the monthly statements of registrations and collections.	At the end of 6 years.

Enclosure.

Circular No. 25.

There is reason to believe that in the selection of records for destruction no uniform principle is at present observed in several registration offices, that records once ordered to be preserved are again recommended for destruction. The following supplementary instructions are accordingly issued for the guidance of registering officers.

1. The following records shall be preserved permanently for the present:—

(*a*) Annual M-R returns.
(*b*) Salary and commission bills and leave statements.
(*c*) Letters sent and received except those which are purely routine in their character.
(*d*) Applications for searches and copies.
(*e*) Acquittance roll.
(*f*) All notices issued to parties.
(*g*) Petitions protesting against registration of documents, &c., and endorsements given on the petitions.
(*h*) Commission orders and the papers connected with the execution thereof.
(*i*) Old lists of villages, of records and furniture.
(*j*) Register of contingent charges.
(*k*) File of applications for registration of land transfers.
(*l*) Copies of certificates of encumbrance.
(*m*) Old registers of sales of lands.
(*n*) Leave applications.
(*o*) Proceedings of the Inspector-General, printed and manuscript.

2. Two lists shall be prepared, one showing the documents and the other the records proposed for destruction.

3. The list of documents shall be prepared with reference to the instructions given in C. No. 11 of 1874.‡ In the column of remarks, it should invariably be stated whether *all* the requirements of registration rule 19 have been complied with or not.

‡ Page 119 of the Registration Manual.

4. The lists of records received from Sub-Registrars should be carefully examined in the Registrar's office and a consolidated list prepared and submitted to the Inspector-General of only such records as, in the Registrar's opinion, may be destroyed under the rules and orders in force. The list of documents received from Sub-Registrars should also be similarly dealt with.

* For specimen form, *vide* pages 258 to 268 of the Registration Manual.
† For specimen form, *vide* pages 270 to 281 of the Registration Manual.

5. Such of the document or fees receipt books or other registers or files only as have been completed should be entered in the list of records recommended to be destroyed.

6. Copies of A, B, C and M-R, monthly returns received from Sub-Registrars and filed in the Registrars' offices may be retained for three years and then proposed for destruction after the triennial report has been submitted.

7. District Gazettes should not be destroyed but sold by public auction and the sale-proceeds credited to Government and entered in return B.

8. The Presidency Administration Reports and the vernacular calendars supplied should be bound and preserved for reference.

9. The lists should be submitted to the Inspector-General not later than the 1st March each year so as to admit of his orders being communicated to the Sub-Registrars in time.

Ootacamund, 29*th September* 1892. (Signed) S. Srinivasa Raghavaiyangar, *Inspector-General of Registration.*

To all Registering Officers.

From H. B. Grigg, Esq., c.i.e., Resident in Travancore and Cochin, to the Chief Secretary to Government, dated Trivandrum, 24th October 1894, Ref. on C. No. 2898.

In reply to G.O., No. 624, Public, dated 29th August 1894, I have the honour to submit herewith lists of papers in my office which might in my opinion be periodically destroyed. As will be seen from the lists they relate to papers in the Account, Treasury and General Correspondence branches of the office. In regard to the papers of the two former branches, I would suggest that the opinion of the Accountant-General be invited before final orders are passed.

Enclosure.

List of records in the Resident's office.

Account Department.

	Years.
1. Daily reports of the treasury (this is only a copy of the cash book)	1
2. Challans	5
3. Accountant's daily balance sheets	15
4. Payment orders to treasury	10
5. Daily ledger abstracts of receipts and charges	10
6. Copies of travelling bills	5
7. Detail minor bills of Saderward and contingencies	5
8 Deposit registers, Revenue, Civil Court and Criminal Court and repayment register	15
9. Stamp accounts (Postage, Telegraph, General and Court-fee monthly accounts except annual accounts)	5
10. Government promissory note registers	10
11. Government interest receipt, old files	may be destroyed.
12. Stock note accounts of all sorts	not to be destroyed.
13. Currency note returns	5
14. Old Savings Bank accounts and pass books (except ledgers)	may be destroyed.
15. Money order accounts	do.
16. Old advices of bills, &c.	10
17. Counterfoils of receipts	20
18. Office copies of periodical accounts sent to the Accountant-General	15
19. Superseded Codes, circulars and spare copies of such	not to be destroyed.
20. All unimportant correspondence such as letters from pensioners, requisitions for hundies, &c.	3

Treasury Department.

1. Treasurer's daily balance sheet	15
2. Stamp accounts (store and sale)	5
3. Indents for stamps	1
4. Registers of examination fees	3
5. Shroff's rough chitta	5

General Correspondence Department.

	Years.
1. Correspondence relating to the service of summonses	2
2. Reports of vessels	2
3. Vaccination returns and diaries of the Inspector of Vaccination	2
4. Correspondence relating to the grant of opium permits	2
5. Petitions of an ordinary nature which generally ends with a reply	2
6. Statements of pepper exported and tobacco imported	2
7. License granted to Europeans for importation of arms, &c., in small quantities by the British authorities for personal use and correspondence relating to the grant of licenses for importing arms and ammunition for sale	2
8. Correspondence relating to forwarding of books, &c., to the Diwan's, &c., for perusal and return	2
9. Correspondence relating to forwarding of rainfall returns	2
10. Postal notices and other correspondence relating to the Resident's tours	2
11. Applications for certification of documents for examination certificates, &c.	2
12. Abstract of letters addressed by the Chief Engineer to the Diwan of Travancore	2
13. Civil Court returns from the Diwans	2
14. Correspondence relating to the obtaining of the Resident's permission to Cochin Department of Public Works estimates	2
15. Correspondence relating to the publication of notices in Gazettes	2
16. Extradition cases of an ordinary nature	2 years after correspondence in the case is completed. There may be references in extradition cases.
17. Old Tinnevelly, Coimbatore and Malabar Gazettes	2
18. Old superseded Acts	2
19. And all other miscellaneous correspondence of a very unimportant character which do not go into the disposal register and index	2

From T. W. RAWLINS, Esq., Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 14th November 1894, No. 3453.

