

Government of Madras.
Public (190¹⁸⁹⁶) Department.

ORDINARY PRINTED.

G.O., No. 1123

DATED 12-10-96.

[Despatch Abstract.]

Destruction of records

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

Government (1896) of Madras.
PUBLIC.

G.O.	No.	Department.	By
		1206	14-11-98 R
3772	1961		
3821	196		
3891	196		
So 104	197		
cm 1983	197		
		942	15-7-97

Also 104 Pub
4.2-97
3/10/05
J. J. J. J. J.
No. 174 507
24-1-52.

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, Archaeological 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, Archaeological 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	..	..	} To be sold as waste paper.
Newspapers, one year old	..	..	
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 Gazette 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.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.	
" report of removal of sick emigrants (Form No. 16)	Do.	Vide No. 211 of the emigration rules framed under Act XXI of 1883.
" 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 list 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.B.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,
16th November 1894.

(Signed) J. F. PRICE,
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,
3rd 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 :—

- Annual M-R returns.
- Salary and commission bills and leave statements.
- Letters sent and received except those which are purely routine in their character.
- Applications for searches and copies.
- Acquittance roll.
- All notices issued to parties.
- Petitions protesting against registration of documents, &c., and endorsements given on the petitions.
- Commission orders and the papers connected with the execution thereof.
- Old lists of villages, of records and furniture.
- Register of contingent charges.
- File of applications for registration of land transfers.
- Copies of certificates of encumbrance.
- Old registers of sales of lands.
- Leave applications.
- 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 268 to 269 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,
29th 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 re-payment 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 Tinnevely, 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.
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. Pension abstracts. Applications for pension or gratuity and orders thereon. Papers connected with the grant of pension, &c., to the Kandiyar families.	Receipts, reports, vakalats and life certificates .. 10 Routine correspondence regarding disbursement. Specimen receipt forms containing signatures of Goasha pensioners obtained by Sirkele from their agents to ascertain the pensioner's existence in Tanjore at the time of pension payment .. 10
Political	All papers of importance.	
Public Works		Papers connected with the annual repairs to the Tanjore Palace buildings 15
Records	Record indexes. Rules relating to custody and preservation.	1. General registers 50 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. 2. Orders relating to distribution of stationery.	1. Indents and accounts 5 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 Pudukkottai, 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 Pudukkottai and British Territories	Do.
7. Pudukkottai 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. 288.

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.
<i>Printed papers.</i>		
Report on the Administration of Criminal Justice, Madras Presidency.	5 YEARS.	
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.	5	
Report on the Administration of Abkari Revenue	3	
Do. do. of Salt Revenue	3	
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	5	

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.
<i>Printed papers—cont.</i>		
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	
<i>Manuscript papers.</i>		
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.
<i>Manuscript papers—cont.</i>		
Special report on dacoities	1	
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	This information is embodied in Police Administration reports.
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	
Do. of police officers convicted	1	
Do. of offences on railway lines	1	To be destroyed after publication in Police Gazette.
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	
List of Government servants thrown out of employment	1	To be destroyed after submission of consolidated statement to Accountant-General.
Statement of offences against coinage	1	

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 Pudukkottai, 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, Archaeological 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, Abkari, 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 forever, 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.)

A. T. ARUNDEL,
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. Thambaswamy.

No. 2/187.
Encl.

OFFICE OF SURGEON-GENERAL

WITH THE GOVERNMENT OF MADRAS,

Potacamund 30th July 1894

From

SURGEON MAJOR-GENERAL F. SIBTHORPE, F.R.C.S.

SURGEON-GENERAL WITH THE

(GOVERNMENT OF MADRAS,

Madras,

To

THE HON'BLE THE CHIEF SECRETARY TO GOVERNMENT,

Public DEPARTMENT.

SIR,

I have the honour to request that I may be favoured with a copy of any G.O. that may exist on the subject of the destruction of old and unserviceable official records to enable me to dispose of some of the antiquated records in this office.

I have the honour to be,

Sir,

Your most obedient servant,

F. Sibthorpe

Surgeon Major-General,

Surgeon-General with the Govt. of Madras.

Public (1894) DEPARTMENT.

From

SURGEON MAJOR-GENERAL C. SIBTHORPE, F.R.C.S.
SURGEON-GENERAL WITH THE
GOVERNMENT OF MADRAS,
Madras.

Order. 29th Aug 1894. O.N. 810.

The Surgeon General
will be informed that no
orders can be traced on
the subject of the destruc-
tion of official papers
relating to matters
other than judicial
and revenue. His
attention will be directed
to G.O. of 29th Aug: 94.

CHIEF SECRETARY
Dated 30th July 1894
Received
Repd 1/8/94

No.

This is a matter on which the
Surgeon General might con-
veniently have put up a note.

SUBJECT.

Requests to be furnished
with any G.O. as regards
the destruction of old
and unserviceable official
records.

The Surgeon General with the
Public G.O. No 624

I think I will be glad to
assist this with G.O. No 48, 29/8/94.
Because, if the go goes to the
an office he may write to you
+ say that he has not received it
+ that he has not been able to

No. 383

Office of the Registrar of
Joint Stock Companies
11th September 1894.

From
I Hari Row
Registrar of Joint Stock Companies
Madras
To
The Chief Secretary to Government
Fort Saint George.

Sir,
As directed in G.O. dated the 29th
August 1894. No. 624 (Public) I have the
honor to report that in this office which
is the only one for the whole Presidency
there are no needlessly accumulating or
voluminous records which may be periodically
destroyed.

I have the honor to be
Sir
Your most obedient servant
I Hari Row
Registrar of
Joint Stock Companies

CT

Office for papers of any
nature in the
order

15/9
1910

From Mr. J. S. Harris
S. Harris & Co. Auctioneers
Regent of Joint Stock Companies
No. 1, Madras

To The Chief Secretary to Government
Fort Saint George

Dated 11th September 1894
Despatched 11th September 1894
Received 13 SEP 1894
GOVERNMENT OF MADRAS
No. 10383

Enclosures (11)

Subject
Reporting that his records
require no periodical
destruction

Archaeological Survey, Madras
Bangalore, 12th September 1894

No. 187

From

Mr. R. S. Esquire,
Superintendent,

Archaeological Survey, Madras,

of

The Chief Secretary
to the Government of Madras.

Sir,

With reference to para 3 of G.O.
dated 29th August 1894, No. 624 P, 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, administrative
and other reports and volumes or typeset
-ed letters, after being printed and
published.
- (4) Fort St. George Gazette when accumulated
- for years take up some considerable
- ble bulk. I do not know whether it
might be the wish of Government that
those older than a certain period might
be destroyed.

I have the honour to be
Sir,
Your most obedient servant

R. S.

ARCHAEOLOGICAL SURVEY, MADRAS.

From *Health Genl Office*
19. Nov. 894
THE SUPERINTENDENT

ARCHAEOLOGICAL SURVEY,

Madras.

To

THE *Chief Secretary*
to the Government of
Madras.

RECEIVED
12 SEP 1894
DEPARTMENT OF MATRONS

Dated 12th

Despd. 12th

Recd. 13th

R₂ 14/9

September 1894.

ENCLOSURE

No.

Subj.

Reports which records
might be destroyed.

Referred to the Account.
ant General with
advantage to item (1).

by order

Sham
(16.11.94)

Ajaothery

No 491 of 1894.

Paymaster Carnatic Stipends
office, *Chepak* 13 September 1894.

321

From

The offg. Paymaster Carnatic Stipends
Chepak

To

The Chief Secretary to Government
Fort St. George.

Sir,

With reference to para 3 of G.O. No. 624,
dated 29th August, 1894 "Public", I have the honor
to state that the original reports and returns sub-
mitted 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 packed in file books.
But many unimportant petitions, ^{which} are finally
disposed of, could be easily destroyed after a pre-
scribed interval of say six months. In some cases
even these documents may be required by the Civil
and Criminal Courts for reference.

I have the honor to be
Sir

Your most obedient Servant

J. G. P. S. S. S. S.
offg. Paymaster Carnatic
Stipends, *Chepak*

Supp.

Patna (1894) Department

From

The Offg. Paymaster
Carnatic Division
Chennai

To

The Chief Secretary
to Government
Fort St George.

Dated 13th }
Recd 14 } September 1894
Ry 15/9



No 491 of 1894

Reports on the periodical
destruction of records.

Ref No. 2277

19-11-94
The Paymaster is request-
ed to report how many
calls have been recd
during the past twelve
months for the production
of petitions &c in Courts
of law.

J.S.B.
16/11

16.11.94

DESPATCHED

19 NOV 94

Pay: Carnatic Division

Judicial dept
in favor of remarks
3513
18/11

For orders.
There appears no necessity to
retain the papers referred to for
an indefinite period.
10/11/94
23/11/94

Enclosure.
Returned to the Public dept. original.
Lionel Davidson
for Under Secretary.

The Public dept.
8/11
Note in Judicial dept.

There is no necessity
to retain the papers
referred to for an in-
definite period
S2/Lionel Davidson
for Under Secretary

1894.
Public
Department.
From
The
To
The Chief Secretary
to Government.
Madras.

Dated 14th
Received 15th
Repd 18/9
} September 1894.

No. 532
ENCLOSURE. *hif*
Subject.

Reporting what records
he considers may be
periodically destroyed.

Ref 1/1/94

CHEMICAL EXAMINER'S OFFICE.
Madras, 14th September 1894.

No. 911.

From Surgeon Major J. L. Van Geyzel B.A. &c. &c.
CHEMICAL EXAMINER,
Madras,

To
THE Chief Secretary,
to the Govt. of Madras
Public Department
Tolacamm

With reference to para 3 of G.O.
No. 624 Pub. dated 27th August 1894, I
have the honor to report that there are
no records in this office which it
would be advisable to destroy
periodically.

I have the honor to be,
Sir,
Your most obedient Servant,

W. Van Geyzel
B.A. &c. &c.
Chemical Examiner.

From

Chief Minister
Madras

The Chief Secretary,
to the Govt of Madras
Public Dept.
Pottasamund

No. 7/6.

Recd 14/9 }
Recd 15/9 } Ltr 1874.
Rd 17/9 }
(Enclosure 2)

Subject.

Reporting that there are
no records in this office
which it would be advisable
to destroy periodically.

RECEIVED
SEP 24
CHIEF SECRETARY

1894.

From
The Advocate General
Madras

To
The Chief Secretary to Govt.
Pottasamund

Dated 14th. September

Despatched 17th

Received 18th

Subject.

Destruction of Records. Stating
that no records can be periodi-
cally destroyed, but suggesting
that in future all acts and
orders of Government be sent
in single copies only.

18/9/94

16/9/94

20/9/94

with a copy of the

RECEIVED
SEP 24
CHIEF SECRETARY

No 41
A

From
The Senior Chaplain
Church of Scotland

To

The Honble



The Chief Secretary
Govt of Madras.

Sir,

With reference to para 3 of G.O.
24th Aug^r No 624 Please have the
hon^r to state that there are no
records in this office which I consider
should be destroyed immediately.

I have the honor to be,
Sir,

Yours most obed^t Serv^t

Wm. F. Archibald
Senior Chaplain

Recommendation
Sept 21. 94.

Public Dept

The Senior Chaplain
Church of Scotland
Secunderabad

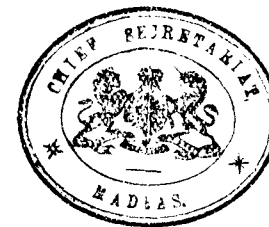
No. 4/1

Dated 21/9 }
Sent 24/9 } 1894
Recd 26/9 }

Subject

Stating there are no records
in his ~~own~~ office requiring
periodical destruction.

Local and Municipal Department.



PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following paper:—

Proceedings of the Public Department, dated 29th
August 1894 No 624, directing heads of depart-
ments under the Chief Secretary to report in what
records they consider may be periodically destroyed,
and communicating these Proceedings to the
other Civil departments of the Secretariat for
the necessary action.

(Order 27th September 1894 No 1911 Chief Secy)

A copy of the existing rules for the destruc-
tion of records in this Department, will be forwarded
to the Public Department.

2. These rules were approved by the Hon-
orable Sir Henry Stokes and have been found in
practice to fulfil all requirements and to work well.

(True Extract)

9.

The Public Department

with a copy of the

W. H. P. H.
Under Secretary P. M. D.
1/10/94

Govt. of 189/ Madras.

Local and Municipal Department.

To

The Public Department.

Recd 4/10
Rep 5/10

Encl. one

Proceedings, dated 27th September, 1894,
No. 1911 K-his

Subject.

Destruction of Records

Forwarding, with remark,
to the Public Department a copy
of the existing rules for the
_____.

No. 108 of 1894.

From

Govasjee Eduljee Pruday Esq.
Sheriff of Madras.

The Chief Secretary
to the Government of Madras
- Fort Saint George

Sir,

With reference to G.O. No. 624 Public
dated 29th August 1894, I have the honor to
inform you that the records in my office are
such as are not liable to be destroyed.

I have the honor to be

Sir

Your most obedient servant

Sheriff (official)
Madras.

1st October 1894

Rem.

4-0-4 27 Sept 1911

Abstract - forwarding to
reference to 4-0-4 29 Aug 1911
V. 324, Public, copy of the
• notes of the local &
municipal dept. for the
distinction of records
with the remark that
they have been found
in practice to work
well.

From

Cowasjee Eduljee Panday
Sheriff of Madras.

L

The Chief Secretary
to the Government of
Madras.

Fort Saint George

N^o 108

Dated 1st day of October 1894.
Recd.

Enclosure 1

GOVERNMENT OF MADRAS
3 OCT. 1894

Subject-

Informing that the records in
the Sheriff's Office are such as are
not liable to be destroyed.

ECCLESIASTICAL DEPARTMENT,

NUNGUMBAUKUM,

Madras, Oct 15 1894

No. 1952

From

THE VENERABLE W. WESTON ELWES, M.A.,

Archdeacon of Madras.

To

The Hon:
the Chief Secretary.

Sir,
I have the honor to state, with reference
to S. O. 24 Aug. 1894 No 624. Public Acc.
There are no records in this Office which can
be periodically destroyed, except spare
copies of some Gov. orders which cannot be
made use of.

I have the honor to be

Yr.

Your most obedient Servant
W. Weston Elwes
Archdeacon of Madras

3013.

Public (1894) DEPARTMENT.

No. 1952

VENERABLE W. WESTON ELWES, M.A.,

Archdeacon of Madras.

To
The Hon.
the Chief Secretary

Dated Oct-15-
Received 16-1

1894.



SUBJECT.

Representing with reference
to S. O. 251 of Aug: 1894 No 624
Public Office there are no
records in the Archdeacon's
Office which can be periodically
destroyed except some copies
of some Government orders.

20B

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.

I have the honour to be,

Sir,

Your most obedient servant,

H. G. Cardew

Inspector General of Prisons

JUDICIAL.
JAIL (1894) DEPARTMENT.

From

THE INSPECTOR-GENERAL OF JAILS, Prisons
Ootacamund.

To

THE CHIEF SECRETARY TO GOVERNMENT.

Dated 18. }
Despatched } October 1894.
Received }

No. 60.
CHIEF SECRETARY
21. OCT. 1894
GOVERNMENT OF MADRAS
Enclosure one.

Subject.

Submitting, with reference to
L.O. 29. Aug. 1894, N^o. 624 Public,
a list of papers which may
be destroyed at the end of
3 years, with certain remarks.

Judicial dept
for favor of remarks

3.5.13.
16/11

Ends 2408
3-12-94

Returned with the remark
that, from the ~~point of view~~
point of view of the
Judicial Dept., the ~~General's~~
General's proposals appear
unobjectionable.

11/12/94. 21/12/94
H.C.

14.C
Judicial
will be
of the
wanted
10

Resident office

H. B. Singh, Esq., M.A., LL.B.
Resident in Bangalore and Cochin
April 1894

The honorable Mr. J. D. Price Esq.

Chief Secretary to Government
Fort St George

Sir,

In reply to ~~letter of 29th Aug. 1894~~ of 29th Aug. 1894, as per
Public, I have the honor to ~~submit herewith~~ 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.

I have the honor to be
Sir,
your most obedient servant

H. B. Singh

Resident

922

B.W.

1894

30 OCT. 1894

From the Chief Secretary to Government
Madras

29th October 1894 No. 2090

Referred to the Accountant
General for remarks.

(By order)
J. Thomson Esq.
Ag. Secy Secretary

The Chief Secretary to Government
Madras

29th Oct 1894
29/10

Submitting for the orders of Government
which lists of papers which might in the
Resident's opinion be periodically destroyed.

Referred

Tanjore Collector's Office,
Camp Tanjore 30th Oct 1894.

From
J. Thomson Esq.
Ag. Collector of Tanjore

The Chief Secretary to Govt
Madras.

Sir,
With reference to G. O. No. 624,
Public, dated 29th August last,
I have the honour to submit here
with 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 subsequent

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.

Ague the honour to be

[Signature]

Dir

Four most obedt servant

REC'D. A. J. [illegible]

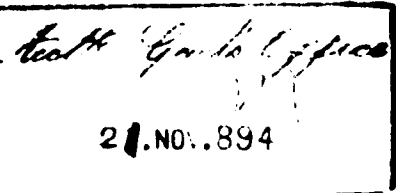
[Handwritten signature]

Director of Port Agent.

and horses to the station

3. The above information is true and correct.

From



The Ag. Government's Agent

Tanjore

To

The Chief Secretary

to Government

Public Department
Madras

Dated

Received 11th
Repd 12th

November 1894

En: one

Subject:

Submitting a list of records
to be retained and destroyed
in the Government's Agents
office.

213

Political dept

Any remarks please?

J.S.B.

16/11

Public Dept

Please see remarks within

Cut

18. 11

and 202292

Referred to the Account.
ant General for favor
of remarks in regard
to the items under
"Treasury".

by order

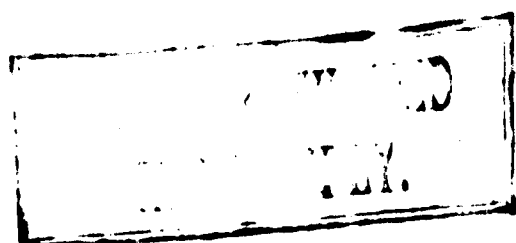
(Francis
Gage)

ag. asst Secy

J.S.B.

19/11

For Sh George
20 November 1894



[G.
75]

NOTE FOR THE UNDER-SECRETARY.

Govt. Secy to Pres

There is a further
paper regarding
destruction of records
to be furnished. One
proof will suffice.

13/12

Heading.

No. 1092 q
350

PRESIDENCY PORT OFFICE,
Madras, 15 September 1894.

From Commander W. J. Powell, R. I. M.,
~~THE~~ PRESIDENCY PORT OFFICER,

MADRAS,

34

To

THE CHIEF SECRETARY TO GOVERNMENT,

MARINE DEPARTMENT,

FORT ST. GEORGE.

SIR,

With reference to G. O. Public No. 624
dated 29th August 1894, I have the honor
to report that in regard to the de-
struction of old records of the
Port Department the matter has
already been settled by G. O. Public
No. 353 of 20th April 1889.

I have the honor to be,

Sir,

Your most Obedt. Servant,

Walter Powell

Commander, R. I. M.,
Presidency Port Officer

W. J. P.

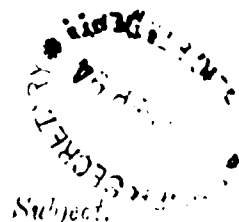
Public
Marine (1894) DEPARTMENT.

From
THE PRESIDENCY PORT OFFICER,
Madras,
To
THE CHIEF SECY. TO GOVERNMENT,
MARINE DEPARTMENT,
Fort St. George.

No. *1092*
350 4

Dated *13* } *September* 1894.
Received *15* }
Regd *17/9*

No.



Reporting that in regard to
the destruction old records
of the Port Dept., the matter
has already been settled
by G.O. No. 353 of 20 April 89

Act No 2888
20-11-94
The P. P. O. is requested
to report whether, as the
result of five years' ex-
perience, he has any
modifications to suggest
in the proposals
sanctioned
by G.O. of 16.7.89, No. 614.

353
16/11
17/11/94

Heading.

No. *1092*
16/11/94

PRESIDENCY PORT OFFICE,
Madras, *November* 1894.

From *Commander C. M. Hewitt R. N.*
In charge THE PRESIDENCY PORT OFFICER,
MADRAS,

To
THE CHIEF SECRETARY TO GOVERNMENT,
MARINE DEPARTMENT,
FORT ST. GEORGE.

SIR,

In reply to Public Department
Memorandum No. 2288 dated 20th
November 1894, I have the honor to
state that the proposals sanctioned in
G.O. dated 16th July 1889, No. 614, in
connection with the preservation and
periodical destruction of records in
the Port Department have worked
satisfactorily, and that no modifica-
tions appear necessary.

I have the honor to be
Sir,

Your obedient servant
Charles A. Hewitt.

Commander R. P. M.
In charge Presidency Port Office.

19
Pub. 624. 25-8940.
353 25-4-89
614 25-7 89
Marine 1894) DEPARTMENT.

From

THE PRESIDENCY PORT OFFICER,

Madras,

To

THE CHIEF SECY. TO GOVERNMENT,

MARINE DEPARTMENT,

Fort St. George.

No. 1092
411 4

Dated

29

Received

30

Ref

1/12

November 1894.
CHIEF SECRETARY
GOVERNMENT OF MADRAS

No.

Subject.

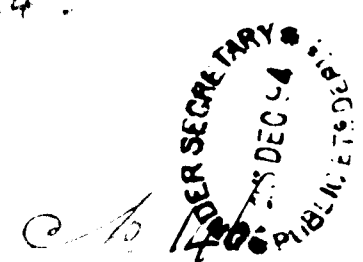
*Destruction of all records
Informing that no
modifications are necessary*

20 The Judicial Dept
for favor of remarks
25B
for CS
7-15

Public

From
The Commissioner of Police
Madras
To
The Chief Secretary to Govt.
Fort St. George

Dated 22nd
Received 23rd } December, 1894.
Recd 24th



15

Destruction of Records.
Submitting his report re
of the Madras City Police Office

12/2
- 12/2

with the

Government Pleader's Office,
High Court,
MADRAS, 22nd December 1894

No. 1260.

From

E. B. POWELL, Esq.,
GOVERNMENT PLEADER,
Madras.

To

THE Chief Secretary to Govt.
Fort St. George.

Sir,

With reference to the Proceedings of Government
dated 29th August 1894, N^o 624 Public, I have the honor
to state that there are no records in this office which may
be periodically destroyed.

I have the honor to be,
Sir,
Yours most obed^t Serv^t,

W. W. W.
Government Pleader

From

THE GOVERNMENT PLEADER,

Madras.

Dated 22nd Dec }
 Recd. 25th Dec } 94
 Recd 26th Dec }
 No. 1260.

ENCLOSURE.

Stating that there are
 no records in his office which
 may be periodically
 destroyed.

CHIEF SECRETARY
 GOVERNMENT OF MADRAS

all the
 at once have
 the present
 36/12
 2/11

OFFICE NOTE.

In reply to G.O. dated 29th
 August 1894, No. 624 Public, the
 Superintendent, Government Press,
 submits a list, marked A & 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} ~~therein~~.
 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.

