

(1) Number of pages 14(2) Date of repair 26 5-20

(3) Initials of the Referencer _____

MADRAS RECORD OFFICE**GOVERNMENT OF MADRAS***Public* **DEPARTMENT**G.O. No.
B.P. No.

624

Press
Mis.

Dated 29-8-1894 196.

Not to be folded or roughly handled

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—dated 29th August 1894, No. 624, Public.

The Government observes that, with the exception of G.O., dated 25th August 1892, No. 2365 W., no orders exist in regard to the destruction of official papers relating to matters other than judicial and revenue.

2. There seems to be no doubt that in nearly all public offices certain records could without inconvenience be destroyed periodically. Their accumulation takes up space required for other papers and no useful purpose is served by their preservation.

3. All heads of departments under the Chief Secretary will be directed to report what records they consider may be periodically destroyed. There is perhaps no reason why the originals of reports and returns which are subsequently printed and communicated by Government should be indefinitely preserved. Many unimportant petitions could be destroyed after an interval succeeding their final disposal. Sufficient particulars for reference would be available in the registers of the office.

4. The Superintendent, General Records, will submit a report in regard to the records of the Chief Secretariat.

5. These Proceedings will be communicated to other Civil departments of the Secretariat for the necessary action.

(True Extract.)

Chief Secretary.

To the Revenue Department.
„ the Public Works Department.
„ all Heads of Departments under the Chief Secretary.
„ other Departments under the Chief Secretary.
„ the Superintendent, General Record Department.

Sob. of {1894} Madras.
PUBLIC.

Issued

Recd.

Encl.

G.O., 29th August 1894, No. 624.

AUGUST.

Destruction of Records.

Directing heads of departments under the Chief Secretary to report what records they consider may be periodically destroyed, and communicating these Proceedings to the other Civil departments of the Secretariat for the necessary action.

N^o. 885 D^y 28th Aug 94

Note on Public current

2193

2

The statement in
para 1 of the draft order
is not quite accurate.
G.O. N^o 1365W dated 25th
August 892 makes
provision for the destruction
of certain records in
the Examiner's office,
and the Public Works
Secretariat Manual
does the same for this
Department of the
Secretariat.

There is still,
however, room for
much more to be
done in this direction
so far as Secretariat

records are concerned

S

Certainly call for report
as suggested

W
21 Aug

BS
18/8/99

JG
27/8

Public current 2193

3
As far as can be
ascertained, no orders
exist in regard to the
destruction of ^{official} papers
relating to matters other
than judicial and
revenue.

In the Secretariat
"lodged" papers are sup-
posed to be destroyed at
the end of five years.

Endeavours have
from time to time been
made to clear the Genl.
Record Dept of unnecessary
papers, and although
much has been done
there can be no doubt
much remains to be
done. This particular
work can, however, be
carried out gradually
only.

There must in all
offices be certain records
which could without
inconvenience be destroyed
periodically. They take
up room which could

To,
The Honble
The Chief Secretary

be better utilized - and in some cases they are probably responsible for applications for increased accommodation.

It is submitted that the present is a favorable opportunity for calling on all heads of depts (in the several depts. of the Secretariat) to report what records could without inconvenience be periodically destroyed.

There seems no reason why original reports and returns which are subsequently printed by Govt. should be indefinitely preserved.

The matter might also be gone into with several depts. of the Secretariat.

35B
9/8
There are no doubt many many little useless records in Public Office all over the country. I have cleared out a large quantity since I took the Department records in hand but I fear that many still remain. The difficulty is to find officers who can decide what is useless and what

Preservation of Records

Hon. Mr. Bliss C. 9. 2

2nd. The Interior Office has not as a rule time - and sometimes not even the inclination - to go into the details and the subordinate officials look upon any piece of paper in an inner room which the white ants and other insects do not eat as a kind of rubbish which must be preserved and the consequence is that record books long since are more or less lumbered up with little rubbish which is for ever passing. As an instance of what may occur I may mention that when dealing with the records of the Chaudhary Collectors I found stored away in the Collectors' Record Room some 40 years of the challans of the District Post Remittances and several dozens of scraps containing bits of papers on which clerks had scribbled calculations or amused themselves writing the same line over & over again like boys do a copy!

The inquiry suggested may lead to some good but it is hopeless to expect that the result will be an exhaustive list of what should be retained and what should be destroyed. It will be something similar to the all probability a good deal will be lost.

One very fertile source of full record books - at any rate of those of the Secretariat is petitions. A petition case is settled after due inquiry. The petition again is referred to a person

Things will I fear never be
knocked into proper shape into

There is certainly one Officer and
there are probably others who
would be able to make a
good job of cleaning our filthy
ward rooms and putting them
into order but it is useless
to expect and indeed in these
days of useless and often
high pressure work not to
expect that the ordinary
staff will ever do the work
effectively or even fairly well.

11/8/94

Order 29th Aug 1894. No 624.

The Government
~~It is~~ observed that, with
 the exception of S.O. 125. S. 92. No 2365. W,
 no orders exist in regard
 to the destruction of
 official papers relating
 to matters other than
 judicial and revenue.