In reply to Mr. Davidson's reference No. 2090, dated 29th October 1894, on letter from the Resident in Travancore and Cochin, submitting lists of papers in his office which might, in his opinion, be periodically destroyed, I have the honour to state as follows.

2. In the list headed "Account Department," the number of years shown against items 3, 6, 7, 8, 17 and 18 should be altered to 15, 5, 5, 15, 20 and 15 years respectively, and in the list headed "Treasury Department" the number against items 1 and 5 should be altered to 15 and 5 years respectively to correspond with the periods fixed for the retention of similar records in Collectors' treasuries. As regards items 14 and 15 in the former list, the Comptroller-General has intimated that there is no necessity for keeping the records any longer. Items 12 and 19 should not be destroyed.

3. The periods proposed for the retention of all the other returns in both lists seem to be sufficient.

From J. THOMSON, Esq., Acting Collector and Government Agent of Tanjore, to the Chief Secretary to Government, dated 30th October 1894, No. 126.

With reference to G.O., No. 624, Public, dated 29th August last, I have the honour to submit herewith a list of records to be retained and destroyed in the Government Agent's office.

2. The Government Agent's reports to Government, which are subsequently printed and communicated to him, will be only very few in a year and it is not necessary to separate the originals from the bundles of correspondence for the purpose of being destroyed.

Enclosure.

List of Records to be retained and destroyed in the Government Agent's Office, Tanjore.

Major Head.	To be retained.	To be destroyed.	After years.
Books and Periodicals	....	1. Fort St. George Gazettes	10
		2. Tanjore District Gazettes	25
Establishments	Papers relating to revision.	1. Pay abstracts with leave statements and April list	30
		2. List of appointments	5
		3. Suspensions and dismissals	30
		4. Landed property statements	10
		5. Travelling allowance bills	5
		6. Routine correspondence	5
		7. List of officers aged 55 years and upwards	2
Inams	Paravanagis or orders relating to the grant of land by the late Rajas of Tanjore.	....	
Legal Opinions	Papers containing legal opinions of the Advocate-General.	....	
Pensions	Orders and correspondence relating to the grant of pensions to the descendants of the late Raja of Tanjore.	Receipts, reports, vakalats and life certificates	10
		Routine correspondence regarding disbursement.	5
	Pension abstracts.	Specimen receipt forms containing signatures of Gosha pensioners obtained by Sirkele from their agents to ascertain the pensioner's existence in Tanjore at the time of pension payment	10
	Applications for pension or gratuity and orders thereon.		
	Papers connected with the grant of pension, &c., to the Kandiyan families.		
Political	All papers of importance.	....	
Public Works	....	Papers connected with the annual repairs to the Tanjore Palace buildings	15
Records	Record indexes.	1. General registers	50
	Rules relating to custody and preservation.	2. Orders and correspondence about the production of records	5
		3. Register of search fees	5
Stationery and Stores	1. Orders regarding the procuring of stores by local purchase and the submission of returns of stores.	1. Indents and accounts	5
	2. Orders relating to distribution of stationery.	2. Routine correspondence	3
Suits	1. Judgments and final orders of courts.	1. Papers other than judgments	5
Treasury	....	Register of P. P.Os.	25
		Budget statement and correspondence	5
		Account particulars of contingent charges	3
		Daily cash account.	
		Permanent advance accounts.	
		Registers of contingent charges	5
		Acknowledgment of Permanent Advance Fund.	1
Miscellaneous	....	1. Office copies of Sirkele's notes to Government Agent	2
		2. Service registers of dismissed officers after dismissal order is passed and then if no appeal has been filed	3
		3. Report on verification of service registers	2
		4. Miscellaneous petitions such as applications for copies, appointments, &c.	1
		5. Statement of persons thrown out of Government employ	1
		6. Statement of unserviceable furniture	1
		7. Indents, for office furniture, peons' belts and badges	1
		8. Estimates for binding books	1

From T. W. RAWLINS, Esq., Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 29th November 1894, No. 3596.

In reply to Mr. Francis' endorsement, No. 2292, dated 20th November 1894, forwarding for remarks in regard to the items under "Treasury" letter from the Acting Collector and Government Agent, Tanjore, submitting a list of records to be retained and destroyed in his office, I have the honour to state that, as in the case of similar registers in Collectors' treasuries, there appears to be no reason for retaining the register of permanent pay orders of the Agent's office longer than 25 years.

2. The period for the retention of the other treasury returns is sufficient.

Letters from the Presidency Port Officer, dated 13th September and 29th November 1894, Nos. 1092—350-G. and 1092—411-G.

Abstract.—Stating, in reply to G.O., No. 624, dated 29th August 1894, that the arrangements sanctioned in G.O., No. 614, dated 16th July 1889, have worked satisfactorily and require no modification.

G.O., No. 614, Public, dated 16th July 1889.