R. Hill

Superintendent

To

The Chief Secretary,

to Government.

From
THE SUPERINTENDENT,
GOVERNMENT PRESS,
To
THE CHIEF SECRETARY TO GOVERNMENT,
Madras.



Dated 29/1/95
Received 29/1/95

ENCLOSURE

Subject.

Enclosed a list showing the
records to be retained, and those
that should be destroyed.

TO BE RETURNED
WITH REPLY.

Indt No 294 10-1-95

Referred to the Accountant
General for favor of report
with reference to the l. st
sentence of the Superintendent's
note.

H. Gibson
As Chief Secretary.

25/3
29/1/95

Court of Small Causes,
Madras 21st January 1895.

No 47

From

R. B. Mitchell Esqre,
Chief Judge of the Court of Small Causes,
Madras.

To

The Honble Mr. E. Gibson,
As: Chief Secretary to Govt.,
Madras.

Sir,

In reply to G. O. dated 29 August/94

No: 624 and Reminder thereto dated 19 December 1894
Public Dept., I have the honor to state that I have
no suggestions to offer in reference to the subject of
destruction of Records. The periodical destruction of
records of this Court is regulated by the rules framed
by the High Court under section 2 of Act III of
1879 confirmed by the Government of Madras and
sanctioned by the Government of India and published
under date the 16 August 1882 and the addenda and
Corrigenda thereto.

I have the honor to be,
Sir,
Your most obedient servant,
R. B. Mitchell
Chief Judge

1895

From

R. B. Mitchell Esq.
Chief Judge,
Court of Small Causes,
Madras.

To

The Honble Mr. E. Gibbon,
Ag: Chief Secretary to Govt,
Madras.

No 47

Dated 21st }
despatched } - 1 - 1895
Received 22nd }

Enclosures 1/2

Subject.

Submitting that there are no
suggestions to offer about the
destruction of Records

3770

No. 3229

43

Government Press,
MINT BUILDINGS, MADRAS,
7th November 1895.

OFFICE NOTE.

The Superintendent, Govt.

Press, submits that the old records
referred to in the Office Note
No. 3546, dated 21st September 1894
occupy much space in the
Government Press, and he therefore
solicits that Government will
be pleased to pass orders on
his office note above referred to,
so as to allow more space for
the accommodation of the new
publications.

A. Hill

Superintendent

To
The Chief Secretary
to Government.

From

THE SUPERINTENDENT,

GOVERNMENT PRESS,

To

THE CHIEF SECRETARY TO GOVERNMENT,

Madras.

Received 8th November 1895

ENCLOSURE.

CHIEF SECRETARY
8-NOV-1895
GOVERNMENT OF MADRAS

Subject.

Which that order be passed
on the 11th inst regarding
the destruction of old records

Papers to be destroyed from 1866 to 1887.
No 4 File Book from 1860 to December 1860 to Commi-
ssioner from Khandan Superintendent &c.
File of Arzies from January 1863 to December 1863
from Khandan Superintendent to Commissioner.
— do — January 1863 from Khandan people
to Commissioner.

File book of Arzies from January 1864 to December
1864 from Khandan Superintendent to Collector.
— do — January 1864 to December 1864 from
Khandan people to Collector.

No 5 Bundle of Arzies from January 1843 to December 1844
from Khandan Superintendent to Collector.

— do — January 1845 — do — 1845
— do — do — 1846 — do — 1846
— do — do — 1847 — do — 1847
— do — do — 1848 — do — 1848
— do — do — 1849 — do — 1849.

File book of Arzies from January 1850 to December
1850 from Khandan Superintendent to Collector.

— do — do — 1851 — do — 1851
— do — do — 1852 — do — 1852
— do — do — 1853 — do — 1853
— do — do — 1854 — do — 1854
— do — do — 1855 — do — 1855
— do — do — 1856 — do — 1856
— do — do — 1857 — do — 1857

Arzies from January 1860 to December 1860
from Khandaan Superintendent to Treasury Deputy
Collector.

— do — do — 1861 — do — 1861 from —
Khandaan Superintendent to Collector.

Entry book of orders from January 1861 to De-
cember 1861 from Collector to Khandaan Superin-
tendent.

— do — do — 1862 — do — 1862

— do — do — 1862 — do — 1862 from —
Khandaan Superintendent to Collector.

Bundle of Arzies from January 1863 to Decem-
ber 1863 from Khandaan Superintendent to

Collector.

— do — do — 1864 — do — 1864

No 6. Bundle of Arzies from January 1843 to De-
cember 1843 from Khandaan Superintendent to
Collector.

— do — do — 1844 — do — 1844

— do — do — 1845 — do — 1845

— do — do — 1846 — do — 1846

— do — do — 1847 — do — 1847

— do — do — 1848 — do — 1848

— do — do — 1849 — do — 1849

— do — do — 1850 — do — 1850

— do — do — 1851 — do — 1851

— do — do — 1852 — do — 1852

— do — do — 1853 — do — 1853

Entry book of Arzies from 1850, 1851 & 1852.

No 8. File of Arzies from Khandaan Superintendent to Collector
from January 1854 to December 1854.

— do — do — 1855 — do — 1855

Entry book of Arzies from Khandaan Superin-
tendent to Collector from January 1855 to Decem-
ber 1855.

— do — do — 1856 — do — 1856

— do — do — 1857 — do — 1857

— do — do — 1858 — do — 1858

— do — do — 1859 — do — 1859

— do — do — 1860 — do — 1860

— do — do — 1861 — do — 1861

— do — do — 1862 — do — 1862

— do — do — 1863 — do — 1863

— do — do — 1864 — do — 1864

Entry book of Arzies from Khandaan Superin-
tendent to Treasury Deputy Collector from Janu-
ary 1864 to December 1864.

No 9. File of Arzies from Khandaan Superintendent
to Collector from January 1858 to December 1858.

— do — do — 1859 — do — 1859

— do — do — 1860 — do — 1860

— do — do — 1861 — do — 1861

— do — do — 1862 — do — 1862

File of Arzies from Khandaan Superintendent
to Treasury Deputy Collector from January 1862 to
December 1862.

19 File of Arzies from Khan San Superintendent to
Collector from January 1876 to December 1876.
File of Arzies from Khandan people and Mutin-
-fhrakhat to Collector from January 1876 to
December 1876.

No. 20 One bundle of orders from Collector to
Khandan Superintendent from January 1877
to December 1877.

One bundle of Arzies from Khandan Superin-
tendent to Collector from January 1877 to De-
cember 1877.

One bundle of Arzies from Khandan people
to Collector from January 1877 to December 1877.

Two bundles of Arzies and Miscellaneous papers
from January 1877 to December 1877.

No. 21 One bundle of Arzies from Khandan Super-
intendent to Collector from January 1878
to December 1878.

One bundle of Arzies from Khandan people
to Collector from January 1878 to December 1878.

One bundle of orders from Collector to
Khandan Superintendent from January
1878 to December 1878.

Two bundles of English Miscellaneous papers
from January 1878 to December 1878.

No. 22 File of Arzies from Khandan Superintendent

to Collector from January 1879 to December 1879.

File of Arzies from Khandan people to Collector
from January 1879 to December 1879.

Entry book of Arzies from Khandan Superin-
tendent to Treasury Deputy Collector from
January 1879 to December 1879.

One bundle of English and Telugu Arzies and
Miscellaneous papers from January 1879 to
December 1879.

Two bundles of Persian and English Miscellaneous
papers from January 1879 to December 1879.

No. 23 File of Arzies from Khandan Superintendent
to Collector from January 1880 to December 1880.

File of Arzies from Khandan people to Collec-
tor and letters from Collector to Khandan
people from January 1880 to December 1880.

Entry book of Arzies from Khandan Super-
intendent to Treasury Deputy Collector from
January 1880 to December 1880.

Four bundles of English Miscellaneous
papers from January 1880 to December 1880.

No. 24 File of Arzies from Khandan Superintendent
to Collector, and letters from Collector to Khandan
Superintendent from January 1881 to December
1881.

File of Arzies from Khandan people to
Collector and letters from Collector to

Khandan people from January 1881 to December 1881.

One bundle of Hindustani and Telugu miscellaneous papers from January 1881 to December 1881.

No 25 File of Arzies from Khandan Superintendent to collector and letters from collector to Khandan Superintendent from January 1882 to December 1882.

File of Arzies from Khandan people to collector and letters from collector to Khandan people from January 1882 to December 1882.

Entry book of Arzies from Khandan Superintendent to collector from January 1882 to December 1882.

Entry book of Arzies from Khandan people to collector from January 1882 to December 1882.

No 26 Entry book of Arzies from Khandan Superintendent to collector from January 1883 to December 1883.

Entry book of Arzies from Khandan Superintendent to Treasury Deputy collector from January 1883 to December 1883.

Entry book of deposition from Khandan people

from January 1883 to December 1883.

Entry book of Arzies from Khandan Superintendent to collector from January 1883 to December 1883.

File of Arzies from Khandan Superintendent to collector from January 1883 to December 1883.

File of Arzies from Khandan people to collector from January 1883 to December 1883.

No 27 File of Arzies from Khandan Superintendent to collector from January 1884 to December 1884.

File of Arzies from Khandan people to collector from January 1884 to December 1884.

Entry book of Arzies from Khandan Superintendent to collector from January 1884 to December 1884.

Entry book of Arzies from Khandan Superintendent to Treasury Deputy collector from January 1884 to December 1884.

Entry book of deposition from Khandan people from January 1884 to December 1884.

One bundle of orders from Treasury Deputy collector to Khandan Superintendent from January 1884 to December 1884.

One bundle of Hindustani and Telugu miscellaneous papers from January 1884 to December 1884.

No 28 Three bundles containing Khandan Pensions

Entry book of depositions of Khandan
people from January 1887 to December 1887.
One bundle of orders from Collector to

Khandan Superintendent from January
1887 to December 1887.

One bundle of orders from Treasury Deputy
Collector to Khandan Superintendent from
January 1887 to December 1887.

N^o 32

bundles of letters and miscellaneous
papers from Khandan people to Collector
from January 1887 to December 1887.

Kept in a bamboo box.

1841 to 1889 Bundles of Mukums from
Commissioner to the Khandan Superin-
tendent. (one for each year).

One bundle of Mukums from Commis-
sioner kept separately for showing the
grant of pension &c to Khandan
people.

originals

For Political Agent.

copy by
H. M.

At 93/5.

Pensioned payment lists from January 1884 to December 1884.

Three bundles of Hindustani and Telugu miscellaneous papers from January 1884 to December 1884.

No. 29. File of Arzies from Khandan Superintendent to collector and orders from collector to Khandan Superintendent from January 1885 to December 1885.

File of Arzies from Khandan people to collector from January 1885 to December 1885.

Entry book of depositions of Khandan people from January 1885 to December 1885.

Entry book of Arzies from Khandan Superintendent to collector from January 1885 to December 1885.

Entry of Arzies from Khandan Superintendent to Treasury Deputy Collector from January 1885 to December 1885.

One bundle of orders from collector to Khandan Superintendent from January 1885 to December 1885.

One bundle of Khandan Pensioned payment lists from January 1885 to December 1885.

One bundle of orders from Treasury Deputy Collector to Khandan Superintendent from January 1885 to December 1885.

One bundle of Hindustani and Telugu mis-

miscellaneous papers from January 1885 to December 1885.

No. 30. Entry book of Arzies from Khandan Superintendent to Treasury Deputy Collector from January 1886 to December 1886.

Entry book of Arzies from Khandan Superintendent to collector from January 1886 to December 1886.

Entry book of depositions of Khandan people from January 1886 to December 1886.

File of Arzies and letters from January 1886 to December 1886.

File of Arzies from Khandan Superintendent to collector from January 1886 to December 1886.

