

Public (1895) Department.

ORDINARY MS.

9-02001

G.O., No. 1272

Dated 3-12-96

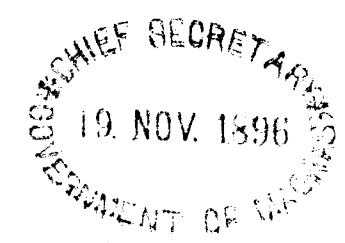
11-11-96

[Despatch Abstract.]

*Issuing orders on the proposals of the
J. L. M. Price in regard to ^{reception} ~~reception~~
records in his office*

Judicial (1896) Department.

CURRENT No.



From
The Insp: Genl of Police
Madras.

No. 4508.

Dated 17. November 1896

Received 19.7

Registered 20 } 11-

Enclosures 10

Spare copies.

SUBJECT.

Submitting his report with re-
ference to L. D. No 1123. Pub. 712^d Oct
1896 on the retention and
disposition of same.

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

Order

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BACK PAPERS.

G.O.	No.	Department.	Date.
	11123	Pub.	12/10/96

FURTHER PAPERS

G.O.	No.	Department.	Date.

No. 10-11.

DEPARTMENT.

No. 4508

CHIEF OFFICE OF THE INSPECTOR-GENERAL OF POLICE,
MADRAS, 1896.

FROM

M. HAMMICK, Esq., I.C.S.,

INSPECTOR-GENERAL OF POLICE,

Madras.

TO

THE CHIEF OF POLICE, ...

SIR,

Enclosures.

Reference is made to the ...

... 1896, ...

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C. No 3891

~~H. E. THE GOVERNOR.~~

~~THE HON'BLE MR. BLISS, C.I.E.~~

~~THE HON'BLE MR. GROSE, C.I.E.~~

SUBJECT.

Destruction of Records

FOR ORDERS.

C
In his letter N° 87 and 18.2.95, printed with the rest of the replies to fo. 624 Pubd/29.8.96 in fo. 1123 Pubd/12th October '96, the Inspector General of Police submitted a statement showing the records ^{in his office} which may be periodically destroyed.

The H. (Mr. Price) ^{Inspector} then saw that there seemed to be much unnecessary retention of records in the I.G.'s office, and that he should be, ^{instructed} to revise his list. This was accordingly done vide para 7 of fo. 1123 Pubd/12th October '96 where his attention was ^{especially} drawn to the apparently excessive period of retention suggested for the manuscript papers. He was also told

* vide H. and I.
C. I. D.

+ Ref. also -
 Census of Population
 and Housing
 Statistics of England & Wales
 1981: Density

2. U. L. Statistics of England & Wales
 - Population & Density

Report on the Administration of Criminal
Justice, 1884-85. The following
are the names of the
Judges, Magistrates, and
Clerks who have served
during the year.

Reportette working of the Philippine
Bureau of Statistics.
Statistical Bureau of the Philippine
Administrative Department, which must
be under the supervision of the
Bureau of Revenue.

I will be sure that with the report
Statement at C the periods publishing
were 5, 3 and 2 years. I should
have suggested, ~~right~~ three years
for all printed papers that are to
be destroyed. This has to mean
of uniformity in 2 or 3 places
to be made. I have not

* the destruction to be carried out
Every year in January.

Manuscript Papers, ^{also} the I. G.
now suggests three years as the
^{minimum} maximum limit of their re-
-tention, (excepting only certain
petitions), whereas the periods
previously proposed by him
varied from one to two years.
Please see Mr. Price's notes
in red ink at . . .

In his original list the
29. suggested ten years as the
period of retention of "petitions
from Police officers against
dismissal &c" and of "petitions
from private individuals".

He ~~states~~ ^{states} that, under the present "current, reference and disposal system of records" introduced by him last year, fodged papers are liable to be periodically destroyed; that three years would be fined for such papers; and that many petitions are lodged. Those petitions, however, which pass into the disposal list will, the I.G. states, be permanently retained.

ity. In the Sect. lodged
papers are those on which no
tion whatever is taken.
a dismissed man affects
the I.G. & he sends the card
it is definitely disposed
the papers wd. hardly
required after 2 or 3 years.
entries in the office regi-
re wd. be a sufficient
forance. The object of the move-
ment is to prevent record
acc being noted. 58B 24/11

Objection Memoranda... 2 years
 Incident to forms... 2 "
 Report on the verification of service books } 1 year
 Reports of departure & return from leave } 1 year
 Leave applications received from prospective recruits } 1 year

The reports of
other Pres^s should
also be permanent
kept. The I. G. O.
office is the place
where they should be
found. M.H.