Abstract.—Approving the Presidency Port Officer's lists of the records in his and in the Port offices to be retained and to be periodically destroyed, subject to the *proviso*, in the case of the latter, that any papers discovered in the examination prior to destruction that are likely to be of interest or will be required for future reference shall be preserved.

From C. F. MacCARTIE, Esq., I.C.S., Private Secretary to the Right Honorable the Governor, to the Chief Secretary to Government, dated Guindy, 22nd December 1894, No. 86.

In reply to your official memorandum, dated 19th instant, I have the honour to state that I did not reply to G.O., No. 624, Public, dated 29th August 1894, because it did not appear to apply to this office where very few records of a permanent nature are preserved, all official representations, petitions and memorials being passed on to the departments concerned.

Copies of demi-official correspondence carried on by His Excellency the Governor and by the Private Secretary so far as relates to titles, patronage, appointments, transfers, &c., are removed or destroyed with each change of Governor and diaries recording more ephemeral matter are destroyed from time to time, no fixed rule being observed.

I append lists of records which are permanently retained and periodically destroyed, and as regards the account portion of them I shall be quite prepared to adopt any modifications or improvements which may result from the Government Order in question.

Enclosures.

A.

List of Records periodically destroyed.

1. Rough despatch and receipt registers.
2. Copies of travelling allowance bills.
3. Attendance registers.
4. Copies of telegrams.
5. Demi-official correspondence.

B.

List of Records permanently retained.

1. Receipt and expenditure of service stamps.
2. Acts in force.
3. Orders of Government relating to offices of the Private and Military Secretaries, Government houses, furniture, the contract allowance, &c.
4. Cash accounts, vouchers and receipts.
5. Pay abstracts and acquittance rolls of office establishment of the Private Secretary.
6. Circulars from the Accountant-General.
7. Circulars from the Controller of Military Accounts.
8. Government Orders, &c., relating to His Excellency the Governor's Band.
9. Government Orders, &c., regarding His Excellency the Governor's Body Guard.

From J. ANDREW, Esq., Political Agent for Pudukkóttai, to the Chief Secretary to Government, dated Trichinopoly, 10th January 1895, No. 186-O.—35.

With reference to G.O., No. 624, Public, dated 29th August 1894, I have the honour to enclose lists A and B showing the different periods for which I think records should be retained.

2. I have recommended very few sub-divisions in point of time, *i.e.*, I recommend that papers that need not be permanently retained should be destroyed after either fifteen or three years. I have thought it as well to recommend only two periods and not a large number such as is to be found in the Revenue Department, viz., 1, 2, 3, 5, 6, 10, 11, 12, 15, 20, 25 and 50, as I think the less complicated the rules are the better. For most of them I have fixed a pretty long period, viz., fifteen years, and it will do no harm if papers of no great importance are retained for that period. This classifying of all destroyable records into only two periods has the merit of simplicity, in that the papers to be retained fifteen years can be kept in one place in the record-room and those to be retained for three years in another place. At the end of each all that will have to be done is to have the papers fifteen years and three years old removed (under proper sanction of course), and their places supplied by the records of the coming year. There is plenty of spaces in the Political office to hold all the papers for the periods now recommended without inconvenience.

Enclosures.

A.

Records to be permanently retained.

Subject.	Whether permanent or destroyable.
1. Acts and regulations	Permanent.
2. Administration reports, annual budgets and correspondence connected therewith, including reviews	Do.
3. Books and periodicals (provided that old editions superseded by new editions may be destroyed when no longer required).	Do.
4. Correspondence with Government, the Dewan, and members of the Tondiman family relating to matters of Political interest or which are of permanent importance	Do.
5. Government Orders	Do.
6. Irrigation and Boundary disputes between Pudukkóttai and British Territories	Do.
7. Pudukkóttai Gazettes	Do.
8. Registers of correspondence and other important registers	Do.
9. Statistical ... Season reports / Price lists / Rainfall reports	Do.
10. Registers and returns of births, deaths and marriages	Do.

B.

Records to be periodically destroyed.

Subject.	Number of years to be retained.
I. Correspondence, accounts, returns relating to the following subjects—	
(*a*) Agriculture	15
(*b*) Census	
(*c*) Ecclesiastical	
(*d*) Education	
(*e*) Establishment	
(*f*) Excise	
(*g*) Famine	
(*h*) Jails	
(*i*) Judicial	
(*j*) Legislation	
(*k*) Medical	
(*l*) Military	
(*m*) Minerals	
(*n*) Police	
(*o*) Post	
(*p*) Public Works	
(*q*) Registers other than those mentioned in item 10 of A list	
(*r*) Registration	
(*s*) Religious endowments	
(*t*) Stationery	
(*u*) Stamps	
(*v*) Survey	
(*w*) Treasury	
(*x*) Trigonometrical survey	
(*y*) All other subjects of a miscellaneous nature	
Provided that any of the above papers which the Political Agent considers to be of permanent importance should be retained permanently or for a period longer than fifteen years.	
II. *Fort St. George Gazettes*	15
III. Correspondence connected with processes, extradition of criminals, and the like	3
IV. Unimportant papers and returns such as reminders, &c.	3
V. Spare copies of Government orders, the future retention of which is not considered necessary by the Political Agent	3
Provided that any papers may be kept for a longer period than above prescribed under the special order of the Political Agent, which order should be entered in the register opposite the entries relating to such papers.	