File of Arzies from Khandan people to collector from January 1886 to December 1886.

One bundle of orders from collector to Khandan Superintendent from January 1886 to December 1886.

One bundle of orders from Treasury Deputy Collector to Khandan Superintendent from January 1886 to December 1886.

No. 31. Entry book of Arzies from Khandan Superintendent to collector from January 1887 to December 1887.

Entry book of Arzies from Khandan Superintendent to Treasury Deputy Collector from January 1887 to December 1887.

- Papers to be retained from 1839 to 1850
- Duffier Fine bundles of papers containing
- No 1. ~~Sauuds~~ and genealogical trees etc relating to the late Nawab and his family.
- No 2. Four bundles of papers containing Ma ha thi and Telugu documents etc about the debt of late Nawab Ghulam Rasool ^{Phan} Bahadur.
- No 3. 1. Due Entry book of letters from Commissioners Messrs Blane etc to Ex. Nawab and his brothers previous to resumption from September 1839 to October 1840.
2. ~~do~~ from 21st October 1840 to August 1841 to the relatives of the Nawab.
3. ~~do~~ August 1841 to March 1842 to ~~do~~
4. ~~do~~ April 1842 to December 1842 ~~do~~
5. ~~do~~ January 1843 to December 1843 ~~do~~
6. ~~do~~ ~~do~~ 1844 ~~to~~ ~~do~~ 1844 ~~do~~
7. ~~do~~ ~~do~~ 1845 ~~to~~ ~~do~~ 1845 ~~do~~
8. ~~do~~ ~~do~~ 1846 ~~to~~ ~~do~~ 1846 ~~do~~
9. ~~do~~ ~~do~~ 1847 ~~to~~ ~~do~~ 1847 ~~do~~
10. ~~do~~ ~~do~~ 1848 ~~to~~ ~~do~~ 1848 ~~do~~
11. ~~do~~ ~~do~~ 1849 ~~to~~ ~~do~~ 1849 ~~do~~
12. ~~do~~ ~~do~~ 1850 ~~to~~ ~~do~~ 1850

Superintendent.

— do — do — 1862 — do — 1862.

— do — do — 1862 — do — 1862

from Khandan Superintendent to
Collector.

No. 7 Inam & account books of Wars,
mosques &c. from 1848, 1849 and 1850.

No. 10 Entry book of orders from Collector to
Khandan Superintendent from January
1865 to December 1865.

Entry book of letters from Collector to
Khandan people from January 1865
to December 1865.

Entry of Endorsement from Collector
to Khandan people from January 1865
to December 1865.

Entry of order book from Collector
to Khandan Superintendent from
January 1866 to December 1866.

Entry of order book from Collector to
Khandan people from January 1866
to December 1866.

Entry book of Endorsements from
Collector to Khandan people from
January 1866 to December 1866.

No. 12 Entry book of letters from Collector

to Khandan people from January
to December 1867.

Entry book of orders from Collector
to Khandan Superintendent from
January 1867 to December 1867.

Entry book of Endorsements from
Collector to Khandan people from January
1867 to December 1867.

English Register from January 1867 to
December 1867.

Entry book of orders from Collector
to Khandan Superintendent from
January 1868 to December 1868.

Entry book of letters from Collector to
Khandan people from January 1868 to
December 1868.

Entry book of Endorsements from
Collector to Khandan people from
January 1868 to December 1868.

Entry book of orders from Collector
to Khandan people from January 1869
to December 1869.

Entry book of orders from Collector to
Khandan Superintendent from January
1869 to December 1869.

Entry book of Endorsements from
Collector to Khandan people from
January 1869 to December 1869.

English Entry Register from 1869 to 1870.

December 1869

No 13 Entry book of orders from collector to
Khandan Superintendent from January
1870 to December 1870.

No 14 Entry book of orders from collector to
Khandan people from January 1870 to
December 1870.

No 15 Entry book of endorsements from collector
to Khandan people from January 1870
to December 1870.

No 16 Entry book of orders from collector to
Khandan Superintendent from January
1871 to December 1871.

Entry book of orders from collector
to Khandan people from January 1871
to December 1871.

Entry book of endorsements from
collector to Khandan people from
January 1871 to December 1871.

No 17 Entry book of orders from collector
to Khandan Superintendent from
January 1872 to December 1872.

Entry book of orders from collector
to Khandan people from January 1872
to December 1872.

Entry Register for January 1877 to December
1877.

No 21 Entry Register from collector to Khandan
people from January 1878 to December
1878.

No 22 English Entry Register from January 1879
to December 1879.

No 23 English Entry Register from January
1880 to December 1880.

No 24 Entry English Register from January
1881 to December 1881.

Entry book of endorsements from
collector to Khandan people from
January 1881 to December 1881.

No 25 English Entry Register from January
1882 to December 1882.

Entry book of Endorsements from collector
to Khandan people from January 1882 to
December 1882.

No 26 English Entry Register from January 1883
to December 1883.

No 27 English Entry Register from January
1884 to December 1884.

Entry book of Endorsements from
1884 to December 1884.

No 29 Entry book of Endorsements from
to Khan dan people from January 5 to
December 1885.

No 30 Entry book of letters and Endorsements from
Collector to Khan dan people from January
to December 1886.

English Entry Register from January 1886 to
December 1886.

One bundle of Khan dan Pensioned pay-
ments list from January 1886 to December 1886.

No 31 Entry book of Endorsements and letters from Jan-
uary 1887 to December 1887.

One bundle of Khan dan Pensioned pay-
ments list from January 1887 to December 1887.

No 32 One bundle of Khan dan Pensioned pay-
ments list from January 1887 to December 1887.

from Khan dan people to Collector from
January 1887 to December 1887.

For Political Ag.

Entry book of Endorsements from Collector
to Khan dan people from January 1872
to December 1872.

English Entry Register from January
1872 to December 1872.

No 16 Entry book of orders from Collector to
Khan dan Superintendent from January
1873 to December 1873.

Entry book of orders from Collector to
Khan dan people from January 1873 to
December 1873.

Entry book of Endorsements from
Collector to Khan dan people from
January 1873 to December 1873.

Entry Register from January 1873
to December 1873.

No 17 Entry book of orders from Collector
to Khan dan Superintendent from January
1874 to December 1874.

Entry book of letters from Collector
to Khan dan people from January
1874 to December 1874.

Entry book of Endorsements from Collector
to Khan dan people from January 1874
to December 1874.

Entry Register from January 1874 to December

Entry book of orders from collector to
Khandan Superintendent from January
1875 to December 1875.

Entry book of orders from collector to
Khandan people, Kaimob & Banganipalle
Khandan people from January 1875 to
December 1875.

Entry Register from January 1875 to
December 1875.

No 19 Entry book of orders from collector to
Khandan Superintendent from January
1876 to December 1876.

Entry book of letters from collector
to Khandan people from January
1876 to December 1876.

Entry book of endorsements from
collector to Khandan people from
January 1876 to December 1876.

English entry Register from January
1876 to December 1876.

One bundle of files and miscellaneous
papers from January 1876 to December 1876.

No 20 Entry Register from collector to Khandan
Superintendent from January 1877 to
December 1877.

No.
ENCLOSURES.
FROM

Political Agent
KURNOOL COLLECTOR'S OFFICE,
KURNOOL,
Dated 9th May 1896.

C. M. Mulla, Esquire
Political Agent
COLLECTOR OF KURNOOL,

TO

Chief
THE SECRETARY TO Government,
Political Department.

SIR,

With reference to paras of this
office letter current No. 171 dated
9th December last, I have the honor
to submit herewith 2 lists of the
records relating to the Kurnool
Nawab's family, one showing
the records to be destroyed and
the other to be retained.

I have the honor to be,
Sir,
Your most obedient Servant

Political Agent

copy
up
48/2/5

Ind. DEPARTMENT.

Pub. No. 3729 of 22 Dec. from
Comm. of Police

From

638 of 18 Feb from L. P. Police

Dated

189

FOR ORDERS.

It is doubtful whether the
L. P. of Police should destroy
after five years the following
Reports, viz,

- (i) Criminal Justice
- (ii) Lails
- (iii) Abkari (then deal with officers)
- (iv) Salt [against the A. & S. Acts]
- (v) Ind. Statistics of England & Wales
- (vi) Chap. & Dacotry.

They do not take up much
room & it seems advisable
that the L. P. Office should
contain a complete set of
each.

In other respects the L. P. list
may be approved.
As regards the Commission
it is understood that whenever
a license is issued by him, the
feel of issue is noted in a
register, & that each license is
a counterfoil attached to the
license. It is proposed to keep this
permanently by the counterfoils
for a year. There seems no objection
to this.

AN
2/11

do not see much use in
this: 10 years would
be quite enough

17/3/95

Police Records

N. L. L. 4-2-1-1
 Retransferred to
 Public Dept. with
 notes in
 H. L. L. 4-2-1-1
 6/3/95
 [For O. D.]

70. 16 July 1849 N. L. L. 4-2-1-1
 Abstract Appending the
 preceding Port Officer's list
 of the records in his list
 Port Officer to be retained
 and 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.

Letter from the Preceding
 Port Officer dated 13th
 Sep & 29 Nov 1842 Nov
 1092 4 & 1092 4
 350 4 & 4 11 4

