

ORDINARY, PRINTED.

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899

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[Despatched Abstract]

Arrangement of Secretariat
Records

Directing that the system
of arranging records adopt-
ed in the General Record Depart-
ment be introduced into
the several secretariat
departments
of the Secretariat and
issuing certain instruc-
tions in regard to the
system of stenographic
proceedings.

Gobt. of {1894} Madras.
PUBLIC.

Issued

Recd.

Encl.

G.O., 27th November 1894, No. 899.

NOVEMBER.

Arrangement of Secretariat Records.

Directing that the system of arranging records adopted in the General Record Department be introduced into the several current reference departments of the Secretariat and issuing certain instructions in regard to the disposal of spare copies of Proceedings.

NOTE FOR THE CHIEF SECRETARY.

With reference to the
Ld's remarks in L.O.
23 Oct-94, No. 1026
Orders are requested the
the a memo may be
sent to the several depts
on the lines suggested.
so far as the General Record Department of
dept is concerned it
is doubly true that
one dept need not
send spare L.O.s of
other depts which it
might have. As a
rule the Current Refer-
ence depts keep 7
years record and at
the end of the 7th year
a almost simultaneous
a year's records are
received from the se-
veral Secretariat depts.
The Record Dept is
therefore in a position
to supply if necessary,
spare copies of L.O.s of
one dept to another
but generally the require-
ments are not for ans-
the depts L.O. but

Public Dept

Order No. 27th Nov 1894. No. 899

The following measures
presently adopted in the
arrangement of records in the
General Record Department of
Secretariat...

- (1) All Proceedings whether
miscellaneous or formal
kept up in bundles each
classified in a series according
to date.
 - (2) These bundles are protected
on both sides by wooden
boards.
 - (3) A printed label, bearing a
serial number and indicating
the department, and the
nature of the record and the
date, is attached to the
fourth board of each bundle.
 - (4) These labels are printed
by a special process of
printing.
- Each Department of the
Secretariat is given an
instruction colour and a
this colour is printed

disposals thereof in
their own dept.
The receipt of other depts.
for involves either the
maintenance of them se-
parately or their restoration
to their proper places
in the bundles of the
depts to which they
belong. The former must
be avoided as every ef-
fort is being made to
economize space in
the Record dept. &
the latter for the same
reason that it will
entail unnecessary work
upon the small perma-
nent staff of attendants
who with great difficulty
cope with the ordinary
current work.
I further submit that
this matter may well
be brought in the rules
which each dept should
frame in view to pre-
venting the accumulation
of useless records - a pro-
posal which is contain-
ed in my report with
reference to p. 29 Aug 9
No 624 re destination of
records.

Orders also are required
to whether the

depts may be asked
to assimilate the form
of keeping their records
as that in the Record
dept so that on their
transfer to this dept
they may without further
disturbance be stored
away. This
also may be in. W.
cluded in the ge- 31/10.
neral rules referred
to.

S.A.

apparently there would
be no objection to taking
immediate action in
regard to the two points.
What do you think?

J.S.B.

31/10

C.A.

I think immediate action
might be taken in regard to the
two points

C.S.

31/10

S.G.R.

Please send up dr^x to
for approval.

Submitted

J.S.B.

2/11

3/11

The Minister

Dr. J. S. B. 31/10/10
is advised.

home the label. By this
means the department is identified
as source and the detection
any bundles which have been
replaced is facilitated.

It is desirable that
the records in the several
General Reference Departments
should be maintained on the
system. This ^{will} result
in an ultimate saving of
space and in the extra work
done by the reference depts
once the system is introduced,
will be very slight and the
entertainment of temporary
establishments in the Record
Dept. from time to time to
deal with the bundles transferred
to the General Records will be
unnecessary. The various depts
of the Secretariat ^{will be} requested
to introduce the system as
regards all records at present
in the current Reference depts.
The Superintendent of the
General Records will furnish
the depts with such further
information as they may require
and he will be directed to

instruct record clerks who
~~return in future to the depts~~
~~be sent to him by the depts~~
~~concerned, any bundles, and~~
~~to place them in the above place~~
4. The present system under which
it is customary in each
dept to transfer to the Gen.
Record Dept. the spare copies
of proceedings received from
~~time to time from other depts~~
~~establishments~~, results in a
accumulation of superfluous
spare copies in the General
Branch. As a rule the
current Reference depts maintain
7 years records and at the end of
each year and almost simultane-
ously as year records are retained
from the several Secretariat depts.
The Record Dept is therefore
in a position to supply, if
necessary, spare copies of
~~one dept to another~~. The
receipt of the spare copies of
proceedings of the depts ~~now~~
involves either their separate
maintenance or their restoration
to their proper places in the
bundles of the depts to which
they belong. The former plan
is unworkable as the Record

Dept. is already almost full
and every effort is being made
to economise space, the
latter is inadvisable for the
reason that it ~~will~~ entails
unnecessary extra work upon
the permanent staff of
the department. The Dept. of the
Secretary will not in future
send spare copies of other
Dept. G.O. among the papers
annually transferred to the
Record Dept. These should
be periodically destroyed. The
General Record Dept. will
always be in position to
supply spare copies from the
material received from the Dept.
which originally issued the G.O.

CS
13/41 35B
13/41

21/11 19/11
20/11 94

To
The Dept. of the Secretary
- Supd Genl Record. 1/41
1/41



To
The Secretary to Govt.
Revenue, P.W. & Milit.
Taxes, debts, for
favour of counter
initials -

Public

Judicial

Political

Ecclesiastical

Revenue

Financial

Law (Registration)

Marine

Law (Legislative)

Law (Educational)

Finance
(Separate Revenue)

Law (General)

Local Self-Govt

Development

Pension

Public Works Dept.

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18 4.13

ADDENDA TO THE SPECIAL INDEX

OF THE

JUDICIAL DEPARTMENT

FOR THE YEAR 1912.

5

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