From Miss E. ISIS POGSON, F. R. MET. SOC., Meteorological Reporter to the Government of Madras, to the Chief Secretary to Government, dated 15th January 1895, No. 23.

With reference to G.O., No. 624, Public, dated 29th August 1894, and subsequent reminder, I have the honour to state that it is absolutely necessary that the actual records of all scientific observations should be most carefully preserved for future reference, researches, or discussion as may be found requisite. Such papers should therefore be classed as special works and not subject to the rules made for ordinary office records. Ordinary correspondence and papers not required might be destroyed three years after date, but even letters relating to meteorological data should be carefully scrutinized and those bearing upon observations likely to aid in future discussions should be reserved for reference.

From the Government Solicitor, to the Chief Secretary to Government, dated Madras, 4th February 1895, No. 53.

With reference to the G.O., No. 624, Public, dated 29th August 1894, I beg to report that, so far as I am aware, there are no Government records in my office which should be destroyed, and it would be quite impossible for me to devote the time to go through all the records of my office and select what, if any, might be destroyed. I need hardly say that my office differs materially from other Government offices and it is impossible to say that the records of a Solicitor's office will never again be required, as a matter which has long been disposed of sometimes crops up again, years after, in connection with some other matter.

(Signed) E. BARCLAY,
Government Solicitor.

From the Commissioner for Government Examinations, to the Chief Secretary to Government, dated Madras, 4th February 1895, No. 283.

With reference to paragraph 3 of G.O., No. 624, Public, dated 29th August 1894, I have the honour to report that the records specified below may be destroyed after the expiry of the period noted against them :—

(1) Petitions	Six months after disposal.
(2) Candidates' applications	Fifteen months after receipt.
(3) Examiners' mark books	
(4) Statements and returns from Primary Examination Chairmen.	Six months after submission of the annual report to Government.
(5) Financial statements from treasury officers.	
(6) Reports and other statements from Examiners and Chief Superintendents.	
(7) Contingent bills from Chief Superintendents	Two years after final adjustment.
(8) Essays, plans and field books from candidates.	Three months after the publication of the results of the examination concerned.
(9) Letters and other papers connected immediately with one or other examination when in progress and of no importance after the examination is over.	

(Signed) D. DUNCAN,
Commissioner.

From the Hon'ble Mr. D. DUNCAN, M.A., D.Sc., Director of Public Instruction, to the Chief Secretary to Government, dated Madras, 13th February 1895, No. 1638.

With reference to paragraph 3 of G.O., No. 624, Public, dated 29th August 1894, I have the honour to submit a statement specifying the records in my office, in the offices of the inspecting officers and in Government colleges and schools which, I consider, may be periodically destroyed.

Enclosure.

STATEMENT SHOWING RECORDS WHICH MAY BE PERIODICALLY DESTROYED.

(A) In the Office of the Director of Public Instruction.

After an interval of one year.

Annual returns.
Quarterly returns of unanswered references from the inspecting officers.
Monthly statement of results grants from the inspecting officers.
Mark books connected with the Teachers' Certificate examination.
Applications for employment.
Correspondence connected with leaving certificates.

After an interval of two years.

Copies of grant-in-aid bills.
D and E lists of results schools.
Diaries of inspecting officers.
Travelling allowance bills.
District Gazettes excepting portions relating to Educational matters.
Monthly statement of work done by the inspecting officers.
Monthly return of leave, appointments, dismissals and fines from the inspecting officers.
Half-yearly returns from colleges and schools.

After an interval of three years.

Consolidated reports on primary and lower secondary schools.

After an interval of five years.

Inspection reports of colleges and schools.

(B) In the Offices of the Inspecting Officers.

After an interval of one year.

Annual returns.
Quarterly returns of unanswered references.
Monthly statement of results grants.
Time-table of training institutions.

After an interval of two years.

D and E lists of results schools.
Diaries of inspecting officers.
Travelling allowance bills.
District Gazettes excepting portions relating to Educational matters.
Monthly statement of work done.
Monthly return of leave, appointments, dismissals and fines.
C Form applications.
Diaries and report sheets of inspecting schoolmasters.
Register of salary-grant schools with scale of grants.
Register of results grants.
Miscellaneous returns and accounts.
Nominal rolls and mark and pass lists relating to grant examination.

After an interval of three years.

Consolidated reports on primary and lower secondary schools.

After an interval of five years.

Inspection reports on colleges and schools.

(C) In Colleges and Schools.

After an interval of six months.

Applications from students or their parents or guardians for leave, promotion, admission and acquittance certificate in other than training institutions.

After an interval of one year.

Admission, attendance, gymnastic, corporal punishment, scholarship and library registers.
Annual returns.
Monthly return of attendance of masters.
Time-table.
Miscellaneous returns and accounts.
School-fee registers and half-yearly returns.
Registers of criticism lessons and periods spent in practising schools by students under training.
Library registers.
Certificates of health, age and conduct and acquittance certificates produced by students on admission.
Applications for admission, leave, &c., in the case of training institutions.

After an interval of three years.

Inspection reports.
Warrants, orders of detention and reports from magistrates, &c., of discharged pupils, received in the Reformatory School.

After an interval of five years.

Bonds executed by students under training.

Endorsement—dated 20th February 1895, No. 347-A.

The following are forwarded to the Judicial Department for favour of remarks.

(Signed) J. F. PRICE,
Chief Secretary.

From Colonel H. W. H. COX, Commissioner of Police, Madras, to the Chief Secretary to Government, dated Madras, 22nd December 1894, No. 146.