Abstract - stating in ref.
 to 40 of 29 August 1844
 as 624, that the ^{arrangement} ~~proposed~~
 in the above
 50. 11. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843. 844. 845. 846. 847. 848. 849. 850. 851. 852. 853. 854. 855. 856. 857. 858. 859. 860. 861. 862. 863. 864. 865. 866. 867. 868. 869. 870. 871. 872. 873. 874. 875. 876. 877. 878. 879. 880. 881. 882. 883. 884. 885. 886. 887. 888. 889. 890. 891. 892. 893. 894. 895. 896. 897. 898. 899. 900. 901. 902. 903. 904. 905. 906. 907. 908. 909. 910. 911. 912. 913. 914. 915. 916. 917. 918. 919. 920. 921. 922. 923. 924. 925. 926. 927. 928. 929. 930. 931. 932. 933. 934. 935. 936. 937. 938. 939. 940. 941. 942. 943. 944. 945. 946. 947. 948. 949. 950. 951. 952. 953. 954. 955. 956. 957. 958. 959. 960. 961. 962. 963. 964. 965. 966. 967. 968. 969. 970. 971. 972. 973. 974. 975. 976. 977. 978. 979. 980. 981. 982. 983. 984. 985. 986. 987. 988. 989. 990. 991. 992. 993. 994. 995. 996. 997. 998. 999. 1000. 1001. 1002. 1003. 1004. 1005. 1006. 1007. 1008. 1009. 1010. 1011. 1012. 1013. 1014. 1015. 1016. 1017. 1018. 1019. 1020. 1021. 1022. 1023. 1024. 1025. 1026. 1027. 1028. 1029. 1030. 1031. 1032. 1033. 1034. 1035. 1036. 1037. 1038. 1039. 1040. 1041. 1042. 1043. 1044. 1045. 1046. 1047. 1048. 1049. 1050. 1051. 1052. 1053. 1054. 1055. 1056. 1057. 1058. 1059. 1060. 1061. 1062. 1063. 1064. 1065. 1066. 1067. 1068. 1069. 1070. 1071. 1072. 1073. 1074. 1075. 1076. 1077. 1078. 1079. 1080. 1081. 1082. 1083. 1084. 1085. 1086. 1087. 1088. 1089. 1090. 1091. 1092. 1093. 1094. 1095. 1096. 1097. 1098. 1099. 1100. 1101. 1102. 1103. 1104. 1105. 1106. 1107. 1108. 1109. 1110. 1111. 1112. 1113. 1114. 1115. 1116. 1117. 1118. 1119. 1120. 1121. 1122. 1123. 1124. 1125. 1126. 1127. 1128. 1129. 1130. 1131. 1132. 1133. 1134. 1135. 1136. 1137. 1138. 1139. 1140. 1141. 1142. 1143. 1144. 1145. 1146. 1147. 1148. 1149. 1150. 1151. 1152. 1153. 1154. 1155. 1156. 1157. 1158. 1159. 1160. 1161. 1162. 1163. 1164. 1165. 1166. 1167. 1168. 1169. 1170. 1171. 1172. 1173. 1174. 1175. 1176. 1177. 1178. 1179. 1180. 1181. 1182. 1183. 1184. 1185. 1186. 1187. 1188. 1189. 1190. 1191. 1192. 1193. 1194. 1195. 1196. 1197. 1198. 1199. 1200. 1201. 1202. 1203. 1204. 1205. 1206. 1207. 1208. 1209. 1210. 1211. 1212. 1213. 1214. 1215. 1216. 1217. 1218. 1219. 1220. 1221. 1222. 1223. 1224. 1225. 1226. 1227. 1228. 1229. 1230. 1231. 1232. 1233. 1234. 1235. 1236. 1237. 1238. 1239. 1240. 1241. 1242. 1243. 1244. 1245. 1246. 1247. 1248. 1249. 1250. 1251. 1252. 1253. 1254. 1255. 1256. 1257. 1258. 1259. 1260. 1261. 1262. 1263. 1264. 1265. 1266. 1267. 1268. 1269. 1270. 1271. 1272. 1273. 1274. 1275. 1276. 1277. 1278. 1279. 1280. 1281. 1282. 1283. 1284. 1285. 1286. 1287. 1288. 1289. 1290. 1291. 1292. 1293. 1294. 1295. 1296. 1297. 1298. 1299. 1300. 1301. 1302. 1303. 1304. 1305. 1306. 1307. 1308. 1309. 1310. 1311. 1312. 1313. 1314. 1315. 1316. 1317. 1318. 1319. 1320. 1321. 1322. 1323. 1324. 1325. 1326. 1327. 1328. 1329. 1330. 1331. 1332. 1333. 1334. 1335. 1336. 1337. 1338. 1339. 1340. 1341. 1342. 1343. 1344. 1345. 1346. 1347. 1348. 1349. 1350. 1351. 1352. 1353. 1354. 1355. 1356. 1357. 1358. 1359. 1360. 1361. 1362. 1363. 1364. 1365. 1366. 1367. 1368. 1369. 1370. 1371. 1372. 1373. 1374. 1375. 1376. 1377. 1378. 1379. 1380. 1381. 1382. 1383. 1384. 1385. 1386. 1387. 1388. 1389. 1390. 1391. 1392. 1393. 1394. 1395. 1396. 1397. 1398. 1399. 1400. 1401. 1402. 1403. 1404. 1405. 1406. 1407. 1408. 1409. 1410. 1411. 1412. 1413. 1414. 1415. 1416. 1417. 1418. 1419. 1420. 1421. 1422. 1423. 1424. 1425. 1426. 1427. 1428. 1429. 1430. 1431. 1432. 1433. 1434. 1435. 1436. 1437. 1438. 1439. 1440. 1441. 1442. 1443. 1444. 1445. 1446. 1447. 1448. 1449. 1450. 1451. 1452. 1453. 1454. 1455. 1456. 1457. 1458. 1459. 1460. 1461. 1462. 1463. 1464. 1465. 1466. 1467. 1468. 1469. 1470. 1471. 1472. 1473. 1474. 1475. 1476. 1477. 1478. 1479. 1480. 1481. 1482. 1483. 1484. 1485. 1486. 1487. 1488. 1489. 1490. 1491. 1492. 1493. 1494. 1495. 1496. 1497. 1498. 1499. 1500. 1501. 1502. 1503. 1504. 1505. 1506. 1507. 1508. 1509. 1510. 1511. 1512. 1513. 1514. 1515. 1516. 1517. 1518. 1519. 1520. 1521. 1522. 1523. 1524. 1525. 1526. 1527. 1528. 1529. 1530. 1531. 1532. 1533. 1534. 1535. 1536. 1537. 1538. 1539. 1540. 1541. 1542. 1543. 1544. 1545. 1546. 1547. 1548. 1549. 1550. 1551. 1552. 1553. 1554. 1555. 1556. 1557. 1558. 1559. 1560. 1561. 1562. 1563. 1564. 1565. 1566. 1567. 1568. 1569. 1570. 1571. 1572. 1573. 1574. 1575. 1576. 1577. 1578. 1579. 1580. 1581. 1582. 1583. 1584. 1585. 1586. 1587. 1588. 1589. 1590. 1591. 1592. 1593. 1594. 1595. 1596. 1597. 1598. 1599. 1600. 1601. 1602. 1603. 1604. 1605. 1606. 1607. 1608. 1609. 1610. 1611. 1612. 1613. 1614. 1615. 1616. 1617. 1618. 1619. 1620. 1621. 1622. 1623. 1624. 1625. 1626. 1627. 1628. 1629. 1630. 1631. 1632. 1633. 1634. 1635. 1636. 1637. 1638. 1639. 1640. 1641. 1642. 1643. 1644. 1645. 1646. 1647. 1648. 1649. 1650. 1651. 1652. 1653. 1654. 1655. 1656. 1657. 1658. 1659. 1660. 1661. 1662. 1663. 1664. 1665. 1666. 1667. 1668. 1669. 1670. 1671. 1672. 1673. 1674. 1675. 1676. 1677. 1678. 1679. 1680. 1681. 1682. 1683. 1684. 1685. 1686. 1687. 1688. 1689. 1690. 1691. 1692. 1693. 1694. 1695. 1696. 1697. 1698. 1699. 1700. 1701. 1702. 1703. 1704. 1705. 1706. 1707. 1708. 1709. 1710. 1711. 1712. 1713. 1714. 1715. 1716. 1717. 1718. 1719. 1720. 1721. 1722. 1723. 1724. 1725. 1726. 1727. 1728. 1729. 1730. 1731. 1732. 1733. 1734. 1735. 1736. 1737. 1738. 1739. 1740. 1741. 1742. 1743. 1744. 1745. 1746. 1747. 1748. 1749. 1750. 1751. 1752. 1753. 1754. 1755. 1756. 1757. 1758. 1759. 1760. 1761. 1762. 1763. 1764. 1765. 1766. 1767. 1768. 1769. 1770. 1771. 1772. 1773. 1774. 1775. 1776. 1777. 1778. 1779. 1780. 1781. 1782. 1783. 1784. 1785. 1786. 1787. 1788. 1789. 1790. 1791. 1792. 1793. 1794. 1795. 1796. 1797. 1798. 1799. 1800. 1801. 1802. 1803. 1804. 1805. 1806. 1807. 1808. 1809. 1810. 1811. 1812. 1813. 1814. 1815. 1816. 1817. 1818. 1819. 1820. 1821. 1822. 1823. 1824. 1825. 1826. 1827. 1828. 1829. 1830. 1831. 1832. 1833. 1834. 1835. 1836. 1837. 1838. 1839. 1840. 1841. 1842. 1843. 1844. 1845. 1846. 1847. 1848. 1849. 1850. 1851. 1852. 1853. 1854. 1855. 1856. 1857. 1858. 1859. 1860. 1861. 1862. 1863. 1864. 1865. 1866. 1867. 1868. 1869. 1870. 1871. 1872. 1873. 1874. 1875. 1876. 1877. 1878. 1879. 1880. 1881. 1882. 1883. 1884. 1885. 1886. 1887. 1888. 1889. 1890. 1891. 1892. 1893. 1894. 1895. 1896. 1897. 1898. 1899. 1900. 1901. 1902. 1903. 1904. 1905. 1906. 1907. 1908. 1909. 1910. 1911. 1912. 1913. 1914. 1915. 1916. 1917. 1918. 1919. 1920. 1921. 1922. 1923. 1924. 1925. 1926. 1927. 1928. 1929. 1930. 1931. 1932. 1933. 1934. 1935. 1936. 1937. 1938. 1939. 1940. 1941. 1942. 1943. 1944. 1945. 1946. 1947. 1948. 1949. 1950. 1951. 1952. 1953. 1954. 1955. 1956. 1957. 1958. 1959. 1960. 1961. 1962. 1963. 1964. 1965. 1966. 1967. 1968. 1969. 1970. 1971. 1972. 1973. 1974. 1975. 1976. 1977. 1978. 1979. 1980. 1981. 1982. 1983. 1984. 1985. 1986. 1987. 1988. 1989. 1990. 1991. 1992. 1993. 1994. 1995. 1996. 1997. 1998. 1999. 2000. 2001. 2002. 2003. 2004. 2005. 2006. 2007. 2008. 2009. 2010. 2011. 2012. 2013. 2014. 2015. 2016. 2017. 2018. 2019. 2020. 2021. 2022. 2023. 2024. 2025. 2026. 2027. 2028. 2029. 2030. 2031. 2032. 2033. 2034. 2035. 2036. 2037. 2038. 2039. 2040. 2041. 2042. 2043. 2044. 2045. 2046. 2047. 2048. 2049. 2050. 2051. 2052. 2053. 2054. 2055. 2056. 2057. 2058. 2059. 2060. 2061. 2062. 2063. 2064. 2065. 2066. 2067. 2068. 2069. 2070. 2071. 2072. 2073. 2074. 2075. 2076. 2077. 2078. 2079. 2080. 2081. 2082. 2083. 2084. 2085. 2086. 2087. 2088. 2089. 2090. 2091. 2092. 2093. 2094. 2095. 2096. 2097. 2098. 2099. 2100. 2101. 2102. 2103. 2104. 2105. 2106. 2107. 2108. 2109. 2110. 2111. 2112. 2113. 2114. 2115. 2116. 2117. 2118. 2119. 2120. 2121. 2122. 2123. 2124. 2125. 2126. 2127. 2128. 2129. 2130. 2131. 2132. 2133. 2134. 2135. 2136. 2137. 2138. 2139. 2140. 2141. 2142. 2143. 2144. 2145. 2146. 2147. 2148. 2149. 2150. 2151. 2152. 2153. 2154. 2155. 2156. 2157. 215

Under
NOTE FOR THE ~~CHIEF~~ SECRETARY.
Indl. & Educl depts.

Please enter any remarks
you desire to make on
pages 1, 7, 8, 9, 16, 17, 18, 19, 20,
22,

and pass onto

Second Asst. Finl & Pol depts

— do. — pages 4, 10, 11, 12,
14, 15, 22,

J.B.
8/2/96.

No remarks. Most of the points
have already been considered in Ind. Dept.
J.B. 8/2/96

I think that the

— to be sent

the

the

the

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, I have the honour to report that of the numerous office, I am in the habit of destroying the final proof is passed for printing. preserved without inconvenience beca

ated 29th August 1894, I have the honour to report that the numerous office, I am in the habit of destroying the final proof is passed for printing. preserved without inconvenience beca

no order necessary.

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. 5.

With reference to G.O., No. 624, Public, dated 29th ultimo, I have the honour to report that the judicial records of Presidency Magistrates' Court 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, Archaeological 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 as may be required for future reference. Stationery indents.

submitted that one
ind. be enough in these
in the Mily dept in the
No. 1 a shorter period
- it is believed to be
months.

messrs. & co.
ind. of 18.6.89.

12.1.

ind.

20

in

inself

- the

to

No 3. It is submitted that
one year will be enough
No 4. It is for him to say what
period they are of use to him
The Govt has no wish in the
matter. Perhaps he might be
asked what the necessity is
or his getting the Govt.

- (3) All the manuscript or printed 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, Archaeological 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., 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 W, Avargal, Canarese Translator to Government, to the Chief Secretary to Government, dated Madras, 13th September 1894, No. 61.