2. There seems to be
 no doubt that in nearly
 all public offices certain
 records could without
 inconvenience be
 destroyed periodically.
 Their accumulation
 takes up space ^{required for other} that could
~~better~~ ^{be better} be utilised and
 no useful purpose is
 served by their preser-
 vation.

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Sufficient particulars for
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of the office.

4. The Supt. Genl.
Records will submit a
report in regard to the
records of the Chief
Secretariat.

These Pros. will
be sent to other ^{and} depts.
of the Secretariat for the
necessary action.

3.5 B.
21/8.
22/8/94
24/8/94

The Revenue dept. 31
P. Works dept. 21
all heads of depts under the
Chief Secretary.
other depts. under the
Chief Secretary. 6
Supt. Genl. Record dept.

Instructions of Records

Order

For orders
issue the two orders
29/8 29/8/94

For particulars
1. Secy to Govt. R. W. Dept.
2. Secy to Govt. R. W. Dept.

29/8/94

Call clerk

[37]

Sept 8/9/94

126 DEPARTMENT.

List showing the distribution of the Proceedings of Government,
dated 29 Aug 1894 No. 624.

Revenue Department	..	..	..	31
Public Works Department	..	..	..	21
Local and Municipal Department	..	..	..	27
JUDICIAL.				
Honorable the Chief Justice with C. L.	..	..	..	31
Inspector-General of Police	..	..	..	30
Do. of Jails	..	..	..	30
Do. of Registration	..	..	..	25
Chief Presidency Magistrate	..	..	..	30
Commissioner of Police	..	..	..	30
Judges of the Madras Court of Small Causes	..	..	..	30
Advocate-General	..	..	..	30
Government Solicitor	..	..	..	30
Administrator-General	..	..	..	30
Sheriff of Madras	..	..	..	30
Government Pleader	..	..	..	30
Registrar of Joint Stock Companies	..	..	..	30
PUBLIC.				
Surgeon-General with the Government of Madras	..	..	..	30
Sanitary Commissioner	..	..	..	30
Meteorological Reporter	..	..	..	30
President, Board of Examiners	..	..	..	30
Private Secretary to the Right Honorable the Governor.	..	..	..	30
Government Astronomer	..	..	..	30
Superintendent, Government Central Museum	..	..	..	30
Chemical Examiner	..	..	..	30
Superintendent of Stationery	..	..	..	30
Protector of Emigrants	..	..	..	30
Superintendent, Government Press	..	..	..	30
Tamil Translator to Government	..	..	..	30
Telugu do. to do.	..	..	..	30
Malayalam do. to do.	..	..	..	30
Canarese do. to do.	..	..	..	30
Hindustani do. to do.	..	..	..	30
British Consular Agent, Pondicherry	..	..	..	30
Resident in Travancore and Cochin	..	..	..	30
Paymaster, Carnatic Stipends	..	..	..	30
Government Agent at Tanjore	..	..	..	30
Political Agent at Pudukota	..	..	..	30
Special Agent, South Arcot	..	..	..	30
POLITICAL.				
The Right Reverend the Bishop of Madras	..	..	..	6
Venerable Archdeacon of Madras	..	..	..	3
Senior Chaplain of the Church of Scotland	..	..	..	3
ECCLIASTICAL.				
MARINE.				
Presidency Port Officer	..	..	..	20
Chairman, Harbour Trust Board	..	..	..	1

6. Sept 29-94
No. 624 of 19-7

Sept 29-94
No. 624 of 19-7

FINANCIAL
EDUCATIONAL

Accountant-General
Commissioner of Paper Currency

6

Director of Public Instruction
Commissioner for the Uncovenanted Civil Service Examinations

20

THE DISTRICT MAGISTRATE OF

Anantapur ..
North Arcot (Chittoor) ..
South Arcot (Cuddalore) ..
Bellary ..
South Canara (Mangalore) ..
Chingleput (Saidapet) ..
Coimbatore ..
Cuddapah ..
Ganjam (Chatrapur) ..
Godavari (Cocanada) ..
Kistna (Masulipatam) ..
Kurnool ..
Madura ..
Malabar (Calicut) ..
Nilgiris (Ootacamund) ..
Nellore ..
Salem ..
Tanjore ..
Tinnevely ..
Trichinopoly ..
Vizagapatam ..

DISTRICT AND SESSION JUDGE

North Arcot (Chittoor) ..
South Arcot (Cuddalore) ..
Bellary ..
South Canara (Mangalore) ..
Chingleput ..
Coimbatore ..
Cuddapah ..
Ganjam (Berhampore) ..
Godavari (Rajahmundry) ..
Kistna (Masulipatam) ..
Kurnool ..
Madura ..
North Malabar (Tellicherry) ..
South Malabar (Calicut) ..
Nellore ..
Nilgiris (Ootacamund) ..
Salem ..
Tanjore (Tanjore) ..
Tinnevely (Palameotta) ..
Trichinopoly ..
Vizagapatam ..