With reference to G.O., No. 624, Public, dated 29th August 1894, I have the honour to inform you that the instructions laid down in Appendix D of the orders of the Madras Police published by the Inspector-General of Police are observed in the matter of records of the City Police.

2. As regards the records of the License Department of my office, I consider that all registers of licenses issued under the Indian Arms and Explosives and the City Police Acts may be treated as permanent records and that the counterfoils of licenses issued under the above Acts be destroyed at the end of the year following that in which they were issued.

From M. HAMMICK, Esq., I.C.S., Inspector-General of Police, to the Chief Secretary to Government, dated Madras, 18th February 1895, No. 870.

With reference to G.O., No. 624, Public, dated 29th August 1894, I have the honour to submit a statement showing the records of my office which may be periodically destroyed.

Enclosure.

List of records proposed to be periodically destroyed with reference to G.O., No. 624, Public, dated 29th August 1894.

Name of record.	Period of retention.	Remarks.
Printed papers.	YEARS.	
Report on the Administration of Criminal Justice, Madras Presidency.	5	
Report on the Administration of Civil Justice, Madras Presidency.	5	
Jail Administration report	5	
Annual volume of the Sea-borne Trade and Navigation of the Madras Presidency.	3	
Report on the Administration of Abkári Revenue	3	
Do. do. of Salt Revenue	5	
Report on Criminal Justice, Hyderabad Assigned districts ..	5	
Do. do. Central Provinces	5	
Do. do. Burma	5	
Do. do. Oudh	5	
Do. do. Punjab	5	
Do. do. Coorg		

List of records proposed to be periodically destroyed with reference to G.O., No. 624, Public, dated 29th August 1894—*cont.*

Name of record.	Period of retention.	Remarks.
Printed papers—cont.	YEARS.	
Judicial Statistics, England and Wales	5	
Criminal and Judicial Statistics, Ireland	5	
Report on the Administration of Civil Justice in Coorg	2	
Do. do. of Central Provinces	2	
Do. do. of Punjab	2	
Do. do. of Burma	2	
Do do. of Oudh	2	
Do. police supply of clothing, Burma	2	
Do. working of the Thagi and Dacoity Department	5	
Finance and Revenue Accounts of the Government of India	3	
Statistics of British India for the Judicial and Administrative Departments subordinate to the Home Department.	3	
Annual returns of Civil hospitals and dispensaries	2	
Report on Vaccination, Madras Presidency	2	
Annual Returns of Ordnance Stores	2	
Do. Medical Report, Government Lying-in hospital	2	
Do. report on Lunatic Asylums	2	
Establishment list of the Chief Secretary to Government	2	
Manuscript papers.		
Officers' travelling bills	10	
Batta register of inspectors, head constables and constables	10	
Accounts-current	10	
Petitions from Police officers against dismissal, &c., and petitions from private individuals.	10	
Indents for stationery	10	
Clothing indents	6	
Objection memoranda	5	
Annual return of arms	5	
Hospital contingent bills	5	
Contingent bills	5	
Judgments with summary of results of Sessions cases	5	
District Administration Reports	5	
Forms L (i) Audit	5	
Memorandum of sums drawn from the treasury	5	
Railway bills	5	
Statement of receipts of sandals, boots and cumblies	5	
Indents for forms	5	
Report on state of huts	5	
Department of Public Works budget schemes	5	
Budget estimates for departmental works	5	
List of incomplete works (departmental)	5	
Report on the verification of service books	3	
Statement of landed property held by uncovenanted officers	3	
Reports of departure and return from leave granted to inspectors and 1st-grade head constables, &c.	3	
Leave applications from inspectors and 1st-grade head constables	3	
Recovery lists	3	
Estimate for requirements of sandals, boots and cumblies	3	
Monthly statements of pay and allowances	3	
Compilation of the above	3	
Special reports of grave crime	3	
Weekly reports, Part II	3	
Statement E.	1	This information is embodied in Police Administration reports.
Do. F.	1	
Do. of police officers convicted	1	
Do. of murders	1	
Do. of cattle poisoning	1	

List of records proposed to be periodically destroyed with reference to G.O., No. 624, Public, dated 29th August 1894—*cont.*

Name of record.	Period of retention.	Remarks.
Manuscript papers—cont.	YEARS.	
Special report on dacoities	1	This information is embodied in Police Administration reports.
Itinerary report of Superintendents and Assistants and days spent in camp by Deputy Inspectors-General.	1	
List of stations unvisited	1	
Statement of prisoners escaped	1	
Return of warrants and summonses	1	
Do. of murders, culpable homicides, &c.	1	
Statement showing infanticide by women	1	
Do. of fires and property lost	1	
Return of depredators, &c.	1	
Statement of dacoities classified with reference to property lost	1	
Do. of robberies	1	
Do. of house-breakings	1	
Do. of cattle thefts	1	
Do. of ordinary thefts	1	
Do. of offences under the Arms Act	1	
Do. of cognizable cases tried by High and Sessions Courts	1	
Do. of referred cases	1	
Do. of attendance of officers at Sessions	1	
Criminal statistics (statement A.)	1	
Statement of grave crime	1	
Do. B.	1	
Do. of Police patients in hospital	1	
Do. of offences on railway lines	1	
Do. of dacoities	1	
Inspection of licensed premises	1	
Comparative statement of house-breaking and theft	1	
Return of murders	1	
Reports of grave crime	1	
Rewards	1	
Clothing statement	1	
Statements of receipts and issues of clothing	1	
Quarterly return of arms, &c.	1	
Delivery and receipt vouchers	1	
Occasional indents	1	
Identification of habituals	1	
K. L. memoranda	1	
List of buildings erected by private individuals	1	
Return of public buildings	1	
Memoranda from the Accountant-General calling for detail bills	1	
Applications of rejected candidates	1	
Statements of escorts supplied	1	To be destroyed after publication in Police Gazette.
Do. of police officers convicted	1	
Do. of offences on railway lines	1	
Descriptive roll of men wanted	1	
Do. of K. D's. list of property, &c., for Police Gazette	1	
Notices published in Police Gazette	1	To be destroyed after submission of consolidated statement to Accountant-General.
List of Government servants thrown out of employment	1	
Statement of offences against coinage	1	To be destroyed after submission of consolidated statement to Government.