With reference to paragraph G.O., No. 624, Public, dated 29th August, 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. PUDFOOT, Officiating Paymaster, Carnatic, Stipends, to the Chief Secretary to Government, dated Chepauk, 13th September 1894, No. 491.

With reference to paragraph 3, 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 deposited in file books. But many of them could be easily destroyed after a short interval of, say, six months. In some cases even these documents may be required by the civil and criminal courts for reference.

These papers
after one year
S.D.

No order seems to be

The suggestions seem to be unobjectionable

For further report please see page 13. In the circumstances therein stated it seems unsafe to destroy any of the records in this office.

See note on p 13

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. RUNGLAH 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
- (vi) 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 1 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

Yes route but still process or p.p. but the id 10 to 2 years after the case is closed. There are occasional cases in which cases (see Transcripts) take reference in what cases (see Transcripts) 24/9/94

For orders as to the period to be fixed - two years

- (i) might be sold as waste paper after one year - vide Bangalore's suggestion
- (ii) If they are never referred to why keep them for 6 months? *at least 6 months after*
- (iii) Sent for translation no doubt
- (iv) The Translators should send for papers that may be destroyed at the end of a year.

No orders seem called for beyond that the Tamil newspapers should be sold as waste paper periodically - he cannot wish to keep them for ever

Such a long term is to be fixed it wd. be better to rule that they should be destroyed when the Chaplain quits the service

It is submitted that the Agents' proposals may be approved with the reminder that files of gazettes, newspapers & such like printed matter should be sold as waste paper instead of being kept for ever

Let them be sold as waste paper

Done

for

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 Official" 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.

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

1	Description of records	To be	
		retained.	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.	Receive 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.

ask the subd
this list

there is much of a technical nature in this list in regard to which the Supt is no doubt the best judge. In regard to the account items please see the A.G.'s report that these proposals are unobjectionable. (C-786 attached to the note).

Yes: the in-
- portant thing is
to have some rule
S.P.

The first 15 items are provided for by the rules quoted. No orders are necessary in regard to them.

The other items (bracketed) are for orders and it is sub^d. that the Protector's proposals may be approved.

No orders necessary.

For "may be destroyed" substit. "may be sold as waste paper".

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. 18)	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. 1)	1 year.	
" report of removal of sick emigrants (Form No. 16).	Do.	Vide No. 211 of the emigration rules framed under Act XXI of 1883.
" 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.
- ✓ 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, A. Vargal, 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 destroyed.

There seems no reason why there should not be one set of rules for the four translators. vide records of the office through which pages 2, 3 & 6. The Carnatarese Translators suggest might be adopted.

- (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.

The I.G.'s proposals have been approved in the Judicial Dept of the Secretariat (Mr Butlerworth and the C.S.) and are sub^d for orders. Mr Cardew's remarks are very true.

(2) All copies of minor abstracts, ~~with~~ statements, diet and stock statements, statements of moneys remitted to treasury, progress ~~reports~~ of manufactures, quarterly statements of sub-jail charges, cancelled vouchers, objection ~~system~~ and correspondence connected therewith (pages CIV—CV, CIX—CXIV, CXIX—CXXII, ~~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 ~~release~~ 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 ~~sleep~~ and arrival of convicts transferred, vaccination returns.

Referred to the Judicial Department, for favour of remarks.

FORT ST. GEORGE,
16th November 1894.

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

. 2409.

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

3rd December 1894.

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

From the Hon'ble S. SRINIVASA RAGHAVAIYANGAR, C.I.E., Dewan 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. 6243 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. | |
| (4) Copies of list of papers sent to the tour office. | } 1 year. |
| (5) Answer papers given by probationary Sub-Registrars in the departmental examination held from time to time. | |

* For specimen form, vide page 226 to 228 of the Registration Manual.
† For specimen form, vide page 229 to 231 of the Registration Manual.

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

- | | |
|--|--------------------------|
| (1) Returns of wills and appraisals 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 :—

- Annual M-R returns.
- Salary and commission bills and leave statements.
- Letters sent and received except those which are purely routine in their character.
- Applications for searches and copies.
- Acquittance roll.
- All notices issued to parties.
- Petitions protesting against registration of documents, &c., and endorsements given on the petitions.
- Commission orders and the papers connected with the execution thereof.
- Old lists of villages, of records and furniture.
- Register of contingent charges.
- File of applications for registration of land transfers.
- Copies of certificates of encumbrance.
- Old registers of sales of lands.
- Leave applications.
- 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.

5. Such of the document or fees received 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-B, 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 Accountant-General not later than the 1st March each year so as to admit of his orders being comm- cated to the Sub-Registrars in time.

OOTACAMUND,
29th 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 Governm- 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 branch, I would suggest that the opinion of the Accountant-General be invited before any orders are passed.

Enclosure.

List of records that may be destroyed 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	10
4. Payment orders to treasury	10
5. Daily ledger abstracts of receipts and charges	10
6. Copies of travelling bills	10
7. Detail minor bills of Saderward and Agencies	10
8. Deposit registers, Revenue, Civil Court and Criminal Court and re- payment register	10
9. Stamp accounts (Postage, Telegraph, General and Court-fee monthly accounts except annual accounts)	5
10. Government promissory note register	10
11. Government interest receipt, old. All	..
12. Stock note accounts of all sorts	..
13. Currency note returns	5
14. Old Savings Bank accounts and pass books (except ledgers)	..
15. Money order accounts	10
16. Old advices of bills, &c.	10
17. Counterfoils of receipts	5
18. Office copies of periodical accou- sent to the Accountant-General ..	..
19. Superseded Codes, circulars and copies of such	..
20. All unimportant correspondence and letters from pensioners, requi- sitions for hundies, &c.	3

Treasury Department.

1. Treasurer's daily balance sheet	10
2. Stamp accounts (store and sale)	5
3. Indents for stamps	1
4. Registers of examination fees	3
5. Shroff's rough chitta	10

Please see the Accountant's
report on the next page.
His corrections are noted
in pencil. It is out of the
lists as corrected by the A.G.
may be approved. Nothing
has been suggested by either
officer in regard to item 11.

no. 16 is for orders.
The other items do not
seem to call for remarks.

yes
these
comp. 1000
infected

1. Correspondence relating
2. Reports of vessels
3. Vaccination returns and
4. Correspondence relating
5. Petitions of an ordinary
6. Statements of pepper ex
7. License granted to Eur

1000
of the
relatives
no
vera

1. Correspondence relating to the
2. Reports of vessels
3. Vaccination returns and diari
4. Correspondence relating to th
5. Petitions of an ordinary natu
6. Statements of pepper exporte
7. License granted to Europeans
quantities by the British a
spendence relating to the g
ammunition for sale ..
8. Correspondence relating to for
&c., for perusal and return
9. Correspondence relating to for
10. Postal notices and other com
tours
11. Applications for certification
cates, &c.
12. Abstract of letters addressed to
Travancore
13. Civil Court returns from the J
14. Correspondence relating to t
sion to Cochin Department'
15. Correspondence relating to th
16. Extradition cases of an ordina
17. Old Tinnevely, Coimbatore and
18. Old superseded Acts
19. And all other miscellaneous co
character which do not go in

17

dence Department.

Years.

ice of summonses	2
the Inspector of Vaccination ..	2
t of opium permits	2
oh generally ends with a reply ..	2
tobacco imported	2
importation of arms, &c., in small	
ities for personal use and corre-	
of licenses for importing arms and	
.. ..	2
artling of books, &c., to the Diwan's	
.. ..	2
ding of rainfall returns	2
ndence relating to the Resident's	
.. ..	2
f documents for examination certifi-	
.. ..	2
the Chief Engineer to the Diwan of	
.. ..	2
ans	2
obtaining of the Resident's permis-	
Public Works estimates	2
ublication of notices in Gazettes ..	2
ature	22
Bhalabar Gazettes	2
.. ..	2
respondence of a very unimportant	
the disposal register and index ..	2

From T. W. RAWLINS, Esq., Assistant-General to the Government of Madras,
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.

2
2
2
2
2
2
2
2
284-at Carrover with care is comple- t. There may be references in Extras
ed

The alternative figures in pencil have been suggested by the Political dept - with the exception of 25 instead of 50 on the "Register of P.O.s" which the AG considers sufficient. The pencil figures seem to be an improvement in each case and it is hoped may be adopted. Perhaps 15 yrs will be sufficient for papers connected with the Palace repairs - but there appears to be no special reason for reducing the Agents figures.

See with Mr. ...

OSURE.

1 in the Government Agent's Office, Tanjore.

List of Records to be retained and de

Major Head.	To be retain	To be destroyed.
Books and Periodicals ..		1. Fort St. George Gazettes 10 2. Tanjore District Gazettes 25
Establishments ..	Papers relating to revini	1. Pay abstracts with leave statements and April list 25 -30 2. List of appointments 5 -20 3. Suspensions and dismissals 20 4. Landed property statements 10 5. Travelling allowance bills 5 6. Routine correspondence 5 7. List of officers aged 55 years and upwards .. + 1 -2
Inams ..	Paravanagis or orders of grant of land by the Tanjore.	
Legal Opinions ..	Papers containing legal Advocates-General.	
Pensions ..	Orders and correspondence relating to the grant of pensions to descendants of the late Rajs of Tanjore. Pension abstracts. Applications for pension and orders thereon. Papers connected with pension, &c., to the Rajas.	Receipts, reports, vakalats and life certificates.. 10 Routine correspondence regarding disbursement. 5 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
Political ..	All papers of importance.	
Public Works ..		Papers connected with the annual repairs to the Tanjore Palace buildings + 20 -15
Records ..	Record indexes. Rules relating to custody and preservation.	1. General registers 50 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. 2. Orders relating to stationery.	1. Indents and accounts 5 2. Routine correspondence 3
Suits ..	1. Judgments and orders of courts.	1. Papers other than judgments 5
Treasury ..		Register of P. O.s. 50 Budget statement and correspondence + 10 -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 1 -2 2. Service registers of dismissed officers after dismissal order is passed and then if no appeal has been filed 1 -1 3. Report on verification of service registers 1 -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

Neat ...

* Better make this 30 years. † Better make it 2 years. ‡ 15 or 10 (P).

Not in ...
 since ...
 ...

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 forwarding for remarks in regard to the Acting Collector and Government Agent, retained and destroyed in his office, I have similar registers in Collectors' treasuries, the register of permanent pay orders of the
2. The period for the retention of the other treasury returns is sufficient.

From Lieut.-Colonel J. G. PROUD, Paymaster, to the Chief Secretary, dated Chepauk, 22nd November 1894, No. 593.

In reply to your memorandum No. 227, 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.

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 1894, have worked satisfactorily and require no modification.

G.O., No. 614, Public, dated 16th July 1894.

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.

But it is the duty of the collector to submit a list of records to be retained and destroyed in his office, I have similar registers in Collectors' treasuries, the register of permanent pay orders of the

No orders appear to be needed except perhaps that 4 a copy of the second list may be destroyed after 1894-95.

I don't think we should have any orders about the office. The records are not official. If you can do just one or two more, I shall be glad to see them. 12/1/95/1891.

It is submitted that the present recommendations are the merit of simplicity and may be adopted.

B List of Records presently retained.

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

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

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

2. I have recommended very few 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 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 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 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 year that will have to be done is to have 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 space in the Political office to hold all the papers for the periods now recommended without inconvenience.

Enclosure.

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 returns	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, Dewan, and members of the Tondiman family relating to matters of Political interest or which are of permanent importance	Do. Do.
5. Government Orders	Do.
6. Irrigation and Boundary disputes between Pudukkottai and British Territories	Do. Do.
7. Pudukkottai Gazettes	Do.
8. Registers of correspondence and other important registers	Do.
9. Statistical { Season reports Price lists Rainfall reports	Do. Do.
10. Registers and returns of births, deaths and marriages	Do.