Let him keep them as he wishes. They can eventually be destroyed - if not wanted - i.e. after ~~some~~ some years experience.

As regard 3. This submitted that
it ought to stand as proposed

C no 3891.796 Public

NOTE FOR ~~THE~~ *Adm.*

^{Printed}
The Record wh: the Lg. was
directed to obtain her recently
born

1. Reports on Criminal Justice
2. " " Laws
3. " " Abkhazi
4. " " Salt
5. Inst. Statistics of England & Wales
6. Russia & Balkans.

③ The I. G. was proposed to keep
~~immediately~~ limit no. 1. to Reports
 of the Madras Presdy. alone. Some
 suggested as to whether Reports
 of other Presidencies & Provinces shd.
 not also be kept. According to the I. G.
 present proposals then, only one to be kept 3 & 4. The 1st
 first 5 yrs was proposed (May 10.)

③ The following are proposed for the

L.G. to be retained permanently.
In addition to the words enumerated above.

1. Finance & Rev. Accts of the
S.I.

2. Statistics of B. India for the
Inst. and Administrative Service Deptt.

under the
3. Inst. the history of Ireland
reason is assigned for this

the original list at Fla. R. 3
 ps. was proposed ^{for} order in

registered on the parent also.

As regard manuscript papers;

as the A.G. has not yet

replied to para 11 of L.O.

1123. D. 12. Oct. 98 in regard to

to the periods for which accounts

papers should be preserved, it

is submitted that as regards the

class of papers orders should be

the present be issued.

ACU

The I.G. proposes to destroy all

manuscript records after 2 yrs.

etc. Certain prohibitions, which it

is proposed to retain permanently. + Please see the last para of

The class of papers to be retained the current.

is not clearly defined. If the

I.G. intends that every paper which

falls into the disposal list should

be permanently retained it is

thought that a good many papers

will be unnecessarily kept

in view of the fact that they will be

destroyed. The Hon. Mr. Price &

his order at D. did not

object to the period of 10

ys. originally fixed for retention,

though this period is, it is

submitted, longer than was before.

Orders are similar as to the

the I.G. should be asked to examine

this proposal, or whether 3 yrs

may be fixed for all papers.

as suggested in the note above.

ask him to explain.

ACU

[G.]
73
300-361-7-98

Cuo. 3891. 7. 98 Public

NOTE FOR THE AGRO

(1) In his original proposals at May
B. the I.G. fixed one year as
the proper period for a large no.
of papers. The period ^{of retention} in these
cases is now raised to 3 yrs.
Submitted that the original
proposals may be approved. Absolute
uniformity is not required, it is
thought that there will be
no difficulty in arranging for the
destruction of such records when
the annual destruction is
done.

A.L.H.
26/11/98

Better so I think

ACU 27. 11. 98

Papers to be read in proceedings:—

Again G.O., dated 189 , , No. .
Again G.O., dated 12th October 1896 , No. 1123 Pub.
Current No. 3091 of 1896, dated 18. XI, from H. L. G. Police
" " " 189 , "
" " " 189 , "

ORDER N^o 1272 of 3-12-96

The permanent retention of the records enumerated in para 1 of the Inspector General's letter read above is approved. The reports on Criminal Justice in other presidencies and provinces, however, should be permanently retained. There is no objection to keeping items 8 and 9 but should for separate. Their experience show that they are not wanted they may be eventually destroyed.

2. As regards manuscript paper it is observed that in his letter N^o 870 of 18. II. 95 recorded in G.O. N^o 1123 Pub. of 12th October, last the S.G. fixed an one year as the proper period for the retention of a letter.

papers, whereas
proposes three years
absolute uniformity
is required, and as there
be a periodical destruction
of records every January,
is not approved of the
original proposal.

Pending the reply of
to Acct Genl to para 11 of
No. 1123 Subd 12. x. 96,
orders in regard to all
account papers must
be over.

With reference to
them & the I. S. will be
requested to explain more
to places of
petitions before to refrain
permanently. As at present
disposed, the fact remains
that, if every petition which
passes into the disposal
series is permanently kept,
there will be much unnecessary
retention of records.

to all manuscripts with certain exceptions.

It is desirable to remove from a much
valuable by the I. S. as soon as possible
by the destruction of all records no longer
required, the I. S. considers that the I.
S. should be advised to keep
in view the retention of the I. S.
in view of the recommendations, subject to such
exceptions as the I. S. may deem
necessary.

5013
30/11/16
The S. G. of Police (9)
29. x. 96.
3/12/16