Endorsement—dated 5th March 1895, No. 469-A.

Retransferred to the Public Department with notes in original.

(Signed) A. BUTTERWORTH,
Under Secretary.

Office-note from R. HILL, Esq., Superintendent, Government Press, to the Chief Secretary to Government, dated Madras, 28th December 1894, No. 3544.

In reply to G.O., No. 624, Public, dated 29th August 1894, the Superintendent, Government Press, submits a list, marked A and B, of the Press records. List A shows the records to be retained, and List B shows the records that should be destroyed after certain periods marked against them. The undersigned suggests that the opinion of the Accountant-General may also be obtained with regard to the items 1 to 5 in the B list.

Enclosure.

List A.

1. Copies of Annual Returns of Establishments.
2. Copies of Annual minor Statements furnished to the Accountant-General.
3. Fort Saint George Gazette Files.
4. Government Order Files.
5. Invoice Books of Printing and Binding Materials imported from England.
6. Permanent Acquittance Rolls.
7. Piece Acquittance Rolls.

List B.

1. Cash Books	To be destroyed after 15 years.
2. Ledger Books	
3. Day Books	
4. Journals	
5. Advertisement Bill Books	
6. Spare copies of Fort Saint George Gazette	
7. Copies of Correspondence	
8. Stock Ledger of Publications and Acts	To be destroyed after 10 years.
9. Plant Day Book	
10. Plant Ledger Book	
11. Stock Ledger for Plant, Stores, &c.	To be destroyed after 5 years.
12. Stationery Office Indent Books	
13. Bill Books	
14. Tender Files	
15. Indent Book on the Under-Warehouseman for Acts, &c.	To be destroyed after 3 years.
16. Fine Books	
17. All Government Orders for inserting Notifications in the Gazette.	To be destroyed after 2 years.
18. All Correspondence from Departments for inserting in the Gazette.	
19. Line Account Books	
20. Rough Abstract Books	
21. Treasury Receipt Files	
22. Private Postage Account Books	To be destroyed 2 years after the audit is over.
23. Service Postage do.	
24. Foil Receipt Books of Acts, Indian Law Reports, &c.	
25. Subscription Books for Gazettes and G.O.C.C.	
26. Receive Letters from Constituents for Acts, Reports, &c.	
27. Letters received on account of Subscriptions to the Fort St. George Gazette and Indian Law Reports, Madras Series	
28. Contingent Registers	
29. Acts of Government of India	To be destroyed 6 months after they are repealed.
30. Acts of Government of Madras	

From T. W. RAWLINS, Esq., Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 26th March 1895, No. 791.

With reference to your endorsement, No. 29, dated the 10th January 1895, on the office-note of the Superintendent, Government Press, No. 3544, dated 28th December 1894 (herewith returned), I have the honour to state that, as suggested by that officer, there seems to be no objection to his destroying after a period of 15 years the records referred to in his List B as items 1 to 5.

From D. W. G. COWIE, Esq., Acting Registrar of the High Court of Judicature, Appellate Side, Madras, to the Chief Secretary to Government, dated 11th March 1895, No. 688.

In reply to G.O., No. 624, Public, dated 29th August 1894, I am directed to inform you that, after reference to the District Judges, the High Court is of opinion that the present rules for the destruction of useless records contained in G.O., No. 1041, Judicial, dated 18th June 1889, are sufficient and that no changes need be made so far as the Judicial Department is concerned.

From J. H. A. TREMENHEERE, Esq., Collector of Bellary and Political Agent, Sandur, to the Chief Secretary to Government, dated 29th November 1895, Dis. No. 1558.

Adverting to G.O., No. 624, Public, dated 29th August 1894, I have the honour to state that records pertaining to the Political Department are not generally deposited in the records apart from the Revenue and the Judicial papers and the rules in force relative to the latter papers are applied to papers in the Political branch also.

All papers except those of great importance, such as sunnads, correspondence regarding allowances paid to family members of the Native Chiefs, may be periodically destroyed.

From C. M. MULLALY, Esq., Collector and Political Agent, Kurnool, to the Chief Secretary to Government, dated 9th December 1895, C. No. 171, Political.

In reply to Government memorandum, No. 2833, Public, dated 25th November 1895, I have the honour to report that the G.O., No. 624, dated 29th August 1894, referred to therein, was not registered in the Political branch, and hence the fact that a report was due was lost sight of.

2. Records in the Political branch of this office are maintained from 1839—the year in which Kurnool came under British possession. They consist of two portions—one relating to the family of the Kurnool Nawab, and the other to the Banganapalle State. These records are partly in Persian and Hindustani and partly in English. They have hitherto been treated as permanent records and no destruction has taken place.