Records

periodically destroyed.

Number
of years
to be
retained.

I. Correspondence, accounts
subjects—

relating to the following

(a) Agriculture ..	..	..	..	..	..
(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 A list ..	..	..	..	..	..
(r) Registration ..	..	..	..	..	..
(s) Religious endowments ..	..	..	..	..	..
(t) Stationery ..	..	..	..	..	..
(u) Stamps ..	..	..	..	..	..
(v) Survey ..	..	..	..	..	..
(w) Treasury ..	..	..	..	..	..
(x) Trigonometrical ..	..	..	..	..	..
(y) All other subjects ..	..	..	..	..	..

15

those mentioned in item 10 of

miscellaneous nature

Provided that any of the above
considers to be of permanent
value or for a period longer

apart which the Political Agent
reference should be retained perma-
fifteen years.

II. Fort St. George Gazettes

15

III. Correspondence connected
and the like ..

processes, extradition of criminals,

3

IV. Unimportant papers and

such as reminders, &c. ..

3

V. Spare copies of Government
is not considered necessary

rs, the future retention of which
the Political Agent ..

3

Provided that any papers may
prescribed under the special
should be entered in the register
papers.

for a longer period than above
the Political Agent, which order
opposite the entries relating to such

From MISS E. ISIS POGSON
Government of Madras, to
January 1895, No. 23.

R. MET. SOC., Meteorological Reporter to the
Chief Secretary to Government, dated 15th

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 they 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 care-
fully scrutinized and those bearing upon observations likely to aid in future discussions
should be reserved for reference.

It will be sufficient to say that
the records should not be
cluttered with unnecessary
papers more than 3 years
old & the Govt. must be that
the Met. Reporter will give
the matter her personal
attention.

5/12

No orders necessary.

From the Government Solicitor
Madras, 4th February 1895

With reference to the G.O., No. 53, report that, so far as I am aware, the records should be destroyed, and it would be through all the records of my office need hardly say that my office differs is impossible to say that the records as a matter which has long been in connection with some other matter.

the Chief Secretary to Government, dated 53.

Public, dated 29th August 1894, I beg to no Government records in my office which impossible for me to devote the time to go to what, if any, might be destroyed. I ally from other Government offices and it icitor's office will never again be required, sometimes crops up again, years after, in

(Signed) E. BARCLAY,
Government Solicitor.

(2) In the absence of explanation it seems strange that it should be necessary to preserve applications for 15 months.
The other suggestions do not seem to be necessary.

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

With reference to paragraph 3 of 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 Examination Chairmen. | Six months after submission of the annual report to Government. |
| (5) Financial statements from teachers and officers. | |
| (6) Reports and other statements of Examiners and Chief Superintendent. | Two years after final adjustment. |
| (7) Contingent bills from Chief Superintendent. | |
| (8) Essays, plans and field books from dates. | 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
to the Chief Secretary to Government, dated Madras, 13th February 1895, No. 1638.

With reference to paragraph 3 of 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 Government colleges and schools which I consider, may be periodically destroyed.

Public, dated 29th August 1894, I beg to no Government records in my office which impossible for me to devote the time to go to what, if any, might be destroyed. I ally from other Government offices and it icitor's office will never again be required, sometimes crops up again, years after, in

E. DUNCAN.

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 of 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 *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 rel. *Educational matters.*
Monthly statement of work done by the *ing officers.*
Monthly return of leave, appointments, *ls and fines from the inspecting officers.*
Half-yearly returns from colleges and

After *interval of three years.*
Consolidated reports on primary and low secondary schools.

After *interval of five years.*
Inspection reports of colleges and schools

(B) IN THE OFFICE OF THE INSPECTING OFFICERS.

After *interval of one year.*
Annual returns.
Quarterly returns of unanswered references.
Monthly statement of results grants.
Time-table of training institutions.

After *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 statement of grants.
Register of results grants.
Miscellaneous returns and accounts.
Nominal rolls and mark and pass lists relating to grant examination.

After *interval of three years.*
Consolidated reports on primary and low secondary schools.

After *interval of five years.*
Inspection reports on colleges and schools.

(C) IN COLLEGES AND SCHOOLS.

After *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 condition, and acquittance certificates produced by students on admission.
Applications for admission, leave, etc., in the case of training institutions.

Please note for orders
attached. Instructions
have already been given
on the subject.
properly.

After an inte
Inspection reports.
Warrants, orders of detention and reports from
in the Reformatory School.
After an int
Bonds executed by students under training.

Three years.
rates, &c., of discharged pupils, received
five years.

Endorsement—dated 20th
The following are forwarded to the

ary 1895, No. 347-A.
ial Department for favour of remarks.
(Signed) J. F. PRICE,
Chief Secretary.

From Colonel H. W. H. COX, C
Secretary to Government, dated

With reference to G.O., No. 624, P
honour to inform you that the instruction
the Madras Police published by the Insp
matter of records of the City Police.

2. As regards the records of the Lic
all registers of licenses issued under the
Police Acts may be treated as permanent
issued under the above Acts be destroyed
which they were issued.

sioner of Police, Madras, to the Chief
s, 22nd December 1894, No. 146.

, dated 29th August 1894, I have the
ad down in Appendix D of the orders of
General of Police are observed in the

Department of my office, I consider that
lian Arms and Explosives and the City
ords and that the counterfoils of licenses
the end of the year following that in

From M. HAMMICK, Esq., I.C.S.,
Secretary to Government, dated

With reference to G.O., No. 624, Pr
the honour to submit a statement showing
periodically destroyed.

Director-General of Police, to the Chief
ras, 18th February 1895, No. 870.

, dated 29th August 1894, I have the
le records of my office which may be

ENC
RE.

List of records proposed to be periodically des
dated 29th

red with reference to G.O., No. 624, Public,
gust 1894.

Name of record.	Period of reten- tion.	Remarks.
Printed papers.		
Report on the Administration of Criminal Just dency.	Madras Presi- 5	
Report on the Administration of Civil Just dency.	Madras Presi- 5	
Jail Administration report	5	
Annual volume of the Sea-borne Trade and Madras Presidency.	igation of the 5	
Report on the Administration of Abkari Reven Do. do. of Salt Revenue	3	
Report on Criminal Justice, Hyderabad Assigne Do. do. Central Provinces	3 5	
Do. do. Burma	5	
Do. do. Oudh ..	5	
Do. do. Punjab	5	
Do. do. Coorg ..	5	

List of records proposed to be periodically destroyed with reference to G.O. No. 624, Public, dated 1st August 1894—cont.

Name of record.	Period of retention.	Remarks.
<i>Printed papers—cont</i>		
Judicial Statistics, England and Wales	5	
Criminal and Judicial Statistics, Ireland	5	
Report on the Administration of Civil Justice	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, &c.	2	
Do. working of the Thagi and	2	
Finance and Revenue Accounts of the Government of India	5	
Statistics of British India for the Judicial Department	3	
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 Lunatic Hospital	2	
Do. report on Lunatic Asylums	2	
Establishment list of the Chief Secretary's Office	2	
<i>Manuscript papers.</i>		
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 umbrellas	5	
Indents for forms	5	
Report on state of huts	5	
Department of Public Works budget scheme	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 unaccounted 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 umbrellas	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	
Do. F. . .	1	
Do. of police officers convicted	1	
Do. of murders	1	
Do. of cattle poisoning	1	

This information is embodied in Police Administration reports.

List of records proposed to be periodically de
dated 29th A with reference to G.O., No. 624, Public,
394—cont.

Name of record.	Period of reten- tion.	Remarks.
<i>Manuscript papers—cont</i>		YEARS.
Special report on dacoities	1	This information is embodied in Police Adminis- tration reports.
Itinerary report of Superintendents and A 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 referen 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 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	To be destroyed after publication in Police Gazette.
Inspection of licensed premises	1	
Comparative statement of house-breaking a ft	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	To be destroyed after submission of con- solidated statement to Accountant- General.
Identification of habituals	1	
K. L. memoranda	1	
List of buildings erected by private indivis	1	
Return of public buildings	1	
Memoranda from the Accountant-General for detail bills	1	
Applications of rejected candidates	1	
Statements of escorts supplied	1	
Do. of police officers convicted	1	
Do. of offences on railway lines	1	
Descriptive roll of men wanted	1	To be destroyed after submission of con- solidated statement to Government.
Do. of K. D's list of property for Police Gazette	1	
Notices published in Police Gazette	1	
List of Government servants thrown out of employment	1	
Statement of offences against coinage	1	

The Govt. has approved
the first 5 in list B. sub-
mitted all the proposals
may be accepted.

Endorsement—dated 1st h 1895, No. 469-A.
Retransferred to the Public. sent with notes in original.

d) A. BUTTERWORTH,
Under Secretary.

Office-note from R. HILL, Esq
Chief Secretary to Govern
No. 3544.

In reply to G.O., No. 624, Public, 9th August 1894, the Superintendent, Government Press, to the
shows the records to be retained, and B, of the Press records. List A
destroyed after certain periods marked B shows the records that should be
the opinion of the Accountant-General hem. The undersigned suggests that
1 to 5 in the B list. be obtained with regard to the items

E. R.

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 Imported from England.
6. Permanent Acquittance Rolls.
7. Piece Acquittance Rolls.

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

Accountant General's remarks on
the first 5 in list B. sub-
mitted all the proposals
may be accepted.

From T. W. RAWLINS, Esq.,
to Government, dated Fort S

With reference to your endorsement of the office-note of the Superintendent, Government 1894 (herewith returned), I have the honour to state that, as suggested by that officer, there seems to be no objection to records referred to in his List B as item

stant-General, to the Chief Secretary
26th March 1895, No. 791.

29, dated the 10th January 1895, on
ent Press, No. 3544, dated 28th Decem-
our to state that, as suggested by that
destroying after a period of 15 years the
5.

From D. W. G. COWIE, Esq., Act
Appellate Side, Madras, to the
March 1895, No. 688.

In reply to G.O., No. 624, Public,
inform you that, after reference to the
that the present rules for the destruct
1041, Judicial, dated 18th June 1889,
made so far as the Judicial Department is

Registrar of the High Court of Judicature,
f Secretary to Government, dated 11th

29th August 1894, I am directed to
t Judges, the High Court is of opinion
useless records contained in G.O., No.
efficient and that no changes need be
concerned.

From J. H. A. TREMENHEERE,
Sandur, to the Chief Secretary
Dis. No. 1558.

Adverting to G.O., No. 624, Public,
to state that records pertaining to the
posited in the records apart from the R
force relative to the latter paper are a

Collector of Bellary and Political Agent,
overnment, dated 29th November 1895,

All papers except those a
regarding allowances paid to fa
dically destroyed.

29th August 1894, I have the honour
al Department are not generally depo-
and the Judicial papers and the rules in
to papers in the Political branch also.

ance, such as sunnads, correspondence
of the Native Chiefs, may be periodi-
cally destroyed.

From C. M. MULLALLY, Esq., Collec
Secretary to Government, dated

In reply to Government memoran
1895, I have the honour to report that
referred to therein, was not registered
that a report was due was lost sight of.

ical Agent, Kurnool, to the Chief
December 1895, C. No. 171, Political.

No. 2833, Public, dated 25th November
t.O., No. 624, dated 29th August 1894,
e Political branch, and hence the fact

2. Records in the Political branch o
year in which Kurnool came under Britis
one relating to the family of the Kurnool
State. These records are partly in Per
They have hitherto been treated as perm
place.

is office are maintained from 1839—the
ssession. They consist of two portions—
ab, and the other to the Banganapalle
and Hindustani and partly in English.
at records and no destruction has taken

3. The records relating to the Kurn
pudence between the Superintendent o
Nawab's family and the Collector of the
rights and claims to the pensions, &c.
these records permanently, I would sugg
important documents, which must of cou

Nawab's family consist of official corres-
handans, the members of the Kurnool
riect. These chiefly relate to Khandans'
there seems to be no necessity to retain
their destruction periodically excepting
retained.

4. The records relating to Banganap
the Nawab and the Political Agent. The
communicated by Government should, I
tions and correspondence connected there

State consist of correspondence between
ports and returns which are printed and
s, be destroyed, as also unimportant peti-
tions.

5. I have deputed two Hindustani
in preparing a complete list of records, s
records I consider should be destroyed a

ving clerks to help the Political munshi
I shall shortly report particulars of what
that permanently maintained.

Go. 1894/10.

The particulars promised
in para. 5 cannot be awaited.

7.5.13.

3/5/13

It is absolutely impossible
to make a list of records
which should be retained
and which should be destroyed
as the records are not
classified.

and it
being

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

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 Com- mander-in-Chief	"	"
5. General Orders of His Excellency the Governor in Council	"	"
6. Government orders received	"	"
7. Receive 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	"	"

Description of records.	To be retained.	To be destroyed.
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.

correspondence

DEPARTMENT.

FORT ST. GEORGE,
Accountant-General's Office,

No. 644

~~January~~ 1896
2^d March 1896

From

J. C. Harrison Esquire,

Offy

ACCOUNTANT-GENERAL TO THE

GOVERNMENT OF MADRAS,

To

THE

Chief Secretary to Government,
Public Department.

SIR,

With reference to Mr Under Secretary -
Phillips endorsement N^o 418 dated the 22^d February
1896 referring for remarks letter N^o 1531 dated
21st September 1894 from the Superintendent of
Stationery, Madras regarding the destruction of
certain old records in his office, I have the honour
to state that there is no objection to the pro-
posal made by him in respect to the account
items enumerated in the list.

I have the honour to be,

Sir
Your most obedt. Servt.,

J. C. Harrison

Offy Accountant-General

From

THE ACCOUNTANT-GENERAL,

MADRAS,

To

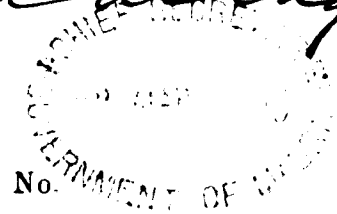
THE *Chief Secy to Govt*
Public Works

No. *bu*

Dated *2*

Received

March 96



SUBJECT.

*Submitting that the statement
of the account dues
is proposed by
the Supdt of Station
can be effected*

O.A. 1

~~FF~~

51-70

Ny 418



22.2.56

Encl No: 418

Forwarded to the
Accountant General
for favour of very
early remarks on
the proposals in respect
of account items
in the list.

(by order)

W. D. H. H. H.
Ag. Asst. Secy

40B.
22.2.56

T. L. St. George }
22nd February 1896 }

2 proof containing replies

To Order

In the P.O. quoted above the
Govt called for report from all
Heads of Dept as to the records
which could without inconvenience
be periodically destroyed. The
reasons for this step are fully
given in the notes with the object
of the P.O. (put up).

The following officers have
reported there are no records in
their offices to be destroyed: -

- The Govt Pleader
 - " Registrar of Joint Stock Co.
 - " Chemical Examiner
 - " Advocate General
 - " Senior Chaplain Church of Scotland
 - " Sheriff of Madras
 - " Archdeacon
 - " Tamil Translator to Govt
- Others who state that no special
regulations seem necessary
are: -

- The Govt. Epigraphist
- " " Astronomer
- " Chief Presby. Magistrate

The first & second of these destroy
unnecessary papers as soon as
they become so, & the third state
that records other than Jud
are very few & cause no
inconvenience. The T. L. St. George
in his office are destroying

in accordance with rules framed under Act III of 1879, & those in the High Court under G.O. N° 1041 Jubb. d/18th Jan. 1884. These rules call for no change.

The Office of the Private Secretary to H.E. the Governor may also perhaps be included with those for which no special regulations are called for.

With regard to the others, various periods are suggested after which certain papers might be destroyed ranging from 6 months to 50 years. Attention is specially invited to the replies from the Secy of Prisons (page 7 of paper) & from the Police Agent, Indukottai (page 14) - Both suggest with reference to the periods of time, that simplicity is the best guarantee that the rules will be carried out, & it is submitted that as far as possible this should be attained. The former thinks that except where the office is of a liberal, complicated rules will prove impracticable & suggests three years, the latter three & fifteen.

These periods, should the Govt. think fit, might be adopted

Yes. It is cleared out moreover at the close of each Fort's term, I believe.

S.V.R.

* List of those marked for destruction after two years

- | | |
|--|---------------------------------|
| Answer papers of candidates | Presdt. Bd of Examiners |
| Reports from Examiners | |
| Routine correspondence re Examiners | |
| Monthly Hkptl Statistics | Surg. Genl |
| General Corres: Dept. | Res. T & C |
| Items 1-9 | |
| Contingent Bills from Chief | Comr. for Govt Exam. & Receipts |
| Receipts | |
| A. Copies of Grant-in-Aid Bills | D.P.I. |
| Half yearly returns from Colleges & Schools | |
| B. etc. Lists of small schools | nominal rolls re Exam. |
| | |
| Counterparts of licenses issued under the Indian Arms Act & the City Police Act | Comr. of Police |
| Reports on the Adm. of Civil Justice in Coorg, Central Prov, Punjab, Baroda & Oudh &c. | D.P. of Police |
| Annual Returns re | |
| 16-20 Fine Book etc | Supt. Govt Press |
| 21-28 Treasury Receipts &c | |

in as many cases as possible by extending periods below years to that limit & then above it to fifteen, at any rate in those offices whose establishments are not on a liberal scale, provided there be room enough to accumulate records without inconvenience.

Thus it might be possible, conveniently, to bring under the three years' limit the papers marked "to be destroyed" in the following offices:-

- | | |
|--|---------------------|
| Office of the Special Agent S. Arcot | Translation to Govt |
| " " " " Consular Agent, Pondy. | |
| " " " " Hindustani | |
| " " " " Malayalam | |
| " " " " Telugu | Translation to Govt |
| " " " " Meteorological Reports to Govt | |
| " " " " Commissioners of Police | |
| " " " " Polt. Agent, Sandur | |

To these would be added all papers marked for destruction in the D.P. I's office except those marked for five years & all papers marked within the limit of three years in other offices. For convenience of reference a list is given of such ^{papers} marked for two years.

The shorter the period of preservation the less will be the work of destruction and the greater the probability of its being regularly carried out. It is submitted that the object should not be to

of preservation to apply
primary cases as possible but
as short a time as is advis-
able in the case of each office
determined by the nature
the papers dealt with, e.g.
examination answers
papers might well be destroy-
ed after one year while accts
to be preserved for much
longer. The papers have been
submitted type on broad sheets
and columns left blank for
the C's remarks and the
other orders. It is submitted
that heads of depts should be
impressed with their person-
al responsibility for seeing
that orders are carried out. No
left of an office is more apt
to get into confusion than
records. There is so little
opportunity for supervision
by heads of offices & so often
the feeling among the clerks
is immediate charge that
any thing outside the ordinary
work of putting up references
is special work which can
be left over for a convenient
opportunity - the inevitable
result being confusion and
special staff to do work
which in reality could well
have been done without in-
convenience or dislocation
of other work at the proper
time.

J.B.
8/2/96
P.S. Since the
above was written
the ref: attached to
this note was issued & the
ply (C.786) received.

J.B.
3/3/96
See notes on proof
S.P.

Destruction of Records

Hon W. H. W. Bliss C.I.E.

Record keeping has been
a special study with the
C.I.E. - Let him dispose of
the matter.

M.
22/4/96

Orders can issue as far as I
have approved and nothing
need go again to them.
I am altogether satisfied with
matters.
I think that the as regards accounts
there should be one list to be
drawn up either by the C.I.E. or
in consultation with him. Apparent-
ly present each Dept. & better
well a law book-stuff in these
matters - take for instance.
Contingent Referrals - The Stationary
Dept keeps them for 2000; the
Adm. Temp. for 5 years
& the Lgh. Serv. for 2 years!
There are other similar anomalies.
It is evident that there should be
one rule all round, and the
Adm. & the other to lay it down.
I would ask for as list, and we
can at any time get the accounts
part of the question definitely settled
hereafter in cases where personnel
have been accepted for whom
may be out of perspective or
this.

AD
2/5/96

ORDER—No. , Public, dated October 1896.

The letters recorded above are replies to G.O., No. , 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 officers—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 Pudukkottai, 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, Archaeological 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 extradition process, &c., papers may be destroyed two years after the case is 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 ordinary nature, may be destroyed two years after correspondence in the case is 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 accepted 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 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, Abkari, 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 the 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 ~~following orders will be passed on the~~ various items enumerated in the Surgeon-General's letter of the 22nd December 1894 *the will be disposed of a*

(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) Demit-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. 90. The necessary*

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, acquittances, 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.

To all Heads of Departments under the Chief Secretary
the Accountant-General. *4 Aug 28/60*

Financial Dept

Loc at Municipal Sept 5
 Expt. C. M. Thumbarawmy.

List showing the distribution of the Proceedings of Government
No. 1123 dated 12th Oct 1896

Department	Number of Officers	Number of Posts
Revenue Department	..	..
Public Works Department	..	..
Marine Department	..	..
Local and Municipal Department	..	..
Pension Department	..	..
JUDICIAL.		
Honourable the Chief Justice with C.L.	..	..
Inspector-General of Police	..	..
Do. of Prisons	..	..
Do. of Registration	..	..
Chief Presidency Magistrate	..	..
Commissioner of Police	..	..
Judges of the Madras Court of Small Causes	..	..
Advocate-General	..	..
Government Solicitor	..	..
Administrator-General	..	..
Sheriff of Madras	..	..
Government Pleader	..	..
Crown Prosecutor	..	..
Registrar of Joint Stock Companies	..	..
PUBLIC.		
Surgeon-General	..	..
Meteorological Reporter	..	..
President, Board of Examiners	..	..
Private Secretary to His Excellency the Governor	..	..
Government Astronomer	..	..
Protector of Emigrants	..	..
Superintendent, Government Press	..	..
Tamil Translator to Government	..	..
Telugu do. to do.	..	..
Malayalam do. to do.	..	..
Canarese do. to do.	..	..
Hindustanido. to do.	..	..
British Consular Agent, Pondicherry	..	..
Superintendent, Archaeological Survey	..	..
Government Epigraphist	..	..
POLITICAL.		
Resident in Travancore and Cochin	..	..
Paymaster, Carnatic Stipends	..	..
Political Agent, Pudukkottai (Trichinopoly)	..	..
Do. Sandur (Bellary)	..	..
Do. Banganapalli (Kurnool)	..	..
Government Agent, Tanjore	..	..
Special Agent, South Arcot	..	..
ECCLESIASTICAL.		
The Right Reverend the Bishop of Madras	..	..
Venerable the Archdeacon of Madras	..	..
Senior Chaplain, Church of Scotland	..	..
FINANCIAL.		
Accountant-General	..	..
Commissioner of Paper Currency	..	..
Superintendent of Stationery	..	..

EDUCATIONAL.

Director of Public Instruction ..
Commissioner for Government Examinations ..
Superintendent, Government Museum ..

3.7
11 Sept 1911

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) ..
Nellore
Nilgiris (Ootacamund) ..
Salem
Tanjore
Tinnevelly
Trichinopoly
Vizagapatam

THE DISTRICT AND SESSIONS
JUDGE OF

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
Tinnevelly (Palamcottah) ..
Trichinopoly
Vizagapatam