3. The records relating to the Kurnool Nawab's family consist of official correspondence between the Superintendent of Khandans, the members of the Kurnool Nawab's family and the Collector of the district. These chiefly relate to Khandans' rights and claims to the pensions, &c. As there seems to be no necessity to retain these records permanently, I would suggest their destruction periodically excepting important documents, which must of course be retained.

4. The records relating to Banganapalle State consist of correspondence between the Nawab and the Political Agent. The reports and returns which are printed and communicated by Government should, I think, be destroyed, as also unimportant petitions and correspondence connected therewith.

5. I have deputed two Hindustani-knowing clerks to help the Political munshi in preparing a complete list of records, and I shall shortly report particulars of what records I consider should be destroyed and what permanently maintained.

From C. M. MULLALY, Esq., Political Agent, to the Chief Secretary to Government, dated Kurnool, 9th May 1896, C. No. 76-R.

With reference to paragraph 5 of this office letter, Current No. 171, dated 9th December last, I have the honour to submit, herewith, two lists of the records relating to the Kurnool Nawab's family—one showing the records to be destroyed and the other to be retained.

Order—No. 1123, Public, dated 12th October 1896.

The letters recorded above are replies to G.O., No. 624, Public, dated 29th August 1894, in which heads of departments under the Chief Secretary were directed to report what records they considered might be periodically destroyed without inconvenience, in view to prevent unnecessary accumulations which serve no useful purpose and which take up space required for more important papers.

2. No orders are necessary on the replies received from the following—the Government Epigraphist; the Chief Presidency Magistrate; the Government Astronomer; the Local and Municipal Department; the Private Secretary to His Excellency the Governor; the Registrar of the High Court; the Government Solicitor and the Presidency Port Officer. The proposals submitted by the undermentioned officers are approved with the intimation that files of gazettes, newspapers, and such like printed matter should be sold as waste paper instead of being destroyed—the Inspector-General of Prisons; the Inspector-General of Registration; the Political Agent for Pudukkóttai, with the exception that items IV and V need not be retained longer than two years; the Commissioner for Government Examinations; the Director of Public Instruction; the Superintendent, Government Press, with the remark, in reference to items 29 and 30, that a certain number of repealed Acts should be retained for sale as they are occasionally required for reference; and the Political Agent, Sandur.

3. The answer papers of candidates and reports from Examiners need not be retained by the President, Board of Examiners, for longer than one year. The recommendations of the Superintendent, Archæological Survey, in regard to items (1) and (2) are accepted, (3) need not be retained longer than one year, and (4) need not be kept longer than they are likely to be of use. The Superintendent should state what period he would propose.

4. The Paymaster, Carnatic Stipends, will state why the originals of reports and returns submitted to Government, which are subsequently printed and communicated to him, cannot be taken out of the file books and destroyed. The system of record-keeping which obtains is out of date. Unimportant petitions should be destroyed after one year. There is no reason why the Government should maintain evidence of this kind for parties. The Special Agent, South Arcot, will be informed that routine papers relating to extradition, process, &c., may be destroyed two years after the case has been closed. There are occasionally later references in extradition cases.

5. It will be suggested to the Right Reverend the Bishop that some term might be put to the preservation of the triennial returns of each chaplaincy. The Superintendent of Stationery will be requested to revise the list submitted with his letter of the 21st December 1894, as it does not seem to have been prepared with much care. It is not apparent why items (2), (3), (4), (9), (10), (11), (12), (15), (16) and (17) should be retained permanently, or why (21), (24), (25) and (26) should be required for five years, or (29), (30), (31), (32) and (33) for three years. The first 15 items in the list submitted by the Protector of Emigrants are provided for by the rules quoted. In the absence of any special reason for their longer retention, stationery indents, unimportant routine correspondence, and periodical returns and statements should be destroyed after one year. The words "may be sold as waste paper" should be substituted for "may be destroyed" in the Persian and Hindustani Translator's letter.

6. The recommendations of the Resident in Travancore and Cochin are accepted subject to the alterations suggested by the Accountant-General in his letter No. 3453, dated 14th November 1894. The list has been corrected accordingly. Item (16), viz., extradition cases of an ordinary nature, may be destroyed two years after correspondence in the case has been completed. There may be references in such cases. Item (17)—old gazettes should be sold as waste paper. Item (18)—all superseded Acts should not be destroyed; a complete file of Acts, whether superseded or not, should be maintained for reference. The list submitted by the Government Agent, Tanjore, has been corrected by Government and should be adopted by the Agent for guidance. The Meteorological Reporter will be informed that the object of Government in taking up this matter is to ensure that ordinary records should not be cumbered with unnecessary papers which are more than three years old.

7. With reference to paragraph 2 of the letter from the Commissioner of Police, that officer will be informed that registers of licenses need not be retained longer than ten years. The Inspector-General of Police will be requested to revise the list submitted with his No. 870, dated 18th February 1895, as it apparently provides for much unnecessary retention of records. This is particularly the case in the items under *Manuscript Papers*. In regard to printed papers it is considered that complete sets of the following reports should be maintained in the Inspector-General's office; they should therefore not be destroyed as suggested—Criminal Justice, Jails, Abkári, Salt, Judicial Statistics of England and Wales, Thuggi and Dacoity.

8. It is impossible for any one not acquainted with the actual nature of the papers entered in the lists submitted by the Political Agent, Kurnool, with his letter of the 9th May last, or referred to in his letter of the 9th December 1895, to decide which of them should be retained and which destroyed. The Political Agent must himself look into the matter and decide.

9. The Government considers that the same system in regard to the destruction of records should obtain in the offices of all Translators to Government. The originals of newspaper reports and translations should be destroyed after one year; and newspapers, gazettes, and Legislative Bills sent for translation should be sold as waste paper after a similar period. In cases in which it may be desirable these papers should be torn up into small fragments before being sold.

10. The various items enumerated in the Surgeon-General's letter of the 22nd December 1894 will be disposed of as follows:—

(1) Approved, but the selection of papers to be preserved must be made by the Manager of the office under the general supervision of the Secretary to the Surgeon-General.

(2), (3), (5), (7), (8), (10) and (11) approved.

(4) Demi-official file books need not be retained more than three years.

(6) Indices should not be destroyed.

(9) A complete set of Army Lists and Almanacs should always be retained for reference.

The proposal in paragraphs 2 and 3 are sanctioned, but the words "cause an examination to be made of" should be substituted, for the word "examine" in the latter. With reference to paragraph 4, the Government desires to impress on the Surgeon-General the necessity for the very careful examination of the old records which exist from 1786. No single paper should be destroyed without previous reference to the Surgeon-General or his Secretary. Sanction is accorded to the establishment asked for in paragraph 5, viz., one clerk on Rs. 15, and two attenders on Rs. 8 each, for three months, at a total cost of Rs. 93. The necessary proposition statement should be submitted.

11. The Government considers that there should be one uniform set of rules for the retention of documents connected with accounts in all public offices. That the periods during which it is considered advisable by heads of departments that these should be retained vary considerably is well illustrated by the item "Contingent registers." The Superintendent of Stationery proposes to keep these for ever, and the Government Agent, Tanjore, for five years, while the Superintendent, Government Press, considers that two years is sufficient. Other items of a similar nature which occur in the lists printed above are contingent bills and vouchers, acquittance rolls, pay abstracts, travelling allowance bills, permanent advance accounts, &c. The Accountant-General will be requested to furnish the Government with a statement comprising all such account documents as are in use in the various public offices in the presidency with his recommendation in each case as to the period for which it should be retained.

(True Extract.)

Ag. Chief Secretary.

To all Heads of Departments under the Chief Secretary.
" the Accountant-General.
" the Financial Department (in original paragraph 10).

Exd. C. M. Thumbuswamy.

Government {1897} of Madras.

PUBLIC.

Recd. } 1897. *Enclosures*

Regd. } 1897. *Spare copies*

G.O., No. 104, 4th February 1897.

599 W dy 3-3-97.

FEBRUARY.

Account Documents in use in Public Offices.

Approving the proposal of the Accountant-General in regard to the retention of the — for certain periods, and communicating to all heads of departments under the Chief Secretary for guidance the list furnished by that officer.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

Read—the following paper:—

From F. C. HARRISON, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 20th January 1897, No. 166.

With reference to paragraph 11 of G.O., No. 1123, Public, dated the 12th of October 1896, I have the honour to subjoin a list of all such account documents as are in use in the various public offices and as have any connection with this office, and to state that it will generally be sufficient to retain them for the respective periods noted against each. It will, however, be advisable to allow heads of departments discretion to retain any document longer whenever special circumstances demand such retention.

Treasury records are not dealt with here as they are disposed of under Proceedings of the Board of Revenue (Land Revenue), No. 428, dated 21st July 1893. The number entered against each record herein indicates reference to the Civil Account Code:—

Records to be retained for 3 years.

Receipts granted for money received (12).
Extracts of Actuals from Accountant-General (22).
Fine Returns (23).
Transfer of Charge Certificates (47).
Proposition Statements (57), (158).
Register of Increments (62).
Last-pay Certificates (63–1).
Pension Applications (63–2).
Acquittance Rolls (63).
Travelling Allowance Bills (68).
Permanent Advance Acknowledgments (78–1).
Contingent Register of Disbursing Officer (80).
* Contingent Bills and Sub-vouchers (88 and 91).
Contingent Register of Countersigning Officer (91).
Invoices of Supplies to other Departments (95).
Applications for Remittance Transfer Receipts (143–1).
Budget Estimates (154).
Districtwar Distribution of Sanctioned Grants (156).
Application for Additional Allotments (158).
Chellons and Remittance Books (308–2).
Treasury Pass Books (314–5).
Applications for Cash Orders (363).
Objection Slips (967).
Civil Budget Estimates (1512).
Indent for Stores, Forms, &c.

Records to be retained for 25 years.

Cheque Counterfoils (17), (18).
Establishment Pay Bills (58).
Leave Statements (60).
Lists of Securities in Trust (165).
Receipts for Repayment of Deposits (250).
Stock Book (G.O., No. 843, Financial, dated 23rd July 1887).
Cash Book.
Leave Registers.

* Such as have not been destroyed as required in article 88.

Records to be retained for 35 years.

Annual Returns of Establishments (55).
Establishment Orders (60–1 : 2 : 3).

Order—No. 104, Public, dated 4th February 1897.

The list is approved and will be communicated to all heads of departments under the Chief Secretary for guidance.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To all Heads of Departments under the Chief Secretary.
„ the Accountant-General.
„ the Educational Department.
„ the Revenue Department,
„ the Public Works Department,
„ the Marine Department,
„ the Local and Municipal Department,
} with a copy of G.O., No. 1123, Public, dated 12th October 1896, for information.

Exd. C. M. Thumbuswamy.